

## INFORMATION GOVERNANCE FRAMEWORK

<b>POLICY NO</b>	CP 191.26
<b>DIVISION DEPARTMENT</b>	Corporate Services – Information Technology
<b>REVIEW PERIOD</b>	Every 3 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1. To establish a framework for the development and implementation of Administrative Policies, Administrative Procedures and operational practices for the Town of Blackfalds pertaining to Information Governance (access and privacy as well as records and information management).

### 2. POLICY STATEMENT

- 2.1. Council of the Town of Blackfalds recognizes the value of the Town’s information assets and the importance of compliance with the *Access to Information Act*, the *Protection of Privacy Act* and records and information management best practice.

### 3. DEFINITIONS

- 3.1 **“Administrative Policy”** means a policy regarding operational matters of the Town of Blackfalds which does not require Council approval.
- 3.2 **“Administrative Procedure”** means a documented procedure that outlines a consistent approach to carrying out a specific policy in the day-to-day operations of the Town.
- 3.3 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.4 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.5 **“Council Policy”** means a policy regarding governance, public issues, and services to the public.
- 3.6 **“Information Governance”** means a comprehensive framework that manages information assets within an organization to support its business goals and mitigate risks.
- 3.7 **“Privacy Management Program”**, according to *Protection of Privacy Ministerial Regulation 143/25*, means a collection of policies and procedures that demonstrate the Town’s compliance with the requirements of the *Protection of Privacy Act*.

3.8 “Town” means the municipality of the Town of Blackfalds

#### **4 AUTHORITY AND RESPONSIBILITIES**

4.1 Council to:

4.1.1 Adopt and support this Policy and any subsequent amendments by resolution.

4.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this Policy through the development and establishment of Information Governance Administrative Policies, Administrative Procedures and operational practices.

4.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

#### **5 POLICY**

5.1 The Chief Administrative Officer shall develop Administrative Policies, Administrative Procedures and operational practices which guide the management of the Town’s information assets, while remaining compliant with relevant legislation, and which reflect current industry standards and best practice.

5.2 Demonstrated compliance will include development of a Privacy Management Program; a framework of Administrative Policies and Administrative Procedures that clearly demonstrate the Town’s compliance with the *Protection of Privacy Act* as mandated by the Government of Alberta.

#### **6 RELATED DOCUMENTS**

6.1 Chief Administrative Officer Bylaw

6.2 Information Governance Administrative Policies and Procedures

#### **7 END OF POLICY**

-Original Signed-

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Mayor

-Original Signed-

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Chief Administrative Officer

-Original Dated-

\_\_\_\_\_  
Date

-Original Dated-

\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted	021/26	2026-01-27
Policy Reviewed and Revised	198/26	2026-06-09
Policy Reviewed		

**ADMINISTRATIVE REVISIONS**

<b>Date</b>	<b>Description</b>