

BYLAW NO. 16-2026

A BYLAW OF THE CITY OF LLOYDMINSTER IN THE PROVINCES OF ALBERTA AND SASKATCHEWAN TO PROVIDE FOR THE MANAGEMENT, RETENTION AND DISPOSITION OF RECORDS

WHEREAS the Council of the City of Lloydminster deems it necessary to establish a Bylaw to deal with the peace, order and good government of the City.

AND WHEREAS *The Lloydminster Charter* provides authority to City Council to pass bylaws for municipal purposes;

AND WHEREAS *The Lloydminster Charter* provides authority to the City to pass bylaws respecting the enforcement of bylaws.

NOW THEREFORE the Council of the City of Lloydminster deems it necessary to establish a Bylaw to manage, retain and dispose of Records; and

NOW THEREFORE, the Council of the City of Lloydminster, pursuant to the authority granted in Section 15 of *The Lloydminster Charter*, enacts as follows:

1. SHORT TITLE

- 1.1. This Bylaw shall be cited as the Records and Information Management Bylaw.

2. DEFINITIONS

- 2.1. The definitions listed in Schedule "A" attached to this Bylaw shall apply, unless context otherwise requires.

3. APPOINTMENT, AUTHORITY AND DUTIES OF THE CITY MANAGER

- 3.1. Except where specific authority is reserved to Council, in the Bylaw the administration and enforcement of this Bylaw is hereby delegated to the City Manager.
- 3.2. Without restricting any other power, duty or function granted by this Bylaw, the City Manager may carry out anything required for the administration of this Bylaw, including but not limited to the following:
 - 3.2.1. delegate any powers, duties or functions under this Bylaw to an employee of the City;
 - 3.2.2. carry out any inspections that are reasonably required to determine compliance with this Bylaw;
 - 3.2.3. establish any forms required for the administration of this Bylaw.

4. RECORDS RETENTION

- 4.1. The City Manager shall establish a Records and Information Management Procedure including an Information Security Classification Schedule and Records Retention Schedule.
- 4.2. All employees shall maintain Records that adequately document Business Transactions and ensure these Records are retained and disposed of in accordance

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with the Records and Information Management Procedure and Records Retention Schedule.

- 4.3. Records shall only be kept longer than their scheduled disposition at the discretion of the City Manager or designate.
- 4.4. Records containing Personal Information shall be maintained in such a manner to protect the privacy of the individual(s) and to provide access to information as provided for under *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
- 4.5. The City Clerk shall approve the disposition of all Records which have reached the end of their retention period, through approval of a Destruction Certificate.
- 4.6. The destruction of Records shall be in the presence of at least two (2) members of Administration who shall ensure the destruction is carried out in accordance with the Destruction Certificate.
- 4.7. If the City uses Personal Information to make a decision that directly affects an individual, the City must retain the Personal Information in accordance with the Records Retention Schedule, which in any event, shall not be less than one year.
- 4.8. Where there is a conflict between this Bylaw and provincial or federal legislation, the provincial or federal legislation shall apply and shall supersede this Bylaw and Records Retention Schedule.

5. GOVERNANCE DOCUMENTS

- 5.1. Administration shall ensure that all Governance Documents are reviewed to ensure procedural, legislative, and format compliance every four (4) years.
- 5.2. Each quarter, Administration shall compile and provide a report to a Council or Committee Meeting on the review of Governance Documents.
- 5.3. Administration shall have the authority to correct spelling, grammatical errors or formatting errors found in any Governance Document without requiring Council approval, if such corrections do not change the intent of the document.

6. ELECTRONIC DOCUMENTS

- 6.1. The City may authorize the destruction of paper originals if the originals have been stored electronically in accordance with the Records and Information Management Procedure established by the City Manager.
- 6.2. Documents fully executed by Electronic and Digital Signatures shall be considered the original document for the purpose of complying with the requirements under the Records Retention Schedule.
- 6.3. The use of Electronic and Digital Signatures is permitted and shall have the same force and effect as the use of Wet Signatures if it:
 - 6.3.1. provides identity authentication of the signatory;
 - 6.3.2. ensures the integrity of the signed document;
 - 6.3.3. is affixed to the document by the signatory.

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6.4. The use of Electronic and Digital Signatures shall not be permitted for the following documents:

- 6.4.1. Bylaws;
- 6.4.2. Council and Committee Minutes;
- 6.4.3. Land Titles Documents, as required;
- 6.4.4. Affidavits or documents requiring a Commissioner for Oaths.

This Bylaw shall come into force and effect upon the final passing thereof.

The following bylaws and all amendments thereto are hereby repealed:

- Bylaw No. 15-2022 – Records Management Bylaw

INTRODUCED AND READ a first time this 20th day of July, 2026, A.D.

READ a second time this 17th day of August, 2026, A.D.

READ a third time this 17th day of August, 2026, A.D.

August 18, 2026

Date Signed

Gerald S. Aalbers (Signed)

MAYOR

August 18, 2026

Date Signed

Shannon Rowan (Signed)

CITY CLERK

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SCHEDULE "A"

Definitions

Business Transaction	Any action which creates or requires the creation of a Record that identifies a transaction of a financial, operational, capital or other similar municipal activity.
Charter	Refers to <i>The Lloydminster Charter</i> .
City	The City of Lloydminster and the area contained within the corporate boundaries of the City.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Council	The Municipal Council of the City of Lloydminster.
Destruction Certificate	A document that provides a detailed list of Records to be destroyed, when they were destroyed, who authorizes the destruction, and the names and signatures of Administration who witnessed the destruction.
Electronic and Digital Signatures	Electronic information that a Person creates, adopts, or applies to a Record and that is associated with the Record for the purpose of identifying the Person and indicating their approval of, or intention with respect to, the Record.
Governance Document	A document that is used to regulate, govern and prescribe principles and government matters. This may include a bylaw, policy or directive.
Information Management	The means by which the City plans, identifies, creates, receives, collects, organizes, governs, uses, controls, disseminates, exchanges, maintains, preserves and disposes of its Information; as well as any means through which The City ensures that the value of that information is identified and utilized to its fullest extent.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.
Personal Information	Recorded information about an identifiable individual.
Record(s)	Information in any form, including information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce Records.

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Records Retention Schedule	A timetable based on legal, fiscal, operational or historical requirements that specifies the length of time a Record must be kept before its final disposition.
Wet Signature	A signature signed by a physical Person with an ink pen.