



City of Port Moody

Bylaw No. 3526

A Bylaw to authorize the records management system of the City of Port Moody.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as “City of Port Moody Records Management Bylaw, 2026, No. 3526”.

2. Repeal

2.1 City of Port Moody Records Retention and Scheduling Bylaw, No. 2741 and all amendments thereto are hereby repealed.

3. Definitions

3.1 In this Bylaw:

“Corporate Officer” means the person designated and authorized to act on behalf of the organization to manage and maintain the records management bylaw, per section 148 of the *Community Charter*.

“Manual” means a manual of policies, processes, and procedures that provides for the management of 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 Management System” refers to the structured system used by the City of Port Moody for the administration and control of municipal records of the City of Port Moody, including all states of the records’ lifecycle, from their creation and active use through to their final disposition, in accordance with legislation, policies, and procedures.

4. Authorization

4.1 The Records Management System of the City of Port Moody is hereby established and authorized.

5. Ownership and Compliance

5.1 All Records created, received, or maintained by employees of the City of Port Moody in the course of their duties are deemed to be the property of the City of Port Moody. These Records are subject to the City's Records Management System and must be managed in accordance with the provisions of this bylaw. Compliance with this bylaw is mandatory for all individuals acting on behalf of the City, including employees, management, service providers, and volunteers.

6. Corporate Officer

6.1 The Corporate Officer is responsible for the management and maintenance of the Records Management System. The Corporate Officer is authorized to manage and maintain the Records Management System.

7. Manual of Procedures

7.1 The Corporate Officer is authorized to create and maintain a Manual of procedures for the purpose of managing and maintaining the Records Management System.

7.2 Records of the City of Port Moody are created, accessed, maintained, and disposed of only as provided by the Manual.

7.3 The Manual must provide for management of the records of the City of Port Moody and include provisions regarding:

- the making, receiving and capturing, and organization of Records, including records not authorized for creation;
- the collection of Records (including records not authorized for collection);
- access to Records;
- disclosure and maintenance of Records;
- managing, using, and retention of Records;
- security of Records, including protection;
- storage and preservation of Records;
- disposal of Records, including destruction; and
- any other matter(s) the Corporate Officer authorizes to be included in the Manual.

8. Integrity and Authenticity

8.1 The Records Management System must maintain the integrity and authenticity of Records made or kept in the usual and ordinary course of business.

9. Authorization to Amend Manual

9.1 The Corporate Officer is authorized to amend the Manual.

10. Compliance with Law

10.1 The Records Management System must comply with the Manual, applicable laws, and any provincial, national, or international standards adopted for use and contained in the Manual.

11. Severability

11.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this 10th day of March, 2026.

Read a second time this 10th day of March, 2026.

Read a third time this 10th day of March, 2026.

Adopted this ___ day of _____, 2026.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3526 of the City of Port Moody.

S. Lam
City Clerk