



# Cultus Lake Park

## Records Retention and Disposal Bylaw

### Bylaw No. 1155, 2019

A Bylaw to provide for a records retention and disposal system.

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Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt bylaws, provides for the imposition of fees for services and provides for the enforcement of bylaws and payment of fines.

Sections 6(1) and 30 of the *Freedom of Information and Protection of Privacy Act*, states the municipality must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely, and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal; and

Section 148 of the *Community Charter*, provides that a board officer is responsible for the maintenance, access and safe preservation of the minutes, bylaws and other records of the business of the board and board committees; and Section 95 (1) of the *Community Charter* provides for public access to board records.

The Cultus Lake Park Board in open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as "Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019".

#### 2. INTERPRETATION

**2.1** Words or phrases defined in the *British Columbia Interpretation Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

#### 2.2 DEFINITIONS OF TERMS

**"Designated Officer"** means the person designated and authorized to act on behalf of the Park to manage and maintain the records management system.

**"Employee"** includes a person who is employed by the Park, a member of the Park Board, a volunteer, or a service provider.

**"Park"** means Cultus Lake Park.

**"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 Schedule (RCRS)”** means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the records of the Park and provides for their disposition.

**3. RECORDS MANAGEMENT SYSTEM ESTABLISHED**

The records management system of Cultus Lake Park is established and authorized.

**4. COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

All records in the custody and control of the employees of Cultus Lake Park are the property of the Park. All records of Cultus Lake Park must comply with this records retention and disposal system and this Bylaw. All management and employees of Cultus Lake Park must comply with this Bylaw.

**5. RECORDS RETENTION SCHEDULE**

The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of Cultus Lake Park (the “Records Retention Schedule”). The Records Retention Schedule must also provide instruction as to the disposition of a record.

**6. DESIGNATED OFFICER**

The Designated Officer is designated and authorized to prepare, review, amend and manage the records retention and disposal schedule.

**7. DISPOSAL ORDERED BY DESIGNATED OFFICER**

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of.

**8. SEVERABILITY**

If any section, subsection, paragraph, subparagraph or clause of the Records Retention and Disposal Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Retention and Disposal Bylaw.



**9. COMING INTO EFFECT**

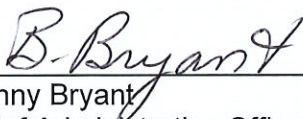
The Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019 comes into effect upon adoption.

READ A FIRST TIME this 17 day of JULY, 2019

READ A SECOND TIME this 17 day of JULY, 2019

READ A THIRD TIME this 17 day of JULY, 2019

ADOPTED this 21 day of AUGUST, 2019

  
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Joe Lamb  
Chair, Cultus Lake Park  
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Bonny Bryant  
Chief Administrative Officer/Corporate Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Records  
Retention and Disposal Bylaw No. 1155, 2019

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Cultus Lake Park  
Chief Administrative Officer

