

VILLAGE OF GOLD RIVER

BYLAW NO. 725, 2020

A BYLAW TO AUTHORIZE A RECORDS MANAGEMENT SYSTEM

WHEREAS section 148 of the Community Charter, S.B.C. 2003, c. 26, requires that the corporate officer is responsible for the preparation, maintenance, access and safe preservation of the minute books and other records of the business of the Municipal Council of the Village of Gold River;

AND WHEREAS sections 6(1) and 30 of the *Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, C. 165*, require that the Village of Gold River 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;

AND WHEREAS the Council of the Village of Gold River desires to manage and maintain the corporate records system of the Village of Gold River;

NOW THEREFORE the Council of the Village of Gold River, in open meeting assembled, enacts as follows:

TITLE

1. This bylaw may be cited as the Gold River Records Management Bylaw No. 725, 2020

INTERPRETATION

2. In this bylaw:

“Designated Officer” means the Corporate Officer, who is designated and authorized to act on behalf of the Village of Gold River 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 not include a computer program or any other mechanism that produces records;

"records management system" includes a system used by the Village of Gold River to manage the records of the Village of Gold River from record creation through to records disposal;

RECORDS MANAGEMENT SYSTEM ESTABLISHED

3. The records management system of the Village of Gold River is established and authorized.

COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM

4. All records in the custody and control of the employees of the Village of Gold River are the property of the Village of Gold River. All records of the Village of Gold River must comply with this records management system and this bylaw. All employees, management, service providers and volunteers of the Village of Gold River must comply with this bylaw.

DESIGNATED OFFICER

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

MANUAL OF PROCEDURES AND POLICY

- 6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Village of Gold River are created, accessed, maintained and disposed of only as provided by the Manual. The Manual must provide for management of the records of the Village of Gold River and include provisions regarding:
 - (a) the making, receiving and capturing and organization of records, including records not authorized for creation;
 - (b) the collection of records (including records not authorized for collection);
 - (c) access to records;
 - (d) disclosure of records;
 - (e) maintenance of records;
 - (f) managing records;
 - (g) using records;
 - (h) retention of records;
 - (i) security of records, including protection;
 - (j) storage of records;
 - (k) preservation of records;
 - (l) disposal of records, including destruction; and
 - (m) any other matter(s) the Designated Officer authorizes to be included in the Manual.

INTEGRITY AND AUTHENTICITY MAINTAINED

- 7. 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

- 8. The Designated Officer is authorized to amend the Manual.

COMPLIANCE WITH LAW

- 9. 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

- 10. 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 THE	20th day of	July, 2020.
READ A SECOND TIME THE	20th day of	July, 2020.
READ A THIRD TIME THE	20th day of	July, 2020.

ADOPTED THE	17 th day of	August, 2020.
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B. Unger Mayor

B. McRae Corporate Administrator