

**DISTRICT OF MISSION  
BYLAW NO. 5540-2016**

A Bylaw to provide for records management

WHEREAS the Council of the District of Mission has given due regard to:

- a) Section 148 of the *Community Charter*, where a municipal officer is responsible for the maintenance, access and safe preservation of the minutes, bylaws and other records of the business of the council and council committees; and
- b) Sections 6(1) and 30 of the *Freedom of Information and Protection of Privacy Act*, where the municipality must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely, and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

**TITLE**

1. This Bylaw may be cited for all purposes as "District of Mission Records Management Bylaw 5540-2016".

**INTERPRETATION**

2. For the purpose of this Bylaw:

**"Corporate Officer"** means the person designated and authorized to act on behalf of the organization to manage and maintain the records management system;

**"record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does include a computer program or any other mechanism that produces records;

**"records management system"** includes a system used by the District of Mission to manage the records of the District of Mission from record creation through to records disposal.

**RECORDS MANAGEMENT SYSTEM**

3. The records management system currently used by the District of Mission is authorized.

**COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

4. All records in the custody and control of the employees of the District of Mission are the property of the District of Mission. All records of the District of Mission must comply with this records management system and this Bylaw. All employees and management of the District of Mission must comply with this Bylaw.

**CORPORATE OFFICER**

5. The Corporate Officer is responsible for the management and maintenance of the records management system. The Corporate Officer is authorized to manage and maintain the records management system. The Corporate Officer may delegate any of the Corporate Officer's powers or duties under this Bylaw.

## MANUAL OF PROCEDURES AND POLICY

6. The Corporate Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the District of Mission are created, accessed, maintained and disposed of only as provided by the Manual.
7. The Manual must provide for management of the records of the District of Mission and include provisions regarding:
  - the creation and organization of records, including records not authorized for creation;
  - the collection of records (including records not authorized for collection);
  - access to records;
  - disclosure of records;
  - maintenance of records;
  - retention of records;
  - security of records;
  - storage of records;
  - preservation of records;
  - disposal of records; and
  - any other matter(s) the Corporate Officer authorizes to be included in the Manual.

## INTEGRITY AND AUTHENTICITY MAINTAINED

8. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

## AUTHORIZATION TO AMEND MANUAL

9. The Corporate Officer is authorized to amend the Manual.

## COMPLIANCE WITH LAW

10. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.

## SEVERABILITY

11. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

READ A FIRST TIME this 18<sup>th</sup> day of January, 2016

READ A SECOND TIME this 18<sup>th</sup> day of January, 2016

READ A THIRD TIME this 18<sup>th</sup> day of January, 2016

ADOPTED this 1<sup>st</sup> day of February, 2016



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RANDY HAWES, MAYOR



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MIKE YOUNIE, CORPORATE OFFICER