

TOWN OF OLDS BYLAW 2026-04

BEING A BYLAW OF THE TOWN OF OLDS TO PROVIDE FOR THE RECORDS MANAGEMENT FOR ALL RECORDS WITHIN ITS CUSTODY AND CONTROL

WHEREAS, section 214 (2) of the Municipal Government Act, R.S.A. 2000, c M-26, states that Council may authorize the destruction of documents;

WHEREAS, section 214 (3) of the Municipal Government Act, R.S.A. 2000, c M-26, governs the retention of personal information, and

WHEREAS, sections 88, 93, and 95 of the Freedom of Information Protection of Privacy Act R.S.A 2000 c. F-25 allows citizens to access information and the Municipality to set fees for these services;

NOW THEREFORE the Council of the Town of Olds in the Province of Alberta, duly assembled, enacts as follows:

BYLAW TITLE

1.0 This Bylaw may be referred to as the “**Records and Information Management Bylaw.**”

DEFINITIONS

- 2.1 “**ATIA**” means *Access to Information Act* R.S.A 2024 c. A-1.4
- 2.2 “**CAO**” means the Chief Administrative Officer or designate;
- 2.3 “**Disposition**” means the structured process of determining what happens to a record at the end of its retention period, actions may include destruction or permanent retention in an archive;
- 2.4 “**Hold**” means the process of preserving all forms of potentially relevant information when litigation or a freedom of information request is reasonably anticipated or underway.
- 2.5 “**POPA**” means Protection of Privacy Act R.S.A 2024 c P-28.5
- 2.6 “**Record(s)**” means information, regardless of format, created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business;
- 2.7 “**Retention Schedule**” means the timetable that identifies the retention period during which a record must be retained before Disposition;
- 2.8 “**Town**” means the Municipal Corporation of the Town of Olds;
- 2.9 Terms not specifically defined have the same definition as provided in the *Municipal Government Act* and FOIP Act.

STATEMENT OF TO WHOM AND TO WHAT THE BYLAW APPLIES

3.1 This Bylaw applies to all Records in the possession of the Town.

GENERAL RULES AND SPECIAL PROVISIONS

4.1 The CAO shall:

a. Establish, a Records Retention Schedule, consistent with current professional and legal standards, as shown in the attached schedule (Appendix A).

b. Ensure that all Records are retained or processed through Disposition in accordance with the Records Retention Schedule.

c. Have discretion to retain records longer than the retention period provided for in the Records Retention Schedule via a Hold. Such decision to retain records shall be recorded.

4.2 The CAO shall keep an index of:

a. Records permanently retained and details of storage, where appropriate,

b. Records permanently destroyed,

c. Listing of the current Records Retention Schedule,

d. Records retained in provincial or other archives,

e. To the extent practical, all other Records retained by the Town.

4.3 Any Record not referenced in the Records Retention Schedule may only be destroyed with the direction and approval of the CAO.

4.4 Disposition of election material shall be completed in accordance with the provisions of the *Local Authorities Election Act*, RSA 2000, Chapter L-21 and amendments thereto.

4.5 The CAO shall be responsible for the administration of the release of information in accordance with the ATIA and POPA

4.6 Fees for access to information are governed by the ATIA and the Town Rates Bylaw.

PENALTY CLAUSE

5.1 Penalties shall be defined as provided in the *Municipal Government Act* and *ATIA and POPA*.

REPEAL CLAUSE

6.1 Bylaw 2023-18 Records Management Retention Schedule and all amendments thereto are hereby repealed.

EFFECTIVE DATE

7.0 This Bylaw shall come into force and take effect on its passing thereof.

READINGS

Read a first time this 9th day of February 2026.

Read a second time 9th day of February 2026.

Received Unanimous Consent for presentation of third reading this 9th day of February 2026.

Read a third time this 9th day of February 2026.

SIGNATURE LINE



Dan Daley,
Mayor



Brent Williams,
Chief Administrative Officer

Signed by the Chief Elected Official and the Chief Administrative Officer this 10th day of February 2026.

Schedule A: Records Retention Schedule

FUNCTION	ACTIVITY	RETENTION PERIOD
ADM - Administration Management		
Administrative Support	Forms and Templates	1 Year D
Meetings & Event Participation	Departmental Meetings	7 Years D
Departmental Reporting	Reports & Statistics	10 Years AR
Policies & Procedures	Policies, Procedures & Guidelines	10 Years AR
Administrative Communication	Correspondence	2 Years AR
AST - Asset Management & Maintenance		
Maintenance - Property	Parks Maintenance	5 Years
Maintenance - Property	Playground Maintenance	10 Years
Operational Management - Equipment	Equipment	2 Years D
		Apparatus 10 Years D
Operational Management - Equipment	Fleet Management	2 Years D
Operational Management - Facilities	Building Maintenance	B+10 Years
Operational Management - Facilities	Planning, Design and Construction	2 Years AR
Operational Management - Facilities	Building Drawings	B+10 Years
COM - Communication Management		
Communication Design & Production	Corporate Identity & Branding	P
Communication Design & Production	Design Coordination	5 Years AR
Communications - External	Communications	5 Years AR
Communications - External	Speeches & Presentations	P
Communications - External	Inquiries and Complaints	5 Years AR
CSV - COMMUNITY SERVICES		
Community Program Management	Community Programs & Projects	10 Years AR
Community Program Management	Departmental Working Documents	5 Years D
Community Program Management	Events	10 Years AR
Community Program Management	Engagements	10 Years AR
Community Program Management	Family and Community Support Services Programming (FCSS)	7 Years AR
Community Program Management	Cemetery	P

Schedule A: Records Retention Schedule

FUNCTION	ACTIVITY	RETENTION PERIOD
Community Program Management	Sunshine Bus	2 Years D
Recreation Facilities	Recreation Facility Operations	5 Years D
Recreation Facilities	Bookings	5 Years D
History, Heritage, & Art	History & Art Facilitations	P AR
History, Heritage, & Art	Heritage Designation	P AR
DEV - PLANNING AND DEVELOPMENT		
Development	Development, Building, and Fire Permits	P
Development	Building Inspections	P
Development	Planning and Development Applications	10 Years AR
Land Use	Annexation/ Amalgamation	P
Land Use	Easements	10 Years AR
Land Use	Maps and Mapping	P
Land Use	Land Use Bylaw Amendment Applications	2 Years AR
Planning	Development Statistics	P
Planning	Environmental Planning	P
Planning	Local Improvements	P
Plans & Approvals	Municipal Addressing	10 Years AR
Plans & Approvals	Statutory Plans	P
Plans & Approvals	Registered Plans	P
Economic Development	Development Promotion	P
Economic Development	Investor Uploads	2 Years AR
Economic Development	Investor Confidentiality Agreements	2 Years D
ESM - EMERGENCY SERVICES MANAGEMENT		
Emergency Program	Emergency Incident Response	10 Years AR
Emergency Program	Emergency Management - Events	P
Emergency Program	Emergency Management - Planning	P
Emergency Program	Fire Investigations	10 Years AR
Emergency Program	Community Preparedness	7 Years
FIN - FINANCIAL MANAGEMENT		
Accounting Operational Management	Accounts Payable	7 Years D
Accounting Operational Management	Accounts Receivable	7 Years D
Accounting Operational Management	Banking and Cash Management	7 Years D

Schedule A: Records Retention Schedule

FUNCTION	ACTIVITY	RETENTION PERIOD
Accounting Operational Management	Journal Entries	7 Years D
Accounting Operational Management	General Ledger	P
Accounting Operational Management	Levies	P
Financial Reporting	Budgeting	7 Years D
Financial Reporting	Capital Asset Management	P
Financial Reporting	Financial Reporting	7 Years D
Financial Reporting	Financial Working Papers	7 Years D
Financial Reporting	Regulatory Financial Reporting and Filings	7 Years D
Funding Administration	Grants and Subsidies	7 Years D
Funding Administration	Investment Management	7 Years D
Funding Administration	Debt Management	10 Years D
Procurement	Requests for Proposal and Quotations	12 Years D
Municipal Taxation	Property Taxes - PERM	P
Municipal Taxation	Property Taxes - nonPERM	7 Years D
Municipal Taxation	Tax Assessments	P
Municipal Taxation	Tax Recovery and Collections	P
Municipal Taxation	Assessment Appeals	10 Years D
GOV - GOVERNANCE		
Bylaw Administration	Bylaws	P
Elections Management	Elections Administration	1 Year D
Elections Management	Election Materials	120 days D
Council Member Administration	Appointment of Council Members	P
Council Meetings	Regular, Special, and Organizational Council Meetings	P
Council Meetings	Audio and Video Meeting Recordings	1 Year D
Council Appointments	Public at Large Appointments	1 Year D
Governance - Historical	Articles of Incorporation	P AR
HUR - HUMAN RESOURCES		
Payroll, Compensation, Benefits, and Pension	Payroll	7 Years D
Payroll, Compensation, Benefits, and Pension	Compensation	7 Years D

Schedule A: Records Retention Schedule

FUNCTION	ACTIVITY	RETENTION PERIOD
Payroll, Compensation, Benefits, and Pension	Benefits Planning	1 Years AR
Payroll, Compensation, Benefits, and Pension	Pensions and Contributions	70 Years D
Employee Administration	Personnel File	10 Years AR
Employee Administration	Medical Files	10 Years AR
Employee Administration	Grievances and Investigations	2 Years D
Organization & Position Management	Recruitment	2 Years D
Organization & Position Management	Organizational Structure	5 Years AR
Health, Safety & Wellness	Incident Management & WCB Claims	10 Years AR
Health, Safety & Wellness	Health, Safety & Wellness Planning	2 Years AR
LEG - LEGAL AND REGULATORY MANAGEMENT		
Bylaw Enforcement	Bylaw Violation Investigation	7 Years D
Bylaw Enforcement	Potential Violation Investigation	P
Bylaw Enforcement	Body-worn & In-car Cameras	2 Years D
Contractual Rights	Contracts and Agreements	12 Years AR
Contractual Rights	Operating Permits	1 Year D
Contractual Rights - Liaison	Commissions	10 Years
Insurance & Risk Management	Insurance Claims	10 Years D
Insurance & Risk Management	Insurance Policies	10 Years D
Legal Activities	Legal Advice and Opinions	10 Years AR
Legal Activities	Litigation	10 Years AR
PIM - Privacy & Information Management		
Information Governance	Information Disposition	P
Information Governance	Information Governance Program Administration	D
Information & Privacy	Freedom of Information and Protection of Privacy Program Management	7 Years
Information & Privacy	Information Request Management	5 Years AR
Information & Privacy	Proactive Disclosure Management	2 Years AR
Information & Privacy	Privacy Impact Assessments	P
Information & Privacy	Privacy Breaches	10 Years AR

Schedule A: Records Retention Schedule

FUNCTION	ACTIVITY	RETENTION PERIOD
Systems Access	Access Permissions & Control	D
Technology Support	Technology Recovery	P
UEM - UTILITIES & ENVIRONMENTAL MANAGEMENT		
Utility Services	Utility Service Connections	7 Years D
Utility Services	Utility Service Meters Maintenance and Installation	1 Year D
Waterworks Management	Wastewater - Storm & Sanitary Sewers Maintenance	P
Waterworks Management	Waterworks Maintenance	B+10
Waterworks Management	Water Monitoring	5 Years D
Community Infrastructure Development	Infrastructure Projects	P
Community Infrastructure Development	Infrastructure Drawings	P
Parks & Recreation Infrastructure	Parks & Recreation Planning and Development	P
Environmental Protection	Chemical Applications Control	P
Environmental Protection	Environmental Impact Assessment	P
Environmental Protection	Reclamation	P
Transitory Material		
Teams & SharePoint	Unassigned Documents saved to the cloud	2 Years D
Licensing	Business Licenses	1 Year D

DEFINITIONS

CODE	TERM	DESCRIPTION
	Archival	Record Series which has been assessed to have historic significance. Archival documents are retained for 10 years at which point they are appraised again for historic importance and possibly archived for another 10 years. Every 10 years they are reviewed for historical significance. For electronic records, they are reviewed to determine if these will continue to
AR	Archival Review Before Destruction	Refers to reviewing the records series before destruction to see whether they have historic significance prior to destruction. This is different from archival because in the case of an archival designation the entire records series is kept for posterity, whereas, in archival selection before destruction, records are “selected” for potential historic significance. The entire record series is not kept.
B+10	Building Disposal + 10 Years	Building or Asset is demolished or sold. That date will trigger the 10 years following.
COM	Communications	
CSV	Community Services	
	Current Year	Refers to January 1st to December 31st.
D	Destroy	Requires that upon expiration of the retention period the document is Destroyed – shredded, recycled, deleted (expunged).
COR	Corporate Services	
OCAO	Office of the CAO	Chief Administrative Officer
OG	Originating Department	
OPI	Office of Primary Interest	Majority of activities administered and carried out by this department or business unit.
OPS	Operations	
P	Permanent	Kept until dissolution of the Town of Olds.
PAI	Planning & Infrastructure	
PSV	Protective Services	
S/O	Superseded or Obsolete	Refers to the replacement of a document once it has been updated or revised. The new document supersedes the previous version.
T	Transitory Records	Records that have a temporary utility for Town activities. Can be destroyed after 1 year. No disposition process required.
	Trigger for termination or close of an event or activity	Refers to a record being retained until it has been closed or terminated, typically used for case-based or project records where the retention refers to the case being closed or the transaction being completed. For example, this retention applies to an employee file and is triggered at the point at which the employee leaves the organization. These records are usually maintained until the case or transaction or employee record is closed/terminated plus a pre-defined number of years, e.g. T/E+3 means retained until the case is closed plus 3 more years.