

AMEND BYLAW

RURAL MUNICIPALITY OF DUNDURN NO. 314

BYLAW NO. 07-2023

A BYLAW TO AMEND BYLAW 22-2020

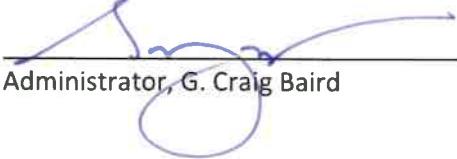
The Council of the Rural Municipality of Dundurn No. 314 in the Province of Saskatchewan  
enacts as follows:

That Bylaw No. 22-2020 respecting a Bylaw to Authorize Destruction of Documents is amended:

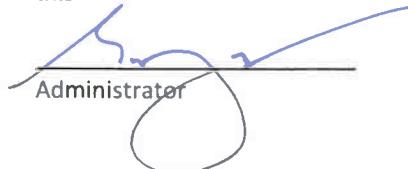
1. Replace Schedule No. A as attached



  
Reeve, Jonathan Olyniuk

  
Administrator, G. Craig Baird

Read a third time and adopted  
this

  
Administrator

Certified a True Copy of the Original  
This 21 day of March 2023,  
  
Administrator



# **Records Retention and Disposal Schedule**

## **For Rural and Urban Municipalities**

### **Schedule A**

#### **Table of Contents**

##### **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/Contracts and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contracts 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 First Nations Consultations
- 2.8 Inquiries (under LAFOIPP)
- 2.9 Insurance Policies - Liability
- 2.10 Insurance Policies - Property
- 2.11 Photographs
- 2.12 Public Notice Documentation
- 2.13 Records Disposal Documentation
- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
- 2.16 Tax Certificates
- 2.17 Tax and Assessment Undelivered Notices
- 2.18 Tax Enforcement Records
- 2.19 other Enforcement Records
- 2.20 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 Returning Officer's Summary of Results
- 3.9 Poll Books
- 3.10 Voters' Lists
- 3.11 Voters' Registration Forms
- 3.12 Ballot Box Contents (includes ballots, registration forms, etc.)
- 3.13 List of Assessed Owners

#### **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 Schedule

## 1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>1.1 Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
<b>1.2 Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
<b>1.3 Annual Financial Statements</b>	Permanent as per legislation	Permanent as per legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	7 years	Dispose
<b>1.5 Bank Accounts</b> (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
<b>1.6 Budget</b> (as part of the minutes)	Permanent	Permanent
<b>1.7 Budget Related Reports</b>	7 years	DISPOSE
<b>1.8 Cash Payments and Receipts</b> (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE

Continued...

WCB

## 1. ACCOUNTING AND FINANCE (cont'd)

RECORDS	RETENTION PERIOD	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 <u>only</u> 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)	Minimum 10 yrs	DISPOSE
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

Am CB

## 2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>2.1 Agreements/Contracts and Supporting Documentation</b> (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
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (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
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.4 Celebrations and Events</b>	3 years after concluded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>2.5 Cemetery Records</b>	Permanent as per Legislation	Permanent as per Legislation
<b>2.6 Change of Ownership Documents</b>	7 years	DISPOSE
<b>2.7 First Nations Consultations</b>	Permanent	Permanent
<b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
<b>2.9 Insurance Policies - Liability</b> (may be required if there is a liability claim in the future)	Permanent	Permanent

Continued...

*W CB*

## 2. ADMINISTRATION (cont'd)

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.10 Insurance Policies - Property (includes insurance claims)	7 years after termination/cancellation of policy	DISPOSE
2.11 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose <u>only</u> upon the Archives recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	DISPOSE
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.16 Tax Certificates	7 years	DISPOSE
2.17 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
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.19 Other Enforcement Records (Includes weed control & pest control records)	7 years after settlement	DISPOSE
2.20 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

*Am CB*

### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* 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 PERIOD	DISPOSAL RECOMMENDATION
<b>3.1 Ballots</b>	<b>3 months</b> (142 <i>Local Government Election Act</i> , 2015-LGEA)	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b> (includes public disclosure statements)	<b>Term of Office (4 years)</b>	<b>DISPOSE</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>3 months</b>	<b>DISPOSE</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>Permanent</b>
<b>3.6 Nominations and Receipts</b>	<b>Term of Office (4 years)</b> (69(6) LGEA)	<b>DISPOSE</b>
<b>3.7 Oaths of Office</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.8 Returning Officer's Summary of Results</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>
<b>3.9 Poll Books</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.10 Voters' Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b> <b>Dispose only upon the Archives recommendation</b>
<b>3.11 Voters' Registration Forms</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.12 Ballot Box Contents (includes ballots, registration forms, etc.)</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.13 List of Assessed Owners (Rural Municipalities Only)</b>	<b>Until replaced pursuant to Section 40 LGEA</b>	<b>DISPOSE</b>

*an db*

#### 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 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 <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

*m dB*

## 6. LICENCES AND PERMITS

### 6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>Building Permits</b> (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
<b>6.1.2 Development Permits</b> (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>6.1.3 Development Permits - Denied</b>	10 years	Contact the Archives Dispose <u>only</u> upon the Archives recommendation
<b>6.1.4 Development Permits - Register</b>	Permanent	PERMANENT
<b>6.1.5 Other Permits</b> (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
<b>6.1.6 Licenses</b> (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

### 6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>6.2.1 Licenses and Permits</b> (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
<b>Licenses and Permits</b> (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

*An B*

## 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 copies <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 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

*M. CB*

## 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (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
<b>10.1 Road Maintenance Records</b> (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