



Municipal District of Bonnyville No. 87

Request for Decision (RFD)

Meeting: Regular Meeting of Council
Meeting Date: February 27, 2024
Originated By: Stephanie Severin, Manager of Legislative and Information Services
Title: Bylaw No. 1859 Records Management Bylaw

PROPOSAL & BACKGROUND

In 2023 Administration completed a fulsome review and analysis of the current state of municipal record management with the support and guidance of a consultant. This was done as part of Phase 1 of the Electronic Data and Records Management System Project.

Now moving into Phase 2 of this project, Administration is proposing updates to the M.D. of Bonnyville's Records Management Program to enhance the organization and accessibility of records for staff as well as increase efficiencies throughout.

DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS

In 2017 the current Records Retention and Disposition Bylaw (No. 1658) was passed which included a generic retention schedule created by Municipal Affairs back in 2014. While this schedule is a good guideline, it can be very difficult to follow and understand, and it does not fully capture our current situation including records processed and utilized by the M.D.

Since 2017 the M.D. has taken a more advanced approach with electronic records management and this update to our current Records Management Program is considered necessary to ensure that we capture the current and future situations of records management within the municipality for the continued application of a successful records management system.

The new proposed Bylaw No. 1859 Records Management Bylaw replaces the current Bylaw No. 1658 and focuses on the importance of meeting legislative and regulatory requirements with storage and access of personal information, FOIP, and records in general. Bylaw No. 1859 will provide Administration with the base of the Records Management Program, which is a key component to implementing a strong, successful records management system.

An updated Records Management Program, including a retention schedule tailored to each individual department, will be implemented through a new Records and Information Management Administrative Policy and associated Procedure. Having the retention schedule attached to the policy will allow more flexibility and the ability to adapt to changing records management needs within the M.D. over time. The new retention schedule was drafted to meet legislative requirements, but it is also easy to follow for staff at all levels.

The Committee of the Whole reviewed this Bylaw on February 20, 2024 and are recommending that Council pass the Bylaw, as presented.

Attached for Council's review:

- Appendix A: Proposed Bylaw No. 1859 Records Management Bylaw
- Appendix B: Current Bylaw No. 1658 Records Retention and Disposition Bylaw
- Appendix C: New Draft Records Retention Schedule

REFERENCE TO STRATEGIC PLAN

Emergent Issues for Tactical Plan: Enhanced communication within and between municipal departments – this updated Records Management Program will enhance collaboration across the organization.

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

Municipal Government Act, R.S.A 2000, Chapter M-26
Freedom of Information and Protection of Privacy Act
Electronic Transactions Act, S.A. 2001, Chapter E-5.5

COSTS & SOURCE OF FUNDING

All costs associated with Project are included in the approved 2024 Budget.

COMMUNICATIONS STRATEGY

The Bylaw will be posted on the M.D. Website and communication with staff will occur on an ongoing basis as part of the transition to the new program.

ADMINISTRATION RECOMMENDED ACTION

THAT Bylaw No. 1859, being a bylaw of the Municipal District of Bonnyville No. 87, to establish standards for the retention, management, use, disclosure, and destruction of municipal records, be given first reading.

COUNCIL OPTIONS

1. THAT Bylaw No. 1859, being a bylaw of the Municipal District of Bonnyville No. 87, to establish standards for the retention, management, use, disclosure, and destruction of municipal records, be given first reading. CARRIED (*bylaw will proceed*)
2. THAT Bylaw No. 1859, being a bylaw of the Municipal District of Bonnyville No. 87, to establish standards for the retention, management, use, disclosure, and destruction of municipal records, be given first reading. DEFEATED (*bylaw will not proceed*)
3. THAT Bylaw No. 1859, being a bylaw of the Municipal District of Bonnyville No. 87, to establish standards for the retention, management, use, disclosure, and destruction of municipal records, be amended by _____, and be given first reading.
4. THAT Bylaw No. 1859, being a bylaw of the Municipal District of Bonnyville No. 87, to establish standards for the retention, management, use, disclosure, and destruction of municipal records, be tabled until _____ for additional information.

Report Approval Details

Document Title:	Bylaw No. 1859 Records Management Bylaw - first reading.docx
Attachments:	- Appendix A - Proposed Bylaw No. 1859 Records Management Bylaw.pdf - Appendix B - Current Bylaw No. 1658 Retention and Disposition of Records Bylaw.pdf - Appendix C - DRAFT Records Retention Schedule.pdf
Final Approval Date:	Feb 20, 2024

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin