

TOWN OF ST. WALBURG

BYLAW NO. 21-97

A BYLAW TO APPROVE FOR DESTRUCTION OF RECORDS OF THE MUNICIPALITY.

The Council of the Town of St. Walburg in accordance with Section 82 of the Urban Municipalities Act, 1984, authorizes the destruction of documents set out in "SCHEDULE A" attached to and forming a part of this bylaw.

That records listed on "Schedule A" will be destroyed upon approval from Minister of Community Services and from the Provincial Archivist.




(SEAL)



Given three readings and
adoption at special meeting
of Council, December 30, 1997.


Administrator

Certified a True Copy


Chief Administrative Officer
Town of St. Walburg, Saskatchewan

TOWN OF ST. WALBURG

SCHEDULE "A" TO BYLAW NO. 21-97

1. Cancelled cheques with corresponding cheque stubs:

1981: CIBC cheques #7581 to 8103;
1982: CIBC cheques #8104-8724;
1983: CIBC cheques #8275 to 8974 &
Credit Union cheques #001 to 438;
1984: Credit Union cheques #439 to 583 and
#001 to 477;
CIBC cheque #8975;
1985: Credit Union cheques #478 to 1085;
1986: Credit Union cheques #1086 to 1708;
1987: Credit Union cheques #1709 to 2359.
1988: Credit Union cheques #2360 to 3034.
CIBC cheques #8976 to 8980
1989: Credit Union cheques #3035 to 3729
CIBC cheques #8981 to 8984
1990: Credit Union cheques #3730 to 4358
CIBC cheques #8985 to 9038

2. Cash Payment Ledgers: January 1, 1981 to December 31, 1987.
Cash Receipt Ledgers: January 1, 1981 to December 31, 1987.

General Ledgers 1950 to 1987 inclusive.

General Journals: 1968 to 1979;
1980 to 1985;
1986 to December 1987.
1988 to December 1990.

3. Cash Receipts (duplicates):

1981: General Receipts #9889 to 10307;
1982: General Receipts #10308 to 10766;
1983: General Receipts #10767 to 11490;
1984: General Receipts #11491 to 11887;
1985: General Receipts #11888 to 12251;
1986: General Receipts #12252 to 12768;
1987: General Receipts #12769 to 13301.
1988: General Receipts #13302 to 13916
1989: General Receipts #13917 to 14404
1990: General Receipts #14405 to 14865

1981: Tax Receipts #7313 to 7709: A series;
1982: Tax Receipts #7710 to 8089: A series;
1983: Tax Receipts #8090 to 8495: A series;
1984: Tax Receipts #8496 to 8892: A series;
1985: Tax Receipts #8893 to 9307: A series;
1986: Tax Receipts #9308 to 9739: A series;
1987: Tax Receipts #9740 to 10000: A series, and
Tax Receipts #00001 to 00169: B series.
1988: Tax Receipts #00170 to 00584: B series
1989: Tax Receipts #00585 to 01009: B series
1990: Tax Receipts #01010 to 01458: B series

Utility Receipts:

1987 (one-write system) #0001 to 1204
1988 (one-write system) #1205 to 2400
1989 (one-write system) #2401 to 3594
1990 (one-write system) #3595 to 4811

4. Paid Vouchers:

1981: #7581 to 8103;
1982: #8104 to 8724;
1983: #8725 to 8974 &
 #001 to 438;
1984: #439 to 477;
1985: #478 to 1085;
1986: #1086 to 1708;
1987: #1709 to 2359.
1988: #2360 to 3034
1989: #8981 to 8984 (CIBC)
 #3035 to 3729 (CU)
1990: #3730 to 4358 (CU)
 #8985 to 9038 (CIBC)

5. Bank Deposit Slips and Bank Statements:

1981: January 1 to December 31, 1981;
1982: January 1 to December 31, 1982;
1983: January 1 to December 31, 1983;
1984: January 1 to December 31, 1984;
1985: January 1 to December 31, 1985;
1986: January 1 to December 31, 1986;
1987: January 1 to December 31, 1987;
1988: January 1 to December 31, 1988;
1989: January 1 to December 31, 1989;
1990: January 1 to December 31, 1990;

6. Assessor's Valuation Records:

Annual Assessment Returns, including Certificates of
Confirmation:
1946 to 1991 inclusive.

7. Miscellaneous Accounting Records including notes,
correspondence, treasurer's worksheets, etc., used in
completing yearend audits, 1981 to 1994 inclusive.

8. Subsidiary accounting records:

Tax Roll Control and Reconciliations Records,
January 1, 1969 to December 31, 1984.

Summary of tax levies: 1981 to 1987 inclusive.

Summary of business tax pre-levy, including returned
applications; 1979 to 1989 inclusive.

Yellow copies of sewer & water billing (cash deposit
record): 1981, 82, 83, 84, 85, and 1986.

9. Water Plant Pumping Records: January 1, 1981 to December 31,
1991.

10. Water Meter Deposit Lists:
1963 to 1969 (black ledger entitled: Electric Meter
Register);
Water Deposit Meter lists, January 1, 1981 to December 31,
1988.

Miscellaneous Correspondence, January 1, 1981 to December 31, 1993.

Correspondence Files:

- Main Street Program, 1977 to 1984, inclusive;
- Attorney General & RCMP, 1979 to 1991: including RCMP monthly reports & Mayor's Quarterly Stats;
- Court Case re Dog Ticket, April 16, 1982 concluded December 1982;
- Court Case re Jim's Field Services Ltd., September 1981 concluded June 10, 1982;
- Court Case re Severance-J. Moloff; May 22, 1984 concluded September 5, 1984;
- Farmers' Market, set-up Fall 1986, correspondence and related materials to June 28, 1988;
- St. Walburg Salutes Its Seniors, notes, correspondence & draft stories, 1982 to 1989;
- Homecoming 1971 Grant Program, file of correspondence & application re same;
- North West Economic Development Council, correspondence, reports & information, May 1980 to end of 1986;
- Completed Fine Option Files, March 1988 to December 31, 1992;
- Miscellaneous forms, notices, etc., used Election 1991 & 1994;
- Record of Trailer Occupancy Registrations required by Bylaw No. 6-71, January 1981 to May 31, 1993;
- File copies of Tax Liens/Tax Enforcement Lists/notes to printers & Gazette re advertising same, 1981 to 1989 inclusive;
- Requests for tax certificates, July 1980 to October 1991;
- Completed EMO Rescue Vehicle claims, finalized, September 1990 to December 1994.
- Untidy property/junked vehicle correspondence/orders 1981-89 inclusive
- Department of Health (regional) correspondence/orders re placarded buildings 1978 to 1989 inclusive;
- Department of Health (regional) correspondence general & notices of representative appointments 1978 to 1989 inclusive;
- Workers Compensation Board returns 1978 to 1989 inclusive;
- Applications for federal grants-in-lieu, 1980 to 1989 inclusive;

12. Turtleford School Division #65 files as follows:
- Statement of School Liability Account, 1979 to 1987, inclusive;
 - Statement of Taxable Assessments 1981 to 1987, inclusive;
 - Notification of School Division Mill Rate, 1980 to 1987, inclusive;

13. Insurance Policies:
- Cooperators - Policy 1517724, Blanket Position Bond, March 31, 1987 to March 31, 1990;

Cheque Protective Assoc. Ltd., Certificate #1642, May 3, 1988 to May 3, 1990; Certificate #1838, May 3, 1990 to May 2, 1992;

Commercial Auto Pak, SGI, #T2359570-5, policies and revisions: July 8, 1988 to July 8, 1994;

- #13. continued:
General Dwelling Protector, SGI, Policy #D7229856-5;
July 3, 1988 to July 3, 1994;
Claim on General Dwelling Protector, completed November 8,
1991, correspondence and proof of loss;
- Commercial Pak, SGI, #C8500947-0, policy renewals/revisions;
November 30, 1987 to November 30, 1992;
Commercial Pak, SGI, #C8503263-9, policy renewals/revisions;
November 30, 1993 to November 30, 1994.
- Reed Stenhouse, Municipal Errors & Omissions, Policy
#720106, August 1, 1988 to August 1, 1989;
Renewed as policy #720242, August 1, 1989 to August 1, 1990;
Renewed as policy #720324, August 1/90 to Aug 1/91;
Renewed as policy #720394, August 1/91 to Aug 1/92;
Renewed as policy #720459, August 1/92 to Aug 1/93;
Policy switched to Commercial Pak coverage (Mysko Agencies
Ltd.) for coverage August 1, 1993 on.
14. Tax certificates:
#84 to #125, July 13/84 to Dec 4/97; and,
#126 to #133, March 4/88 to Dec 1/88
15. Sewer and Water billing cards:
1985 billing cards
1986 billing cards
Expired: 1987-88-89 & 1990
- Billing ledgers (one-write system)
1987 to 1991
16. Miscellaneous records:
Following items recorded in separate ledger book:
- casual labour, 1948 to December 1950;
- petty cash accounting ledger, Feb. 1953 to April 21/65;
- fines received, January 17/68 to June 11/73.
17. Bylaw Registrar:
Copies of dated or repealed bylaws 1978 to 1989 and
1990 to 1997: following #'s: #1/75, 2/79, 2/80, 3/80,
6/80, 6/81, 1/82, 7/82, 9/82, 3/84, 4/84, 5/84, 7/84,
8/84, 9/84, 3/85, 10/85, 1/86, 4/86, 3/87, 4/87, 5/87,
2/88, 4/88, 1/91, 6/89, 1/90, 3/90, 5/90, 8/90, 5/91,
1/92, 3/92, 4/92, 6/92, 1/93, 2/93, 3/93, 4/93, 1/94,
3/94, 4/94, 5/94, 6/94, 7/94, 1/95, 2/95, 5/95, 9/95,
10/95, 16/95, 1/96, 3/96, 4/96, 6/96 and 11/96.
- 11/96
11/96