

M-11

**MINUTES OF A MEETING OF THE COUNCIL OF
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,**

held in the Royal Canadian Legion #135 in Neilburg on
Thursday, September 8, 2016 at 8:51 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order.

Members Present

Reeve Glenn Goodfellow; Councillors Trevor McCrea,
Bernadette Poppleton, Vincent Murphy, Chip Chibri; Foreman Cliff Stewart;
Administrator Janet Black and Administrator in training Natalie Sousa-Pelley.

Agenda

230/16 CHIP CHIBRI

That the agenda be approved as presented.

Motion Carried.

Declaration of Interest

Councillor Poppleton declared an interest in the Public Hearing-Subdivision
Request.

Minutes

231/16 BERNADETTE POPPLETON

That the minutes of the August 4, 2016 meeting be adopted as circulated.

Motion Carried.

Financial Activities

232/16 VINCE MURPHY

That the Statement of Financial Activities for the month of August 2016
and the Bank Reconciliation for August 2016 be approved as presented.

Motion Carried.

Accounts

233/16 TREVOR MCCREA

That the accounts be approved and paid as presented in Schedule 'A' to
these minutes.

Motion Carried.

Councillor Poppleton left the meeting at 10:00 a.m. due to the declaration of interest in
the Public Hearing-Subdivision Request.

Public Hearing-Subdivision Request

234/16 TREVOR MCCREA

That the Council meeting be suspended to open a Public Hearing for the
Subdivision request at 10:00 a.m. MDT.

Motion Carried.

Resume Regular Meeting

235/16 VINCE MURPHY

That the Public Hearing be closed and the council meeting resume at
10:03 a.m. with zero people in attendance.

Motion Carried.

Subdivision Request-NW 20-43-25 W3M

236/16 CHIP CHIBRI

That we approve the request from Ian & Bernadette Poppleton for the proposed residential subdivision in agricultural zoned quarter NW 20-43-25 W3M.

Motion Carried.

Councillor Poppleton returned to the council meeting at 10:04 a.m.

Cliff Stewart gave his foreman's report as presented in Schedule 'B' to these minutes

Correspondence

NCTPC	Re: Minutes
SARM	Re: Michelin Tires
WCMGC	Re: Minutes
Manitou Section – Suffern Lake Regional Park	Re: Grant
SARM	Re: Community Safety Officer
SARM	Re: Cabinet Shuffle
Hudson Bay Route Association	Re: Port of Churchill
SARM	Re: SK Grain Roundtable
SARM	Re: Midterm Resolution Deadline
Community Futures	Re: futurescape newsletter
Dane Bullerwell	Re: Baldwinton Lot
Monroe Truck	Re: V-Box Spreaders
SARM	Re: PFRA Pasture Committee
SARM	Re: Liability Self Insurance Plan
RM of Manitou Lake No. 442	Re: Basic Emergency Management Course
SK Municipal Relations	Re: Rapid Growth Team
MEPP	Re: Meetings
SARM	Re: Update

Public Hearing-Discretionary Use

237/16 BERNADETTE POPPLETON

That the Council meeting be suspended to open a Public Hearing for the Discretionary Use Development Permit #4-2016 at 10:30 a.m. MDT.

Motion Carried.

Resume Regular Meeting

238/16 TREVOR MCCREA

That the Public Hearing be closed and the council meeting resume at 10:31 a.m. with zero people in attendance.

Motion Carried.

Development Permit #4-2016

239/16 VINCE MURPHY

That the development Permit #4-2016 for Francis Tuplin in NE 30-46-24 W3M, be approved as a discretionary use under Table 6-1 A-Agriculture District Development Standards; Residential Uses; Section 1 Farm Dwelling.

Motion Carried.

Manitou Section-Suffern Lake Regional Park

240/16 GLENN GOODFELLOW

That the Rural Municipality of Hillsdale No. 440 give a grant of \$2,000.00 to the Manitou Section-Suffern Lake Regional Park for their operations and that we pay \$5,000.00 for the purchase of the mower.

Motion Carried.

Dane Bullerwell Lot 01 Block 3 Plan BK9517

241/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 accept Lot 01 Block 3 Plan BK9517 from Dane Bullerwell.

Motion Carried.

Basic Emergency Management

242/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 register six people in the Basic Emergency Management Course on October 20 & 21, 2016 in Marsden.

Motion Carried.

MLDP-Strategic and Financial Planning for Municipalities

243/16 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 register Janet Black, Chip Chibri and Natalie Sousa-Pelley in the Strategic and Financial Planning for Municipalities-MLDP on November 28, 2016 in Meota.

Motion Carried.

MEPP Informational Meeting

244/16 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 authorize Janet Black, Natalie Sousa-Pelley and Tracey Zweifel to attend the MEPP informational meeting being held in North Battleford on September 13, 2016 at 10:00 a.m.

Motion Carried.

RMAA District Meeting

245/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 authorize Natalie Sousa-Pelley to attend the RMAA District Meeting being held in Meota on September 15, 2016 at 10:00 a.m.

Motion Carried.

Purchase of Dynamite Storage Unit

246/16 VINCE MURPHY

That the Rural Municipality of Hillsdale No. 440 pay \$5,000.00 to Kevin Rowswell for the purchase of a dynamite storage unit and set-up.

Motion Carried.

Bill and Gail Stonehouse Drainage Letter

247/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 write a letter to William and Gail Stonehouse regarding complaints received about their drainage activities on Section 30-43-23 W3M. It is illegal to direct water onto the road allowance. The road allowance must be put back to the original condition by October 31, 2016, with Council inspecting the work upon completion. A copy of the letter will be forwarded onto the Water Security Agency.

Motion Carried.

Bylaw 8/2016 Bylaw to Repeal Bylaws 3/1961, 7/2004, 2/2009, 3/2010 First Reading

248/16 BERNADETTE POPPLEON

That Bylaw 8/2016, being a bylaw to repeal bylaws 3/1961, 7/2004, 2/2009, 3/2010 be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 8/2016 Bylaw to Repeal Bylaws 3/1961, 7/2004, 2/2009, 3/2010 Second Reading

249/16 VINCE MURPHY

That Bylaw 8/2016, being a bylaw to repeal bylaws 3/1961, 7/2004, 2/2009, 3/2010 be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 8/2016 Bylaw to Repeal Bylaws 3/1961, 7/2004, 2/2009, 3/2010 Third Reading Approval

250/16 CHIP CHIBRI

That Bylaw 8/2016, being a bylaw to repeal bylaws 3/1961, 7/2004, 2/2009, 3/2010 be given three readings at this meeting.

Motion Carried.
Unanimously.

Bylaw 8/2016 Bylaw to Repeal Bylaws 3/1961, 7/2004, 2/2009, 3/2010 Third Reading

251/16 TREVOR MCCREA

That Bylaw 8/2016, being a bylaw to repeal bylaws 3/1961, 7/2004, 2/2009, 3/2010 be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 9/2016 Bylaw to Provide For Issuance Of Burning Permits Year Round First Reading

252/16 BERNADETTE POPPLEON

That Bylaw 9/2016, being a bylaw to provide for the issuance of burning permits year round be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 9/2016 Bylaw to Provide For Issuance Of Burning Permits Year Round
Second Reading**

253/16 CHIP CHIBRI

That Bylaw 9/2016, being a bylaw to provide for the issuance of burning permits year round be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 9/2016 Bylaw to Provide For Issuance Of Burning Permits Year Round
Third Reading Approval**

254/16 TREVOR MCCREA

That Bylaw 9/2016, being a bylaw to provide for the issuance of burning permits year round be given three readings at this meeting.

Motion Carried.
Unanimously.

**Bylaw 9/2016 Bylaw to Provide For Issuance Of Burning Permits Year Round
Third Reading**

255/16 VINCE MURPHY

That Bylaw 9/2016, being a bylaw to provide for the issuance of burning permits year round be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 10/2016 Bylaw for Records Retention and Disposal First Reading

256/16 TREVOR MCCREA

That Bylaw 10/2016, being a bylaw for records retention and disposal be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

Bylaw 10/2016 Bylaw for Records Retention and Disposal Second Reading

257/16 BERNADETTE POPPLETON

That Bylaw 10/2016, being a bylaw for records retention and disposal be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 10/2016 Bylaw for Records Retention and Disposal Third Reading
Approval**

258/16 CHIP CHIBRI

That Bylaw 10/2016, being a bylaw for records retention and disposal be given three readings at this meeting.

Motion Carried.
Unanimously.

Bylaw 10/2016 Bylaw for Records Retention and Disposal Third Reading

259/16 GLENN GOODFELLOW

That Bylaw 10/2016, being a bylaw for records retention and disposal be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

Northern Blizzard Resources Inc.

Surface location Se 8-43-25 W3M

Utilize an Existing Approach

260/16 BERNADETTE POPPLETON

That we approve the request from Northern Blizzard Resources Inc. to utilize an existing approach in SE 8-43-25 W3M for access to NBRI Winter HZ 24A-8-7C14-5-43-25 W3M and NBRI Winter HZ 20A2-8-4D13-5-43-25 W3M drilled horizontally from a surface location in 2-8-43-25 W3M with the following stipulations: -

- the RM's Industrial Road Use Agreement for the additional well is signed by Northern blizzard Resources Inc.
- if the existing approach required upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

Northern Blizzard Resources Inc.

Notice of Construction of Well Site

Four Wells Horizontally Drilled from a Surface Location in 3-5-43-25 W3M

261/16 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 acknowledge the notice of well site from Northern Blizzard Resources Inc. for the following four wells drilled horizontally from a surface location in 3-5-43-25 W3M.

- NBRI et al Winter HZ 13A-5-8D15-36-42-26 W3M
- NBRI Winter HZ 1A3-5-6B4-5-43-25 W3M
- NBRI Winter HZ 5A3-5-10B4-5-43-25 W3M
- NBRI et al Winter HZ 9A3-5-4D15-36-42-26 W3M

Motion Carried.

Council broke for lunch at 12:00 p.m.

Council reconvened from lunch at 12:48 p.m.

Purchase Four, GPS Units

262/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 purchase four, AM53 hardware units including the activation fee with one on road and three premium plus messaging plan from Transit Technical to be installed in the 2015 Chev, 872G #1, 872G #2, 872G #3.

Motion Carried.

MLDP Workshop

263/16 VINCE MURPHY

That the Rural Municipality of Hillsdale No. 440 enroll Natalie Sousa-Pelley in the Municipal Leaders Roles & Responsibilities MLDP Workshop on November 8, 2016.

Motion Carried.

In Camera

264/16 TREVOR MCCREA

That the meeting proceed in camera at 1:34 p.m. as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act.

Motion Carried.

Present: Glenn Goodfellow, Trevor McCrea, Bernadette Poppleton, Vincent Murphy and Chip Chibri.

Meeting Reconvenes

265/16 CHIP CHIBRI

That Council come out of camera at 2:32 p.m.

Motion Carried.

Adjourn

266/16 VINCE MURPHY

That this meeting adjourn at 2:33 p.m.

Motion Carried.


Reeve


Administrator

Schedule 'A'

DD1225 – DD1243	45,084.89
DD1244 – DD1248	2,913.85
5205 CUETS	402.34
5206 Void	0.00
5207 Dave Stasiuk	0.00
5208 Receiver General of Canada	26,405.51
5209 Municipal Employees Pension Plan	12,416.90
5210 Amec Foster Wheeler	10,873.07
5211 Bee J's Stationers Inc.	335.16
5212 Bi-Air Application Services Ltd.	577.50
5213 Crop Production Services	13,780.81
5214 Crop Production Services	866.25
5215 Dustin Zweifel	300.00
5216 Edmonton Kenworth Ltd.	526.43
5217 Elaine Eton	1,344.00
5218 Elite Equipment Hauling	1,312.50
5219 Fort Garry Industries Ltd.	115.71
5220 Global Industrial Canada	2,878.88
5221 High Class Mechanical	112.26
5222 Jade Johnson	16.00
5223 John Davis Grader Service Ltd.	27,333.82
5224 Karrie Blackbeard	241.95
5225 Kenneth and Trina Tuplin	2,693.23
5226 Keranda Industrial Supply Ltd.	345.65
5227 L-Con Transit	2,940.00
5228 Lilydale Creek Enterprises Ltd.	3,780.00
5229 Living Sky School Division #202	6,366.22
5230 Voided by the print process	0.00
5231 Lloydminster Co-operative Ltd.	2,996.10
5232 Lorna Kohlman	72.00
5233 Midway Distributors Ltd.	617.98
5234 Multigas Detection	3,559.50
5235 Neilburg Community Hall	300.00
5236 Northwest School Division	11,337.85
5237 Voided by the print process	0.00
5238 Pat Gibbons	1,076.36
5239 Putnam Farms Ltd.	316.25
5240 Void-Not Approved for Payment	0.00
5241 Sask Municipal Hail Ins Ass.	2,776.50
5242 Sask Power	444.63
5243 Sask Tel	482.36
5244 Sask Tel Mobility	44.91
5245 SARM	749.97
5246 SGI	190.00
5247 Sperle's Tire & Battery	1,031.30
5248 The Lloydminster Source	340.20
5249 Tirecraft Lloydminster	64.14
5250 Triod Supply 2011 Ltd.	986.94
5251 Van Houtte Coffee Services Inc.	60.54
5252 Vercomm Wireless	302.40
5253 Village of Neilburg	234.00
5254 West Yellowhead Waste Resource	4,178.68
5255 ACP Applied Products	14,470.35
5256 Brandt Tractor Saskatoon Branch	9,132.42
5257 Crop production Services	696.15
5258 D&R Contracting	317,076.69
5259 E&L Building Contractors	68,197.50
5260 Hydrodig Canada Inc.	1,260.00
5261 Keranda Industrial Supply Ltd.	64.36

Handwritten signature/initials in blue ink.


5262	Lloydminster Co-operative Ltd.	13.09
5263	McIntosh Garage & Auto Body Ltd.	119,327.58
5264	Voided by the print process	0.00
5265	Prairie North Construction Ltd.	105,196.50
5266	Transit Technical Services Ltd.	10,918.69
5267	Triod Supply 2011 Ltd.	4,366.48
5268	Xerox Canada Ltd.	595.07
5269	Brandt Tractor Saskatoon Branch	2,143.24
5270	Dolores Hollingshead	289.00
5271	Randy Flicek	14,437.50
5272	Ryan Scoular	268.40
5273	Chip Chibri	543.50
5274	Vince Murphy	505.80

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Schedule 'B'

Foreman's Report

- transfer station replace with elk fence/page wire
 - replacing fence at Steve Ryan's-Eddingfield access
 - Prairie North should be done on T. Carlton Road
 - Tyler approach, John Davis is working on
 - Lilydale Road more blow outs, G&C working at Lloyd, High 16 crossings
 - Kohlman's pit-Allen Hewko, seeded and grass is growing
 - water truck-need to be certified for oil, move suction point, put filter on
 - CP crossings cement at PG 675 and Baldwinton September/October
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BYLAW 8, 2016

A BYLAW TO REPEAL BYLAWS 3/1961; 7/2004; 2/2009; 3/2010

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan, enacts as follows: -

1. Bylaw No. 3/1961 being a bylaw to authorize the issue of permits for the operation of overweight vehicles on certain roads passes December 13, 1961 is hereby repealed.
2. Bylaw No. 7/2004 being a bylaw to provide for entering into an agreement respecting the development, management and operation of medical clinics passed on December 9, 2004 is hereby repealed.
3. Bylaw No. 2/2009 being a bylaw to provide for the extension of hours for voting passed on January 9, 2009 is hereby repealed.
4. Bylaw No. 3/2010 being a bylaw to provide for entering into an agreement respecting the funding and management board for Manitou Ambulance Service passed on November 4, 2010 is hereby repealed.


[Signature]
Reeve
[Signature]
Administrator

BYLAW NO. 9/2016

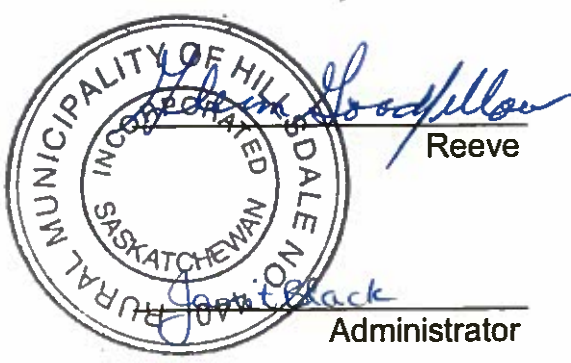
A BYLAW TO PROVIDE FOR THE ISSUANCE OF PERMITS FOR THE PURPOSE OF BURNING WITHIN THE RURAL MUNICIPALITY OF HILLSDALE NO. 440.

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan, enacts as follows:-

1. Expressions:
 - a) "Fire Season" shall mean the entire calendar year commencing on January 1st and ending on December 31st.
 - b) "Burning Permit Area" shall mean all lands lying within the Rural Municipality of Hillsdale No. 440.
2. No burning of any material shall be allowed within the boundaries of the municipality, during the fire season, without the prior obtainment of a burning permit. A burning permit is not required for barbecues, fire pits used for cooking, and receptacles used for the burning of household refuse.
3. Issue of the permit may be applied for from the Rural Municipal office during regular office hours, and obtained free of charge.
4. Wherein the opinion of the municipality, dry conditions exist making burning of any material hazardous, a burning permit will not be issued.
5. In a burning permit area or elsewhere, where a permit may or may not be required, no person shall:
 - a) start an outdoor fire for any purposes without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
 - b) start an outdoor fire for any purpose, when weather conditions are conducive to the fire readily escaping control;
 - c) fail to take reasonable steps to control a fire for the purpose of preventing it from spreading;
 - d) deposit, discard or leave any burning matter or substance in a place where it might ignite other material and result in a fire spreading;
 - e) conduct any activity that involves the use of a fire or that might reasonably be expected to cause a fire to spread, unless exercising reasonable care to prevent a fire from occurring;
 - f) leave the place where an outdoor fire has been started without fully extinguishing the fire.

- 6. The form to be used for a burning permit application is attached hereto and identified as Schedule 'A' to this Bylaw.
- 7. Any person found guilty of an infraction of this Bylaw shall be liable to the penalties imposed by the General Penalty Bylaw of the Municipality.
- 8. Bylaw 4/2002 is hereby repealed.

SEAL



Schedule 'A'

BURNING PERMIT
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440

PERMIT NO. _____ DATE: _____

This permit hereby authorizes _____
(name, address, phone)

to burn the following material:

on the following property:

between the _____ day of _____, 20____ and the _____
day of _____, 20____.

In compliance with the following conditions:


The Rural Municipality of Hillsdale No. 440

BYLAW 10, 2016

A BYLAW TO REGULATE THE RETENTION AND TO AUTHORIZE THE DISPOSAL OF RECORDS OF THE RURAL MUNICIPALITY OF HILLSDALE NO. 440

The Council of the Rural Municipality of Hillsdale No. 440, in the Province of Saskatchewan enacts as follows:-

1. That a Records Retention and Disposal Schedule for the Rural Municipality of Hillsdale No. 440, attached hereto as Schedule "A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Rural Municipality of Hillsdale No. 440 is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator has contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board
4. Bylaw 5/2005 is hereby repealed.


The seal is circular with the text "RURAL MUNICIPALITY OF HILLSDALE SASKATCHEWAN" around the perimeter. It contains the words "REPEALED" and "FOR". Two signatures are present: "Blaine Goodfellow" and "Derek". Below the seal, the word "Administrator" is printed.

Schedule "A"
Bylaw No. 10, 2016

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	PERMANENT as per legislation	PERMANENT as per legislation
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	PERMANENT	PERMANENT
1.7 Budget Related Reports	7 years	Dispose
1.8 Cash Payments and Receipts (includes cash payment books, print-outs, cash reports and summaries, register tapes, etc.)	7 years	Dispose
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	Dispose
1.10 Federal/Provincial Remittance	7 years	Dispose
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose <u>only</u> upon the Archives recommendations
1.12 Investment Records	7 years after maturity of financial instruments	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	Dispose
1.14 Local Improvement Roll	7 years after completion of project	Dispose
1.15 Monthly Financial Statements	7 years	Dispose
1.16 Requisitions/Purchase Orders	7 years	Dispose
1.17 Tax Roll/Assessment Roll (hard copy of year-end print out)	PERMANENT as per Legislation	PERMANENT as per Legislation
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	Dispose

2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.5 Cemetery Records	PERMANENT as per Legislation	PERMANENT as per Legislation
2.6 Change of Ownership Documents	7 years	Dispose
2.7 First Nations Consultations	PERMANENT	PERMANENT
2.8 Hail Roll	7 years	Dispose
2.9 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	Dispose
2.10 Insurance Policies – Liability (may be required if there is a liability claim in the future)	PERMANENT	PERMANENT
2.11 Insurance Policies – Property (includes insurance claims)	7 years after termination/cancellation of policy	Dispose
2.12 Photographs	When obsolete contact the Archives	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
2.13 Public Notice Documentation	2 years after event for which notice was given	Dispose
2.14 Records Disposal Documentation	PERMANENT	PERMANENT
2.15 Tax Assessment Appeals	7 years after final decision rendered	Dispose
2.16 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	Dispose
2.17 Tax Certificates	7 years	Dispose
2.18 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained.) (Section 216 & 268 <i>The Municipalities Act</i>)	7 years	Dispose

2.19 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	Dispose
2.20 Other Enforcement Records (includes pest control records)	7 years after settlement	Dispose
2.21 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation

3. ELECTION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (160.71 <i>Local Government Elections Act</i> (LGEA))	Dispose
3.2 Disclosure of Holdings	7 years after end of service	Dispose
3.3 Declaration of Polls	3 months (160.71 LGEA)	Dispose
3.4 Deputy Returning Officer Statement of Results	PERMANENT	PERMANENT
3.5 Nominations and Receipts	3 months after closure of nomination period (160.21 LGEA)	Dispose
3.6 Oaths of Office	Term of Office	Dispose
3.7 Returning Officer's Summary of Results	PERMANENT	PERMANENT
3.8 Poll Books	3 months (160.71 LGEA)	Dispose
3.9 Voters' Lists	Contact the Archives	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
3.10 Voters' Registration Forms	3 months (160.71 LGEA)	Dispose
3.11 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 LGEA)	Dispose

4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose

5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	PERMANENT	PERMANENT
5.2 Claims (includes notices of claim, statement of claim, etc.)	10 years after settlement	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	Dispose

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued by Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Buildings Permits (includes supporting documentation)	After rejection of permit or life of building/ structure plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
6.1.4 Development Permits – Register	PERMANENT	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/ termination or rejection of permit	Dispose
6.1.6 Licenses (includes supporting documentation)	7 years after expiration/ termination or rejection of permit	Dispose

6.2 Licenses and Permits Issued to Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/ license or life time of structure, building, property plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation

6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/term ination or rejection of license or permit	Dispose
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7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently.	PERMANENT or contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
7.4 Land Surveys Certificates/ Surveyor's Reports	7 years	Dispose

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	PERMANENT	PERMANENT
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	Dispose
8.3 Bylaw Registers (active and repealed)	PERMANENT	PERMANENT

9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees (not forming part of council minutes)	7 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
9.2 Vital Statistics	7 years	Dispose

10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports)(may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation.