



A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE RETENTION, MANAGEMENT AND DISPOSAL OF MUNICIPAL RECORDS AND INFORMATION ASSETS

BYLAW NO. C16-26

WHEREAS, pursuant to section 214 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended, Council may pass a bylaw respecting the destruction of municipal records and documents;

AND WHEREAS, pursuant to the Protection of Privacy Act, public bodies must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction;

AND WHEREAS, all records and information, regardless of format or storage, in the custody and control of employees of the City of Fort Saskatchewan, members of council and committees of council which are created or received in the context of their functional responsibilities, are the property of the City of Fort Saskatchewan;

AND WHEREAS certain City records and information must be retained for prescribed periods and destroyed in compliance with applicable legislation;

NOW THEREFORE, the Council of the City of Fort Saskatchewan in the Province of Alberta, duly assembled, hereby enacts:

1. TITLE

1.1 This Bylaw may be cited as the “Records and Information Management Bylaw.”

2. DEFINITIONS

- 2.1 “Access to Information Act” or “ATIA” means the Access to Information Act, SA 2024, c A-1.4, as amended from time to time, including any regulations made under it, which governs access to records held by public bodies.
- 2.2 “Certificate of Destruction” means a formal record authorizing and documenting the secure destruction of City records in accordance with the approved Records Retention Schedule.
- 2.3 “City” means the municipal corporation of the City of Fort Saskatchewan.
- 2.4 “City Manager” means the Chief Administrative Officer of the City, or their designate.

- 2.5 “Council” means the municipal Council for the City, and may include the Mayor, individual Councillors, or Council as a whole.
- 2.6 “Destruction” means the secure and permanent disposal of Records by obliterating the record so that no information can be physically or electronically reconstructed or recovered.
- 2.7 “Disposition” means the final authorized action taken on a Record at the end of its retention period.
- 2.8 “Information” means content contained in a record.
- 2.9 “Record” means any electronic record or other record in any form in which information is contained or stored, including information in any written, graphic, electronic, digital, photographic, audio or other medium, but does not include any software or other mechanism used to store or produce the record.
- 2.10 “Records and Information Management Program” means the systematic plan to control the creation, use, maintenance, storage, retrieval, Disposition and preservation of all forms of Records and recorded Information.
- 2.11 “Records and Information Governance Officer” means the person appointed to carry out the duties associated with the City’s Records and Information Management Program.
- 2.12 “Retention” means the period of time a Record should be maintained, stored, or retained according to applicable policies or legal requirements.
- 2.13 “Personal Information” means information about an identifiable individual, as defined in the Protection of Privacy Act and its regulations.
- 2.14 “Protection of Privacy Act” or “POPA” means the Protection of Privacy Act SA 2024, c P-28.5, as amended from time to time, including any regulations made under it.

3. GENERAL PROVISIONS

- 3.1 The City Manager shall:
 - 3.1.1 Establish a Records and Information Management Program; and
 - 3.1.2 Approves or provides means to approve changes to the City’s Records Retention Schedule.
- 3.2 The Director, Legislative Services shall:
 - 3.2.1 Oversee the Records and Information Management Program;
 - 3.2.2 Ensure alignment with legislative requirements; and

- 3.2.3 Authorize the City's Records Destruction by signing the Certificates of Destruction.
- 3.3 The Records and Information Governance Officer shall:
 - 3.3.1 Manage the City's Records assets by implementing the Records and Information Management Program provided by the City; and
 - 3.3.2 Carry out Records Disposition duties as outlined in the City's Records Retention and Destruction Policy.
- 3.4 When any Personal Information that is collected by the City and used to make a decision that directly affects the submitting individual, the City must retain the Personal Information for at least one year after its use, so that the individual has a reasonable opportunity to obtain access to it.

4. **INTERPRETATION**

- 4.1 If any standards or provisions of this Bylaw are, or are deemed to be, in contradiction with each other, the more restrictive of the two provisions shall apply.
- 4.2 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.
- 4.3 Nothing in this Bylaw relieves any person from compliance with any other bylaw or applicable federal or provincial law, regulation, or enactment.
- 4.4 The use of headings is for convenience of reference only and shall not be construed so as to affect the interpretation of this Bylaw.
- 4.5 All references in this Bylaw will be read with such changes in number and gender as may be appropriate, and references shall be read as a corporation or partnership, and pronouns shall be deemed to not be gender specific.

5. **SEVERABILITY**

- 5.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid.

6. **EFFECTIVE DATE**

- 6.1 This Bylaw comes into force and effect upon third and final reading.

7. REPEAL OF BYLAWS

7.1 Upon third reading of Bylaw C16-26, Bylaw C15-99 and any amendments thereto are hereby repealed.

READ a first time this 10th day of March, 2026.

READ a second time this 10th day of March, 2026.

READ a third time this 10th day of March, 2026.



MAYOR



DIRECTOR, LEGISLATIVE SERVICES

Date Signed: March 11, 2026