

Resort Village of Elk Ridge
Meeting Minutes
May 10th, 2022 Regular Meeting of Council

A Regular Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on May 10th, 2022

Present: Mayor Garry McKay
Councillor Ryan Danberg (*via teams meeting*)
Councillor Trudy Engel
Councillor Ross Hewett
Councillor Margaret Smith-Windsor

Heather Scott, CAO

1. **Call to Order** – With a quorum being present, Mayor Garry McKay called the meeting to order at 3:00 p.m.

2. **Delegations:** Fire Chief Chris McShannock, Lakeland District Fire Department – Unavailable for this meeting; the meeting invite will be extended to the next meeting.

3. **Approval of Agenda:**

71-2022 **SMITH-WINDSOR:** That the agenda for this meeting be approved as amended with three additional items under new business. **CARRIED**

4. **Public Hearings:** None

5. **Reading of Bylaws:** None

6. **Adoption of Minutes:**

6.1 - Minutes of the April 12th, 2022 Council Meeting.

72-2022 **HEWETT:** That the Minutes of the April 12th, 2022 Council meeting be approved as amended with name change correction in motion 61-2022. **CARRIED**

6.2 – Minutes of April 25, 2022 Special Council Meeting.

73-2022 ENGEL: That the Minutes of the April 25th, 2022 Special Meeting be approved as presented. **CARRIED**

7. Business Arising from Minutes: None

8. Action/Motion Items:

8.1 – Bylaw Recommendations from Transition Advisory Committee

74-2022 SMITH-WINDSOR: That the minutes of the transition committee dated: February 1st, 2022; February 16th, 2022; March 8th, 2022; April 12th, 2022 and April 25th, 2022 be received and filed. **CARRIED**

75-2022 ENGEL: That Bylaws 03, 04, 06, 08, 11, 13, 14, 15, 16, 17, 18, 20, 21 and 22 of 2022 be referred back to Transition Committee for further review.

CARRIED

76-2022 SMITH-WINDSOR: That Bylaws 05, 07, 09 and 19 be placed on the Agenda for consideration of three readings. **CARRIED**

77-2022 HEWETT: That Bylaw 05 of 2022 a Bylaw to establish penalties for contravention of bylaws be introduced and read a first time. **CARRIED**

78-2022 ENGEL: That bylaw 05 of 2022 a Bylaw to establish penalties for contravention of bylaws be now read a second time. **CARRIED**

79-2022 ENGEL: That leave be granted for third reading of Bylaw 05 of 2022 a Bylaw to establish penalties contravention of bylaws. **UNANIMOUSLY CARRIED**

80-2022 SMITH-WINDSOR: that Bylaw 05 of 2022 a Bylaw to establish penalties for contravention of bylaws be now read a third time and adopted. **CARRIED**

81-2022 ENGEL: That Bylaw 07 of 2022 a Bylaw to establish an assessment appeal fee be introduced and read a first time. **CARRIED**

82-2022 SMITH-WINDSOR: That Bylaw 07 of 2022 a Bylaw to establish an assessment appeal fee be now read a second time **CARRIED**

83-2022 ENGEL: That Leave be granted for third reading of Bylaw 07 of 2022 a Bylaw to establish assessment appeal fee. **UNANIMOUSLY CARRIED**

84-2022 DANBERG: that Bylaw 07 of 2022 a Bylaw to establish an assessment appeal fee be now read a third time and adopted. **CARRIED**

85-2022 SMITH-WINDSOR: That Bylaw 09 of 2022 a bylaw respecting the collection and establishment of fees for municipal services be introduced and read a first time. **CARRIED**

86-2022 HEWETT: That Bylaw 09 of 2022 a bylaw respecting the collection and establishment of fees for municipal services be now read a second time **CARRIED**

87-2022 DANBERG: That Leave be granted for third reading of Bylaw 09 of 2022 a Bylaw respecting the collection and establishment of fees for municipal services. **UNANIMOUSLY CARRIED**

88-2022 SMITH-WINDSOR: That Bylaw 09 of 2022 a Bylaw respecting the collection and establishment of fees for municipal services be now read a third time and adopted. **CARRIED**

89-2022 ENGEL: That Bylaw 19 of 2022 a Bylaw for the destruction of documents be introduced and read a first time. **CARRIED**

90-2022 HEWETT: That Bylaw 19 of 2022 a Bylaw for the destruction of documents be now read a second time **CARRIED**

91-2022 DANBERG: That Leave be granted for third reading of Bylaw 19 of 2022 a Bylaw for the destruction of documents. **UNANIMOUSLY CARRIED**

92-2022 SMITH-WINDSOR: That Bylaw 19 of 2022 a Bylaw for the destruction of documents be now read a third time and adopted. **CARRIED**

8.2 Assessment Appeal for Improved Properties

93-2022 HEWETT: That Council file an assessment appeal for the following properties to account for the improvements on the properties:

1. Unit 81 Plan 100276657 – 81 Estates Drive
2. Unit 45 Plan 100276657 – 45 Estates Drive
3. Unit 31 Plan 100276657 – 31 Estates Drive
4. Unit 32 Plan 100276657 – 32 Estates Drive

CARRIED

8.3 Purchasing Policy/Credit Card

94-2022 SMITH-WINDSOR: That Council authorize the administrator to provide public notice and draft a purchasing policy for Council consideration at a future meeting.

CARRIED

95-2022 SMITH-WINDSOR: That the CAO arrange for acquiring a municipal credit card for operating purchases up to \$2500. **CARRIED**

9. Administration Reports:

9.1 CAO Report and Updates.

96-2022 HEWETT:

That Council receive and file the CAO report for April, 2022.

CARRIED

10. Accounts for Payment: N/A

11. Financial Statements:

11.1 Financial Statement for April 2022, Bank Reconciliation and List of Accounts.

97-2022 ENGEL:

That Council receive and file the financial statement, bank reconciliation and list of accounts payable for April, 2022.

CARRIED

12. Council Divisional Reports: N/A

13. New Business:

Councilor Engel left at 4:53 pm.

Councilor Engel returned at 4:54 p.m.

13.1 EMO Coordinator – Leslie Tuchek verbal report by Councilor Smith-Windsor.

98-2022 SMITH-WINDSOR: That Council direct the CAO to work with Leslie Tuchek on a proposal for setting up and maintaining EMO services at the Resort Village of Elk Ridge.

CARRIED

13.2 Fire Training Exercise

13.3 Creation of Recreation Bylaw

14. Incamera: N/A

15. Correspondence: N/A

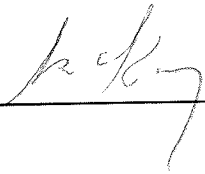
16. Other Business:

16.1 Councilor Smith-Windsor verbal report RE: NCSWM Annual General Meeting.

17. Adjournment:

99-2022 ENGEL: That the meeting adjourn 5:24 p.m.

CARRIED



Mayor



CAO

GENERAL PENALTY BYLAW

A Bylaw to Provide for the Enforcement of the Bylaws of Municipality

Pursuant to The Municipalities Act

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 05-2022

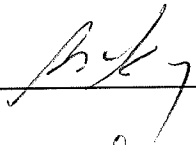
A BYLAW TO ESTABLISH PENALTIES FOR CONTRAVENTION OF BYLAWS

The Council of the Resort Village of Elk Ridge enacts as follows:


1. This Bylaw may be referred to as the "General Penalty Bylaw".
2. In this Bylaw "Municipality" means the Resort Village of Elk Ridge.
3. Section 5 shall apply only with respect to an infraction of a bylaw of the municipality for which no other penalty is provided.
4. No person shall provide a false or misleading statement to any Bylaw Enforcement Officer, Designated Officer, Peace Officer or person appointed to enforce any bylaw of the Municipality.
5. Every person who contravenes any provision of any bylaw of the municipality is guilty of an offence and liable on summary conviction:
 - a. In the case of an individual, to a fine not exceeding \$10,000 and, in the case of a continuing offence, a further fine not exceeding \$2,500 for each day during which the offence continues; and
 - b. In the case of a corporation, to a fine not exceeding \$25,000 and, in the case of a continuing offence, a further fine not exceeding \$2,500 for each day during which the offence continues.

6. This bylaw shall come into effect on the day of its final passing.





Mayor



Administrator

Read a third time and adopted
this 10th day of May, 2022

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 07-2022


A BYLAW TO ESTABLISH FEES FOR ASSESSMENT APPEALS

The Council of the Resort Village of Elk Ridge enacts as follows:


1. This bylaw shall be known as the Assessment Appeal Fee Bylaw.
2. In this bylaw:
 - a. "Act" shall mean "*The Municipalities Act*".
 - b. "Board" shall mean the
 - i. Board of Revision established by the Municipality; or
 - ii. Board of Revision which has been appointed by the Municipality;
 - c. "Municipality" shall mean the Resort Village of Elk Ridge;
 - d. "Secretary" shall mean the Secretary to the (District) Board of Revision.
3. A person desiring to appeal their assessment to the Board shall file their appeal in the form prescribed in the Act on or before the last date on which appeals can be lodged as indicated:
 - a. Within the notice required by Section 217 of the Act; or
 - b. On the notice of assessment required by Sections 215 and 219 of the Act.
4. A fee of \$200.00 per appeal is hereby established for the purpose of filing an appeal to the Board.
5. The applicable fee shall be payable to the Municipality and may be paid at the time of filing the appeal and in any event no later than the final date for lodging an appeal with the Board.
6. Where an appellant fails to pay the applicable fee pursuant to Section 4 and 5 of this Bylaw, the appeal is deemed to be dismissed.
7. The Municipality shall refund any fee that was submitted by the appellant if:
 - a. The appeal is successful either in whole or in part by decision of either the Board or the Assessment Appeal Committee of the Saskatchewan Municipal Board;
 - b. The appeal is not filed by the Secretary of the Board;
 - c. The appeal is withdrawn in accordance with Section 227 of the Act; or
 - d. An agreement is entered into pursuant to Section 228 of the Act.

8. This bylaw shall come into effect on the day of its final passing.





Mayor



Administrator

Read a third time and adopted
this 10 day of May, 2022.

RESORT VILLAGE OF ELK RIDGE

BYLAW NO. 09-2022

A BYLAW RESPECTING THE COLLECTION AND ESTABLISHMENT OF FEES FOR MUNICIPAL SERVICES

The Council of the Resort Village of Elk Ridge enacts as follows:

TITLE:

1. This Bylaw shall be referred to as the "*Municipal Fees Bylaw*".

PURPOSE:

2. To provide for a Bylaw that establishes fees and costs for services provided by or on behalf of the Municipality to the public.
3. In this Bylaw:
 - a. "Act" shall mean "*The Municipalities Act*".
 - b. "Municipality" shall mean the Resort Village of Elk Ridge.

GENERAL REQUIREMENT:

4. Where possible all fees under this bylaw are required to be paid prior to any goods, service or information being provided.
5. The Administrator shall determine the method and manner of payment of any fee or deposit, including the location of payment of any fee or deposit.
6. The Administrator may waive the Tax Notice Fee to a lending institution when that lending institution is assisting the processing of tax payments or for monitoring of tax payments on an account where that lending institution has a mortgage.
7. Any other service fee or costs not contained within this Bylaw that do not require Council approval, shall be determined at the discretion of the Administrator.
8. The Administrator may waive, decrease, hold or withdraw any fee or deposit or any portion of any fee or deposit, contained within this Bylaw where it is in the opinion of the Administrator that it is reasonable, and it may be in the best interest to waive, decrease, hold or withdraw that fee or deposit.
9. Where a fee has been incurred as a result of the enforcement and/or an inspection for

compliance of a bylaw or enactment, or for the remedying of a contravention of a bylaw or enactment, or any fee permitted under this bylaw or an enactment, whose fees shall be amounts that may be added to the tax roll of the parcel of land for which the fee was related.

TABLE OF FEES:

10. The following are fees and general charges related to the administration of the Municipality.

Description	Fee
Photocopying 1. Black and white 2. Colour	.50¢ per page copied \$1.00 per page copied
Non-sufficient Funds Cheque Return (NSF Cheques)	\$35.00
Tax Certificate	\$25.00 per property
Copy of 1. Notice of Assessment 2. Tax Notice 3. SAMA Field Sheet	\$10.00 \$10.00 \$10.00
Statement of Account <i>(when requested by account holder)</i>	\$5.00
Custom Research and Report Writing	\$100 per hour <i>Plus cost (if any)</i>
Registration of lien	\$50.00 plus costs
Serve Six-Month Notice	\$120.00 plus costs
Registration of an Interest	\$50.00 plus costs
Administration search 1. Assessment history 2. Property file 3. Information 4. Access to information search	\$65.00 per hour* \$50.00 per hour* \$50.00 per hour* \$65.00 per hour* <i>(* represents per person per hour)</i>
Commissioner of Oaths 1. Municipal Tax Payer/ Municipality Business 2. Non taxpayer	Free \$10
Assessment Appeal Fee	\$200 per property
Kilometer rate – employee requirement to travel	As set by CRA
Special Event Permit	

1. Parade	Free
2. Block party	Free
3. Use of / semi exclusive use of public property	Free
Animal Control	
1. Animal in non-municipal animal shelter	Actual costs
2. Veterinary services	Actual costs
3. Travel associated with pick-up and delivery of animal to shelter/return to owner	Municipal approved rate

11. The following are fees related to Planning and Development including: Development Permits, Demolition Permits, Moving Permits, Deposits and other related Development orientated fees.

Description	Fee
Development Permit	
1. Permitted principal use	\$200
2. Permitted accessory use	\$100
3. Ancillary use	\$100
4. Discretionary principal use	\$200
5. Minor variance	\$100
6. Development appeal	\$50
7. Miscellaneous development	\$25
8. Installation of shed or similar such structure under 10 square meters	No charge
9. Application to extend permit <i>(Demolition, Moving, Building, Development)</i>	\$50
Demolition Permit	
1. Permit Application	\$50
2. Refundable deposit building with basement *	\$1000
3. Refundable deposit building without basement *	\$500
<i>*Deposit refundable providing all permit conditions are met after site inspected.</i>	
Moving Permit	
1. Moving Permit	\$50
2. Refundable deposit for move of building *	\$1000
<i>* Deposit refundable providing all permit conditions are met after site inspected.</i>	
Other permit	
1. Plumbing permit <i>Maximum cost shall be as set by Saskatchewan Health Authority</i>	Minimum \$100

Description	Fee
Miscellaneous Fees 1. Undertake development without a development permit. 2. Enforcement to obtain compliance if one contravenes the conditions of a permit and if the applicant refuses or neglects to remedy the contravention. 3. Subdivision application 4. Rezoning application 5. Property diagram (where available) 6. Copy of any property photograph (where available)	\$100 \$120 \$100 plus \$100 per lot or site identified in subdivision. \$350 plus advertising cost \$5.00 per diagram \$5.00 per photo

12. The following are Building and Building Inspection related fees.

Fees related to deposits on buildings do apply, and are located in table in Section 11.

Description	Fee
Miscellaneous Building Fees 1. Written application to cancel permit (application to cancel must be received within 60 days of permit originally being issued). 2. Build without a valid permit 3. Fail to provide notification on title transfer when building.	\$50.00 retained fee. \$250.00 \$250.00

Description	Fee
<p>Building Inspection – Residential – Single Family and Two Unit</p> <ol style="list-style-type: none"> 1. Site built homes, RTM, and Modular Homes 2. Additions <ol style="list-style-type: none"> i. Full or Crawlspace foundation <ol style="list-style-type: none"> 1. <500 ft² 2. >500 ft² ii. Simple/grade type foundation <ol style="list-style-type: none"> 1. <500 ft² 2. >500 ft² 3. Accessory Structures <ol style="list-style-type: none"> i. Deck ii. Detached garage (+sheds >200 ft²) iii. Shed (> 10 m²) 	<p>\$4.80/\$1000 value, minimum \$1080</p> <p>\$810</p> <p>\$900</p> <p>\$648</p> <p>\$810</p> <p>\$192</p> <p>\$240</p> <p>\$192</p>
<p>Building Inspection – Commercial/Industrial</p> <ol style="list-style-type: none"> 1. Small renovations of existing space 2. New commercial industrial shop; SMALL (<1600 ft²) 3. New commercial industrial shop; LARGE (>=1600 ft²) 4. All other commercial space 5. Large scale projects (>\$2,000,000) 	<p>\$600 min or \$4.80/\$1000 value</p> <p>\$720 min or \$4.80/\$1000 value</p> <p>\$1200 min or \$4.80/\$1000 value</p> <p>\$1200 min or \$4.80/\$1000 value</p> <p>Reduced graduating fee scale applied and will average less than \$4.80/\$1000 value</p>
<p>Enforcement and Additional Inspections</p> <p>Inspections that are conducted outside of the expected inspection included on original permit. This may include deficiencies, enforcement, and inspections that were requested and the project was not ready.</p>	<p>\$240</p>

Description	Fee
Mileage 1. Total mileage for new dwelling 2. No mileage for deck and shed permits	\$120 total for 4 inspections (\$30/inspection) \$0
Revision of blue prints after permit has been issued	\$50.00 per revision
Missed building inspection	\$50.00 per inspection


13. The following fees relating to any Emergency and Protective Services response or service, any Fire Brigade or Fire Department.

Description	Fee
1. Municipal response in eliminating an emergency 2. Fire Brigade or Fire Department response per property. <i>*Minimum two hours</i>	\$500.00 plus cost OR Actual cost - whichever is greater. \$90.00* \$750.00* per unit per hour or any portion thereof OR Invoiced amount from provider(s) - whichever is greater.


COMING INTO FORCE

14. This bylaw shall come into effect on the day of its final passing.





Mayor



Administrator

Read a third time and adopted
this 10th day of May, 2022.

RESORT VILLAGE OF ELK RIDGE

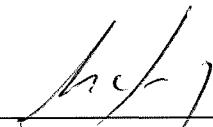
BYLAW NO. 19-2022

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS


The Resort Village of Elk Ridge enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Exhibit A" and forming part of this Bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator/Clerk 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. This Bylaw shall come into effect on the day of its final passing.





Mayor



Administrator

Read a third time and adopted
this 10th day of May, 2022.

Municipal Records to be Retained

1. ACCOUNTING AND FINANCE

- 1.1 Accounts Payable
- 1.2 Accounts Receivable
- 1.3 Annual Financial Statements
- 1.4 Audits and Compliance Review
- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1.14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

2. ADMINISTRATION

- 2.1 Agreements/Contract and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation (NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records
- 2.6 Change of Ownership documents
- 2.7 Inquiries (under LAFOIPP)
- 2.8 Insurance Policies – Liability
- 2.9 Insurance policies – Property
- 2.10 Photographs
- 2.11 Records Disposal Documentation
- 2.12 Tax Assessment Appeals
- 2.13 Tax Assessment Records
- 2.14 Tax Certificates
- 2.15 Tax and Assessment Undelivered Notices
- 2.16 Tax Enforcement Records
- 2.17 Other Enforcement Records
- 2.18 Water Analysis and Reports

3. ELECTION

- 3.1 Ballots
- 3.2 Disclosure of Holdings
- 3.3 Declaration of Agent/Friend
- 3.4 Declaration of Polls
- 3.5 Deputy Returning Officer Statement of Results
- 3.6 Nomination and Receipts

- 3.7 Oaths of Office
 - 3.8 Poll Maps
 - 3.9 Poll-by-poll Election Results
 - 3.10 Returning Officer's Summary of Results
 - 3.11 Poll Books
 - 3.12 Voters' Lists
 - 3.13 Voters' Registration Forms
 - 3.14 Ballot Box Contents (includes ballots, registration forms, etc.)
4. EMPLOYEE – EMPLOYER
- 4.1 Employee Records
 - 4.2 Income Tax
5. LEGAL
- 5.1 Minister's Orders
 - 5.2 Claims
 - 5.3 Petitions
 - 5.4 Writs
6. LICENSES AND PERMITS
- 6.1 Licenses and Permits Issued **by** Municipalities
 - 6.1.1 Building Permits
 - 6.1.2 Development Permits
 - 6.1.3 Development Permits – Denied
 - 6.1.4 Development Permits – Register
 - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
 - 6.1.6 Licenses
 - 6.2 Licenses and Permits Issued **to** Municipalities
 - 6.2.1 Licenses and Permits (related to land, buildings, property, etc.)
 - 6.2.2 Licenses and Permits (not related to land, buildings, property, etc.)
7. MAPS, PLANS AND SURVEYS
- 7.1 Architects' Drawings
 - 7.2 Municipal Maps And Plans
 - 7.3 Road Surveys
 - 7.4 Land Surveys Certificates/Surveyors' Reports
8. MINUTES AND BYLAWS
- 8.1 Council Minutes
 - 8.2 Repealed Bylaws
 - 8.3 Bylaw Register (active and repealed)
9. REPORTS AND STATISTICS
- 9.1 Reports of Boards and Committees established by Council
 - 9.2 Vital Statistics
10. ROADS AND STREETS
- 10.1 Road Maintenance Records (includes reports)

RECORDS RETENTION and DISPOSAL GUIDE

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIODS	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 payments books, print-outs, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE

Continued...

1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIODS	Disposal Recommendation
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 only upon the Archives recommendation
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 Requisition/Purchase Orders	7 years	DISPOSE
1.17 Tax Roll/Assessment Roll (i.e. 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 PERIODS	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 only 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 only upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose only upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose only 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 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
2.8 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent

Continued...

2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
2.9 Insurance Policies – Property	7 years after termination/cancellation of policy	DISPOSE
2.10 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose only upon the Archives recommendation
2.11 Records Disposal Documentation	Permanent	Permanent
2.12 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.13 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.14 Tax Certificates	7 years	DISPOSE
2.15 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
2.16 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.17 Other Enforcement Records	7 years after settlement	DISPOSE
2.18 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation

3. ELECTION

Records included in this section are governed by *The Local Government Election Act*, and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

RECORDS	RETENTION PERIODS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
	Rural Municipalities	Urban Municipalities	
3.1 Ballots	3 months (160.71 Local Government Elections Act,(LGEA)	60 days	DISPOSE
3.2 Disclosure of Holdings	7 years	7 years	DISPOSE
3.3 Declaration of Agent/Friend	N/A	60 days	DISPOSE
3.4 Declaration of Polls	3 months 160.71 LGEA)	60 days	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	60 days	DISPOSE
3.6 Nominations and Receipts	3 months after closure of nomination period (160.21 LGEA)	60 days	DISPOSE
3.7 Oaths of Office	Term of Office	Term of Office	DISPOSE
3.8 Poll Maps	N/A	60 days	DISPOSE

Continued...

3. ELECTION (cont'd)

RECORDS	RETENTION PERIODS Rural Municipalities	RETENTION PERIODS Urban Municipalities	DISPOSAL RECOMMENDATION
3.9 Poll-by-Poll Election Results	N/A	60 days	DISPOSE
3.10 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives	Permanent or contact the Archives
3.11 Poll Books	3 months (160.71 LGEA)	60 days	DISPOSE
3.12 Voters' Lists	Contact the Archives	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.13 Voters' Registration Forms	3 months (160.71 LGEA)	60 days	DISPOSE
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (160.71 LGEA)	60 days	DISPOSE

4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T'4s, TD1, etc.)	7 years	Dispose

5. LEGAL

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent as per Legislation	PERMANENT as per Legislation
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose only upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose only 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 PERIODS	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose only 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 termination/expiration or rejection of license	DISPOSE

6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIODS	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 only upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only 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 copies only upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose only upon the Archives recommendation
7.4 Land Surveys Certificates/Surveyor's Reports	7 years	DISPOSE

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIODS	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
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 PERIODS	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose only upon the Archives recommendation
9.2 Vital Statistics	7 years	DISPOSE

10. ROADS AND STREETS

RECORDS	RETENTION PERIODS	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 only upon the Archives recommendation