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**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, FOR THE  
PURPOSE OF MANAGING THE SUMMER VILLAGE'S CORPORATE  
RECORDS IN ACCORDANCE WITH THE ACCESS TO INFORMATION  
ACT & THE PROTECTION OF PRIVACY ACT AND THE MUNICIPAL  
GOVERNMENT ACT.**

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**WHEREAS**, pursuant to the provisions contained in the *Access to Information Act* and the *Protection of Privacy Act*, Island Lake must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction.

**WHEREAS**, pursuant to the provisions contained in the *Municipal Government Act* (Alberta), Section 214, the Council of the Summer Village of Island Lake may pass a bylaw of a local government body.

**NOW THEREFORE** the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

**DEFINITIONS**

- 1) In this Bylaw, unless the context otherwise requires:
  - a) "*Archives*" means an archival storage site where records may be transferred.
  - b) "*Digitization*" means the process of rendering physical (hard copy) recorded information in electronic (digital) format.
  - c) "*Digitization Program*" means the process and standards to create digitized records that are sufficiently authentic, trustworthy, and reliable to serve as Summer Village records and allow for the suitable management of digitized records as Summer Village records.
  - d) "*Disposition*" means:
    - i) The destruction of records,
    - ii) The storage of records, or
    - iii) The transfer of records of value to Archival Facility for archival purposes.
  - e) "*Outside Agency*" means an organization under Contract with the Summer Village.
  - f) "*Record*" means a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
  - g) "*Records and Information Management*" means the application of systematic control

over records throughout their life cycle, including, but not limited to, forms management, publications management, records inventory, corporate records structure development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance, records scheduling and disposition, Protection of Private Information co-ordination, management and maintenance of records management software, disaster prevention and recovery planning, and creation of vital records management.

h) "*Summer Village*" means the Summer Village of Island Lake.

### **CORPORATE RECORDS STRUCTURE, RETENTION, AND FINAL DISPOSITION**

- 2) All records in custody and/or control of the Summer Village of Island Lake must be managed in accordance with the Records Management Program established by the Summer Village of Island Lake pursuant to controlling legislation such as the Municipal Government Act, the Protection of Privacy Act, the Access to Information Act and the Limitations Act.
- 3) The Summer Village adopts the Island Lake Records Management Program and authorizes the CAO to move any required amendments thereto from time to time, upon annual notification of changes to Council.
- 4) This bylaw addresses the lifecycle of the record, which includes the creation, use, receipt, access, maintenance, disclosure, retention and final disposition.
- 5) The classification, maintenance, retention and final disposition of all Summer Village records shall be in accordance with the Summer Village of Island Lake Records Management Program, as amended from time to time.
- 6) If an individual's personal information will be used by the Summer Village to make a decision that directly affects the individual, the Summer Village shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.
- 7) Where, in the Summer Village of Island Lake Records Management Program, it is provided that a record shall be:
  - a) Destroyed, such records shall be destroyed without any copy thereof being retained, or
  - b) Placed in archives, such records shall be released to Archives upon the decision of the Records Management Coordinator, or
  - c) Placed in off-site storage, shall be so placed, to live out their retention period on the condition that the records are inactive or semi-inactive, or
  - d) Remain active within the Summer Village or under the custody of an outside Agency.
- 8) The complete and proper destruction of records under this Bylaw is the responsibility of administration on the Summer Village in accordance with the Island Lake Records Management Program and any guidelines approved by the CAO regarding the destruction of records.

### **CORPORATE RECORDS CARE AND CUSTODY**

- 9) Records in the care and custody of Island Lake Administration are the property of the Summer Village of Island Lake.

10) Records in the care and custody of an outside agency are under the Summer Villages' control when:

- a) the record is specified in the contract as being under the control of the Summer Village;
- b) the content of the record relates to the Summer Villages' mandate and functions;
- c) the Summer Village has the authority to regulate the records use and disposition;
- d) the outside agency is a consultant, and the record was created for the public body; or
- e) the contract permits the Summer Village to inspect, review or copy the records produced, received or acquired.

**COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw and Bylaw 02-2012 shall be rescinded.

**READ** a first time this    day of

**READ** a second time this    day of

**READ** a third and final time this    day of

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Mayor, Chad Newton

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Chief Administrative Officer, Phyllis Forsyth