

**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2553, 2024**

*A bylaw to establish a corporate records management  
program to manage the life cycle of records of the  
Peace River Regional District.*

WHEREAS in accordance with provisions of the *Local Government Act*, the Corporate Officer is responsible for ensuring:

- a) that accurate minutes of the meetings of the Board and Board committees are prepared and that the minutes, bylaws, and other records of the business of the Board and Board committees are maintained and kept safe;
- b) that access is provided to records of the Board and Board committees, as required by law, or authorized by the Board.

AND WHEREAS the Board desires to establish a Records Management Program including a Records Classification and Retention System under the direction of the Corporate Officer;

THEREFORE, the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

**GENERAL PROVISIONS**

1. This bylaw shall be cited as “Records Management Bylaw No. 2553, 2024.”
2. If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
3. The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
4. A reference in this bylaw to an enactment is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
5. A reference in this bylaw to a bylaw, policy or form of the Peace River Regional District is a reference to the bylaw, policy or form as amended, revised, consolidated, or replaced from time to time.

**DEFINITIONS**

6. In this bylaw,

“Board” means the Board of Directors of the Peace River Regional District (PRRD).

“Corporate Officer” means the person designated and assigned the responsibility for corporate administration under the Local Government Act and authorized to act on behalf of the PRRD to manage and maintain the records management system.

“Employee” includes a person who is employed by the PRRD, a member of the Board, a volunteer, or a service provider.

“RCRS Manual” means the PRRD Records Management Manual created and maintained by the Corporate Officer to govern the management of corporate records.

“Record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

“Records Classification and Retention System (RCRS)” means a formal system, as amended from time to time, that establishes the classification system and retention periods for the records of the PRRD based on the current edition of the Records Management Manual prepared by the Local Government Association of British Columbia.

“Records Management Program” means the program, procedures, policies, RCRS and system(s) used by the PRRD to manage the life cycle of records of the PRRD from records creation through to final disposition.

“PRRD” means the Peace River Regional District.

#### **RECORDS MANAGEMENT PROGRAM ESTABLISHED**

7. The Records Management Program is established and authorized under the direction of the Corporate Officer to provide for the systemic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the PRRD in the conduct of its operations.
8. The Corporate Officer is authorized to develop, manage, and maintain the Records Management Program including the preparation of a Records Classification and Retention System (RCRS) and procedures that provide for the management of the records of the PRRD. Any policies relevant to the Records Management Program will be Board approved.
9. The Corporate Officer is authorized to review and amend the Records Management Program and RCRS.
10. The Corporate Officer is authorized to delegate some or all of the duties of the Corporate Officer authorized by this bylaw.

#### **COMPLIANCE**

11. All records in the custody and control of the employees of the PRRD, members of the Board, and Committees of the Board that are created or received in the context of their functional responsibilities, are the property of the PRRD.
12. All departments of the PRRD must ensure that all records in the custody and control of their respective departments are classified and scheduled in accordance with the RCRS.

13. Records of the PRRD are created, accessed, maintained, and disposed of only as provided by the RCRS.
14. The records management program must comply with the RCRS Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the RCRS Manual.

#### **CORPORATE OFFICER**

15. The Corporate Officer is responsible for the management and maintenance of the records management program. The Corporate Officer is authorized to manage and maintain the records management program.

#### **RCRS MANUAL**

16. The Corporate Officer is authorized to create and maintain an RCRS Manual for the RCRS which includes the relevant procedures and policy of the Records Management Program. Records of the PRRD are created, accessed, maintained and disposed of only as provided for in the RCRS Manual.
17. The RCRS Manual must provide for management of the records of the PRRD and include provisions regarding:
  - Creation, receipt, capture and organization of records, including records not authorized for creation;
  - collection of records, including records not authorized for collection;
  - access to records;
  - disclosure of records;
  - classification and maintenance of records;
  - management of records;
  - use of records;
  - retention of records;
  - security of records, including protection;
  - storage of records;
  - preservation of records;
  - disposal of records, including destruction; and
  - any other matter(s) the Corporate Officer authorizes to be included in the RCRS Manual.

#### **EXCLUSIONS**

18. This bylaw does not apply to records:
  - a) created or received by a member of the Board, other than those records created, received, or used in their capacity as a member of the Board;
  - b) of employees that are personal in nature and do not relate to the operations of the PRRD and are not required for such operations; or
  - c) of community associations or other organizations or entities which have an operating agreement with the PRRD, where such records are not in the custody or control of the PRRD.

**INTEGRITY AND AUTHENTICITY OF RECORDS**

19. All records must be securely managed and stored in a manner which maintains their integrity and authenticity.

**AUTHORIZATION TO AMEND THE MANUAL**

20. The Corporate Officer is authorized to amend the RCRS Manual.

**REPEAL**

21. "Records Retention and Scheduling Bylaw No. 967, 1994" is hereby repealed.

READ A FIRST TIME THIS                      15<sup>th</sup>           day of           August           , 2024.

READ A SECOND TIME THIS                      15<sup>th</sup>           day of           August           , 2024.

READ A THIRD TIME THIS                      15<sup>th</sup>           day of           August           , 2024.

ADOPTED THIS                      15<sup>th</sup>           day of           August           , 2024.

*Original signed by*

\_\_\_\_\_  
Brad Sperling,  
Chair

(Corporate Seal has been affixed to the original bylaw)

I hereby certify this to be a true and correct copy  
of the "Records Management Bylaw No. 2553, 2024", as  
adopted by the Peace River Regional District  
Board on the 15th day of August, 2024.

*Original signed by*

\_\_\_\_\_  
Tyra Henderson,  
Corporate Officer

*Original signed by*

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Tyra Henderson, Corporate Officer