

**TOWN OF PEACE RIVER  
BYLAW NO. 1976**

BEING A BYLAW OF THE TOWN OF PEACE RIVER IN THE PROVINCE OF  
ALBERTA TO AMEND THE RECORDS RETENTION AND DISPOSITION BYLAW  
NO. 1913

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WHEREAS, Section 208(1)(d) of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto (*MGA*), provides that the Chief Administrative Officer must ensure that bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;

WHEREAS, Section 214(2) of the *MGA* provides that Council may pass a bylaw respecting the destruction of records of the municipality;

WHEREAS, Council passed the Records Retention and Disposition Bylaw No. 1913; and

WHEREAS, it is deemed necessary to amend the Records Retention and Disposition Bylaw No. 1913;

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

1. That Schedule "A" be removed and the attached, revised, Schedule "A" be inserted.
2. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed.
3. This bylaw shall come into force and have effect on the date of third and final reading.

READ a first time this 14 day of March, 2016.

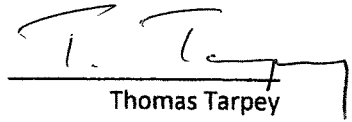
READ a second time this 14 day of March, 2016.

READ a third and final time this 14 day of March, 2016.

SIGNED by the Mayor and Chief Administrative Officer this 14 day of March, 2016.

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Thomas Tarpey  
Mayor



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Christopher J. Parker  
Chief Administrative Officer

Schedule "A"  
 Records Retention Schedule

Town of Peace River records, unless otherwise specified in the table below, will be retained the longer of:

- 7 years from the end of the calendar year to which they relate; or
- 7 years after the records are expired, closed or have become superseded or obsolete.

Item / Subject	Description	Retention Period
Accidents/Incidents	Participant or public accident/incident reports (Adults)	11 years  Refer to <i>Limitations Act</i> , R.S.A. 2000 and amendments thereto ( <i>Limitations Act</i> ). (10 years + 1)
	Participant or public accident/incident reports (Minors)	21 years  Maximum number of years to age 18 + 3 years. Also refer to <i>Limitations Act</i> .
Agreements	Franchise agreements	Permanent
	Short-term rental agreements for municipal-owned facilities, excluding ongoing user group agreements	3 years after expiry
	Union agreements, letters/memorandums of understanding	Permanent
Annexations	Final order, correspondence and related documents	Permanent
Assessment	Annual assessment roll and year-end assessment roll	Permanent
	Assessment Review Board official notice of decision	Permanent
Bylaws	All bylaws including bylaws that are defeated or rescinded	Permanent
	Bylaw working files: Background information relating to the adoption of a bylaw	Permanent
Capital Projects	Project files related to specific major municipal capital projects (e.g. underground replacements, building additions)	Permanent

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Item / Subject	Description	Retention Period
Cemetery	Burial permits, reserves, plots, and related documentation	Permanent
Census	Final census results of municipal organized censuses	Permanent
Certificate of Incorporation	Municipal incorporation	Permanent
Development / Building	Development and building permits files  Files include: applications, permits, site plan approvals, approved drawings, final stamped drawing by accredited Safety Codes Officer; stop work orders, demolition orders; safety codes inspection reports.	Permanent
Elections (municipal)	Campaign Disclosure Statements	3 years after date of next general election if candidate does not file nomination papers  <i>Refer to Local Authorities Election Act, R.S.A. 2000 and amendments thereto (LAEA) Sections 147.4(1.1) and 147.5(4).</i>
	Nomination Papers; and Ballot Account and Result of Vote	Term of office to which they relate  As per to LAEA Section 100(1.1).
	Official Election Results; and Affidavit of Witness for Destruction of Election Materials	Permanent
	Voters Registers; Ballot Box Contents / Ballots; Statement of Scrutineer; Statement of Deputy, Enumerator and Constable; Statement of Interpreter, Incapacitated Elector; Tally Sheets; and any other miscellaneous election forms.	6 weeks from date of vote  As per LAEA Section 101.

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Item / Subject	Description	Retention Period
Emergency / Disaster	Incidents that result in activation of the municipal emergency plan, airport emergency plan, or business continuity plan; or that result in claims through the Provincial disaster recovery program	Permanent
	Plans; Includes Municipal Emergency Plan, Airport Emergency Plan, and Business Continuity Plan	11 years after superseded / obsolete
Engineering	As-built drawings/plans for buildings, infrastructure, and underground works; site plan approvals	Permanent
	Stability issues and slides, geotechnical reports	Permanent
Environmental	Airport fuel tank inspection reports, documentation regarding installation, tank specifications, leaks, remediation	Permanent
	Fuel tank sites and documentation relating to leaks or remediation; municipal-owned landfill information and remediation; documents relating to possible land contamination	Permanent
Finance	Audited financial statements and auditor's report	Permanent
	Debenture coupons (certificates) and registers	Permanent
	Final approved capital and operating budgets	Permanent
	Grants applied for by the municipality, and associated documents including agreements, and Statement of Funding Expenditures	7 years after agreement expiry and applicable documents completed
	Documentation relating to tangible capital assets	For life of asset or until sold plus 3 years
Health & Safety	Health & Safety Manual	3 years after superseded / obsolete

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Health & Safety	Employee incident/ accident reports and investigations	11 years
	Employee Worker's Compensation Board (WCB) file (kept with personnel file)	Permanent
Insurance	Appraisals	Until superseded / obsolete
	Claims	11 years after closure  <i>Refer to Limitations Act.</i>
Inter-municipal	Agreements, meeting minutes, memorandums of understanding, documents of long-term impact/significance	Permanent
Investigations	Fire investigation files	11 years  <i>Refer to Limitations Act.</i>
Legal	Legal proceedings, court cases, judgments, claims	11 years after closure  <i>Refer to Limitations Act.</i>
	Opinions	Until superseded / obsolete
	Parking tickets	1 year
Licenses	Business licenses, drinking establishment licenses, taxicab licenses, and taxicab drivers' permits	3 years after business closure
	Operating licenses/approvals for airport, water and wastewater treatment plants	Permanent
Maintenance Records	Building, equipment, vehicles	For life of item or until sold plus 3 years
Minutes	Assessment Review Board	Permanent
	Community Services Board	Permanent
	Council	Permanent
	Joint Health and Safety Committee	Permanent
	Municipal Planning Commission	Permanent
	Museum Board	Permanent
	Subdivision and Development Appeal Board	Permanent

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Item / Subject	Description	Retention Period
Minutes	Council boards and committees, not otherwise listed, to which the municipality holds the original, signed, minutes	Life of the board or committee plus 3 years
Museum	Research requests or researcher forms	2 years
	Donation records, donation ledger, and deaccession records	Permanent
Oaths of Office		11 years after individual vacates position
Personnel	Dated organizational charts	11 years after superseded/obsolete
	Job applications/resumes – not hired	1 year As per FOIP Section 35(b).
Personnel File (employee's)	Employee personnel file  File includes: job application/resume, letter of hire, initial payroll setup, benefits registration, training certificates, performance appraisals, disciplinary or complimentary letters, pension records, record of employment, WCB records	Permanent
Plans	Long-term planning/development plans; final version	Permanent
	Strategic, visioning, sustainability, business, master, and communication plans; final version	Permanent
Podcasts	Audio recordings of meetings	2 year
Policies / Directives	Policies adopted by Council or directives signed by CAO	11 years after superseded or revoked
Program registration forms, waivers	Participant forms for municipal programs	11 years Refer to <i>Limitations Act.</i>
Property	Designated manufactured home monthly reports and change reports	Permanent
	Duplicate Certificate of Title	Permanent

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Item / Subject	Description	Retention Period
Property	Expropriation: Correspondence and documents relating to expropriation of lands as per the MGA	Permanent
	Sale deed documents relating to land sold by the municipality	11 years after sale  Tax recovery property - refer to MGA Section 428(2).
	Sale deed documents relating to land purchased by the municipality or lands/buildings transferred to the municipality through tax recovery	Permanent until sold by the municipality  Tax recovery property - refer to MGA Section 428.2(1).
Property Files	Records relating to specific properties that have a long-term impact or effect on the property. For example, approved Land Use Bylaw variances, development/building permits and plans, location of underground lines, easements, caveats, compliance certificates, and geotechnical reports.	Permanent
Records Retention and Disposition Index		Permanent
Studies	Studies conducted or commissioned by the municipality; final version	Permanent
Subdivision	Final plan from Land Titles and subdivision approval notice	Permanent
Taxation	Tax arrears list and registration notification from Land Titles	Permanent
	Tax levy report	Permanent
	Tax roll trial balance (year-end)	Permanent
Tenders	Unsuccessful	3 years  Refer to <i>Limitations Act</i> . (2 years + 1)
Utilities	Documents regarding hydroelectric projects on the Peace River	Permanent



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Item / Subject	Description	Retention Period
Utilities	Location of lines in the municipality such as water, sewer, electric, gas, and telecommunications	Permanent
	Municipal water account customer files; includes application and final meter reading request	For accounts sent to collection agency, until closure of account plus 7 years  For non-collection accounts: Renters: until closure of account plus 7 years Owners: until property sold plus 7 years
Water / Wastewater Treatment	Applications, drawings and specifications, approvals, and mandatory monthly and yearly reports to Alberta Environment	Permanent  As per Section 1.11.1.2 of Alberta Environment's Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems, Jan 2006
	Operating licenses/approvals	Permanent