

# BYLAW C-7791-2018

## REVISED BYLAW<sup>1</sup>

**A Bylaw of Rocky View County, in the Province of Alberta, to provide for the retention, management, and disposal of Rocky View County records and information.**

**WHEREAS** the *Municipal Government Act*, s 214 allows Council to pass a bylaw respecting the destruction of records of the municipality;

**AND WHEREAS** it is the desire of the Council of Rocky View County to establish a program for the retention, management, and disposal of the County's records and information;

**NOW THEREFORE** the Council of Rocky View County, in the Province of Alberta, duly assembled, hereby enacts as follows:

### TITLE

1 This Bylaw may be referred to as the "*Records and Information Management Bylaw*."

### DEFINITIONS

2 In this Bylaw, unless the context otherwise requires:

- (a) "**Personal Information**" has the same meaning as in the *Access to Information Act*, SA 2024, c A-1.4, as amended from time to time; and<sup>2</sup>
- (b) "**Record**" means recorded information in the possession of Rocky View County, regardless of its characteristics or the manner in which it is stored.

### RECORDS AND INFORMATION MANAGEMENT

3 The County Manager must provide for a Records and Information Management Program for the retention, management, and disposal of Records and information in the possession of Rocky View County.

4 All Records in the possession of Rocky View County must be retained, managed, and disposed of in accordance with the County's Records and Information Management Program.

5 If an individual's personal information is used by Rocky View County to make a decision

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<sup>1</sup> This bylaw was revised by Bylaw C-8733-2026 pursuant to section 63 of the *Municipal Government Act*.

<sup>2</sup> Bylaw C-8733-2026

directly affecting that individual, the County must retain the individual's Personal Information for at least one year after the decision is made.

**SEVERABILITY**

- 6 Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions will remain valid and enforceable.

**REPEAL AND EFFECTIVE DATE**

- 7 Bylaw C-7070-2011 is hereby repealed upon this Bylaw passing and coming into effect.
- 8 Bylaw C-7791-2018 is passed when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate in accordance with the *Municipal Government Act*.

READ A FIRST TIME IN COUNCIL this 24th day of July, 2018

READ A SECOND TIME IN COUNCIL this 24th day of July, 2018

*UNANIMOUS PERMISSION FOR THIRD READING* this 24th day of July, 2018

READ A THIRD TIME IN COUNCIL this 24th day of July, 2018

"Greg Boehlke"

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Reeve

"Charlotte Satink"

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CAO or Designate

July 24, 2018

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Date Bylaw Signed