

BYLAW #1105-26
The City of Beaumont
Records Retention and Disposition Bylaw

Whereas, Section 214(1) of the *Municipal Government Act*, RSA 2000, c M-26, provides that a council may authorize the destruction of original bylaws and minutes of council meetings if the originals have been recorded by a method that will enable copies of the originals to be made; and

Section 214(2) of the *Municipal Government Act*, provides that a Council may pass a bylaw respecting the destruction of other records and documents of the municipality;

Council therefore enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26; and
- (b) "Chief Administrative Officer" means the chief administrative officer of the City or delegate;
- (c) "City" means the municipal corporation of The City of Beaumont;
- (d) "Council" means the Council of the City elected pursuant to the Act.
- (e) "Disposition" means the destruction or permanent retention of a record once it has reached the end of its life cycle.
- (f) "Record" means information, data or other document that is written, photographed, recorded, or stored in any manner or form, and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information; and
- (g) "Record Retention Schedule" means the corporate records classification and retention schedule established by the Chief Administrative Officer pursuant to this Bylaw that classifies and lists corporate records maintained by all or part of the City, together with the agreed upon lengths of time they must be retained.

- Interpretation
- 2 The following rules apply to interpretation of this bylaw:
- (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
 - (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
 - (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
 - (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – RETENTION AND DISPOSITION

- Retention Schedules
- 3 The Chief Administrative Officer may:
- (a) make and approve City Records Retention Schedules; and
 - (b) subject to section 5 of this Bylaw, destroy City Records in accordance with approved Records Retention Schedules.
- 4 Disposition of all City Records must be in accordance with the City's Record Retention Schedules, unless otherwise provided in this bylaw.
- Bylaws & Council Meeting Minutes
- 5 The Chief Administrative Officer may destroy original bylaws and minutes of Council meetings in accordance with section 214(1) of the Act.
- Delegation of Power
- 6 The Chief Administrative Officer may delegate, in writing, any powers, duties or functions under this bylaw to an employee of the City.

PART III – Transitional

Repeal 7 Bylaw 957-19 Records Management is repealed.

FIRST READING: May 26, 2026

SECOND READING: May 26, 2026

THIRD READING: May 26, 2026

SIGNED THIS 26 day of May, 2026.

Lisa Vanderkwaak
MAYOR

Joanne Dargis
CLERK