

BYLAW NO. 2046-23
(Consolidated v. July 14, 2026)

BEING A BYLAW OF THE CITY OF WETASKIWIN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE MANAGEMENT OF MUNICIPAL RECORDS AND INFORMATION

WHEREAS pursuant to section 214 of the *Municipal Government Act*, RSA 2000, Chapter 26, and amendments thereto, empowers a Council to pass a bylaw respecting the retention and disposition of the records and information of the municipality; and

WHEREAS the *Protection of Privacy Act*, SA 2024, c P-28.5, as amended, requires that public bodies protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction; and (BL 2109-26)

WHEREAS the judicial life-cycle of records and information of the municipality are consistent with the *Alberta Evidence Act*, RSA 2000, Chapter A-18 and *Electronic Transactions Act*, 2001, Chapter E-5.5 and regulations, as amended; and

WHEREAS the regulations and procedures for municipal records and information are consistent with all statutes and regulations of Alberta and Canada; and

WHEREAS Council that records and information management plays a central role in protecting the interests of the municipality, the public and employees, supports effective public administration by supporting policy formation and managerial decision making, enables the City to meet legislative and regulatory requirements and preserves corporate history; and

WHEREAS Council acknowledges the benefit for the City to implement a records management strategy where all records retention and disclosure supports the commitment to privacy, transparency and public information access, and where recorded information is managed as a resource and asset of the municipality as a whole and not the property of individuals, groups or departments within the City; and

NOW THEREFORE the Council of the City of Wetaskiwin, duly assembled, enacts as follows:

1. TITLE

- 1.1 This bylaw may be cited as the '*Records and Information Management Bylaw*'.

2. DEFINITIONS (BL 2109-26)

2.1 In this bylaw:

- a) '**ATIA**' means the *Access to Information Act*, SA 2024, c A-1.4;
- b) '**City Manager**' means the Chief Administrative Officer for the City of Wetaskiwin as appointed by Council
- c) '**City**' means the corporate entity of the City of Wetaskiwin;
- d) '**Disposition**' means the destruction or permanent retention of a record;
- e) '**POPA**' means the *Protection of Privacy Act*, SA 2024, c P-28.5; as amended;
- f) '**Personal Information**' means recorded information about an identifiable individual, set out in the *Protection of Privacy Act*, SA 2024, Chapter P-28.5, as amended;

g) **'Record'** means a record of information in any form, including electronic records, emails, text messages, digital documents, audiovisual materials, databases and paper records, but does not include software or any other mechanism that produces records;

h) **'Records Retention Schedule'** means an approved listing of records of the Corporation identifying what is to be retained and for how long. It also identifies records series classifications and business unit owners for all types of records;

3. INTERPRETATION AND APPLICATION

- 3.1 This bylaw applies to records and information generated by Council, employees and contractors of the City of Wetaskiwin.

4. RECORDS RETENTION AND DISPOSITION

- 4.1 Council delegates the authority and responsibility to the City Manager to manage records and information, including access and security of information, in accordance with this Bylaw, policies adopted by Council, and any other applicable provincial or federal legislation.
- 4.2 The City Manager is hereby authorized to make decisions, establish and enforce such procedures as deemed necessary for the management of all records including access and privacy of recorded information. The City Manager may delegate any of the duties or responsibilities, as required.
- 4.3 All records of the City of Wetaskiwin will be managed throughout their lifecycle and destroyed or permanently retained as provided for in a Records Retention Schedule, which is reviewed and amended in compliance with all legislative requirements for keeping records.
- 4.4 Deleted (BL 2109-26)

5. ENFORCEMENT AND PENALTY

- 5.1 Actions to ensure that records are managed in accordance with this bylaw are regularly reviewed and monitored and will be annually reported to Council.
- 5.2 Failure to act in accordance with this bylaw may constitute an offence warranting penalty under the ATIA and POPA. (BL 2109-26)

6. SEVERABILITY

- 6.1 If a Court of competent jurisdiction should declare any section or subsection of this bylaw to be invalid, such section or subsection shall not be construed as having persuaded or influenced Council to pass the remainder of the bylaw, and it is hereby declared that the remainder of the bylaw shall be valid and remain in force.

7. TRANSITION

7.1 This bylaw shall repeal Bylaw No. 1758-10 and any amendments thereto.

7.2 This bylaw shall come into full force and effect on third and final reading.

READ a first time this 11th day of December, 2023

READ a second time this 11th day of December, 2023

READ a third time this 11th day of December, 2023

*The original document has been signed, sealed and filed
For more information, contact the City Clerk's Office*

Tyler Gandam, Mayor

Sue Howard, City Manager