

**SCHEDULE "A"**  
**MUNICIPALITY OF THE DISTRICT OF ARGYLE**  
**RESOLUTION OF COUNCIL**

**WHEREAS** the documents and records of the Municipality of the District of Argyle as set out in the Affidavit of The Destruction of Documents By-law, the Chief Administrative Officer/Municipal Clerk, sworn to the 4<sup>th</sup> day of June, A.D., 2019 are no longer required;

**AND WHEREAS** according to the said Affidavit the said documents and records have been personally examined by the said Clerk and he has determined that there is nothing of value therein and that the said documents and records do not include any documents or records which are exempt from destruction pursuant to Section 3 of the Destruction of Documents By-Law;

**BE IT THEREFORE RESOLVED** that the said documents and records as set out in the said Affidavit of the said Clerk be forthwith removed and destroyed.

**THIS IS TO CERTIFY** that the foregoing is a true copy of the Resolution duly passed at a duly called meeting of the Municipal Council of the Municipality of the District of Argyle duly held on the 30<sup>th</sup> day of April, A.D., 2019.

**GIVEN UNDER** the hand of the Chief Administrative Officer/Municipal Clerk and under the Corporate Seal of the Municipality this 4<sup>th</sup> day of June, A.D., 2019.

  
\_\_\_\_\_  
Chief Administrative Officer/Municipal Clerk

**SCHEDULE "B"**  
**MUNICIPALITY OF THE DISTRICT OF ARGYLE**  
**AFFIDAVIT**

IN THE MATTER OF: THE MUNICIPAL ACT REVISED STATUTES OF NOVA SCOTIA,  
1967, CHAPTER 192,

-and-

IN THE MATTER OF: The Destruction of Documents By-Law of the Municipality of the  
District of Argyle.

I, Elidh Canning, of Forest Glen, Nova Scotia  
in the County of Yarmouth and Province of Nova Scotia, Clerk of the Municipality of the  
District of Argyle, do make oath and say:

1. **THAT** I am the Municipal Clerk of the Municipality of the District of Argyle.
2. **THAT** I have personally examined each of the documents and records listed immediately below, pursuant to the Destruction of Documents By-Law of the Municipality of the District of Argyle which permits the destruction of documents and records which are no longer required.
  - (a) Income Tax Files 2001 to 2008
  - (b) Payroll Files 2007 to 2010
  - (c) Payroll Files 2011
  - (d) Assessment 2010
  - (e) Grants 2009 – 2010
  - (f) Revenues 2009-2010
  - (g) Tax Write Off 2010-2011
  - (h) Workers Compensation Files 2004-2005
  - (i) Rate Roll Books 2007-2008
  - (j) 2005 & 2006 Cash Receipts Journal.
  - (k) 2002/2003/2004 Cash Receipts Journal
  - (l) Tax Receipt Books 1993, petty Cash Receipts 2000, Electronic Payments 2011
  - (m) 2008 Cash Journals (box)
  - (n) 2008 Cash Journals (loose)
  - (o) Community Litter, 2006 – 2012
  - (p) Phone message books (need to keep ?)
  - (q) John Cook – personal documents – March 2006
  - (r) Municipal Vehicle Log books (how long to keep)
  - (s) Monthly building permit statistics reports 2002 – 2012
  - (t) Invoices, garbage slips, vacation & time off slips, purchase orders (how long to keep)
  - (u) Building, Fire, Plumbing Code books ( how long to keep)

3. **THAT** the aforesaid list does not contain any document or record exempt from destruction pursuant to Section 3 of the said By-Law.
4. **THAT** to the best of my knowledge and belief there is nothing of value contained therein.
5. **THAT** the said documents and records are no longer required by the said Municipal Council.

SWORN TO AT Municipality of Argyle  
In the County of Yarmouth, Nova Scotia  
And Province of Nova Scotia, this 4th day of  
June A.D., 20 19, before me:



A Commissioner of the Supreme  
Court of Nova Scotia

ALAIN D. MUISE, CA  
"A COMMISSIONER OF THE  
SUPREME COURT OF NOVA SCOTIA"