

Memorandum

Date: April 14, 2026
Submitted by: Legislative Services Division
Subject: Adoption – Records Management Bylaw, 2026, No. 3526

At the Regular Council meeting held on March 10, 2026, Council considered a memo from the Legislative Services Division regarding Records Management Bylaw Housekeeping Updates – Bylaw No. 3526 (**Attachment 1**) and passed the following resolution:

RC26/062(7.4)

THAT City of Port Moody Records Management Bylaw, 2026, No. 3526, be read a first, second, and third time as recommended in the memo dated March 10, 2026, from the Legislative Services Division regarding Records Management Bylaw Housekeeping Updates – Bylaw No. 3526.

Draft City of Port Moody Records Management Bylaw, 2026, No. 3526 (**Attachment 2**)—a bylaw to authorize the records management system of the City of Port Moody—will be before Council at the April 14, 2026, Regular Council meeting for consideration of adoption.

As noted in the March 10, 2026, memo, to support the administration of the Records Management System as outlined in Bylaw No. 3526, a new Records Management Administrative Policy approved by the City Manager will establish the operational framework which ensures the compliant management of the City's records.

The recommended resolution is:

THAT City of Port Moody Records Management Bylaw, 2026, No. 3526 be now adopted as recommended in the memo dated April 14, 2026, from the Legislative Services Division regarding Adoption – Records Management Bylaw, 2026, No. 3526.

Attachment(s)

1. Memo considered at the March 10, 2026, Regular Council meeting – Records Management Bylaw.
2. Draft City of Port Moody Records Management Bylaw, 2026, No. 3526.

Report Approval Details

Document Title:	Adoption – Records Management Bylaw, 2026, No. 3526.docx
Attachments:	- Attachment 1 - Memo considered at the Mar 10, 2026, RC meeting - Records Management Bylaw.pdf - Attachment 2 - Draft City of Port Moody Records Management Bylaw, 2026, No. 3526.pdf
Final Approval Date:	Apr 7, 2026

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Corporate Services - Apr 7, 2026

Anna Mathewson, City Manager - Apr 7, 2026