

Municipal District of Bonnyville No. 87

Action Request

Meeting:	Committee of the Whole Meeting
Meeting Date:	September 19, 2023
Originated By:	Lisa Folliott, Manager of Planning and Development
Title:	Policy No. 3A.010 Retention of Land Files Policy – Rescind

PROPOSAL

Administration is presenting Policy No. 3A.010 Retention of Land Files Policy to be rescinded.

Upon review of Policy No. 3A.010 Retention of Land Files Policy and Bylaw No. 1658 Records Retention Bylaw, it was determined that the required retention of land files information is incorporated in Bylaw No. 1658.

DISCUSSION

Administration has reviewed the need for this policy and has determined that Bylaw No. 1658 Records Retention Bylaw covers the criteria that would be outlined in, Policy No. 3A.010 Retention of Land Files Policy. Policy No. 3A.010 Retention of Land Files Policy is therefore redundant legislation and proposes that Council rescind this policy. Rescinding this policy will also remove the potential of conflicting documentation.

Attached for Committee's review:

- Appendix A: Policy No. 3A.010 Retention of Land Files Policy – Rescind
- Appendix B: Bylaw No. 1658 Records Retention Bylaw

REFERENCE TO STRATEGIC PLAN

N/A

REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION

N/A

BUDGET IMPACTS

N/A

RECOMMENDATION

THAT the Committee recommends to Council rescinding Policy No. 3A.010 Retention of Land Files Policy, as it is no longer required.

OPTIONS

1. THAT the Committee recommends to Council rescinding Policy No. 3A.010 Retention of Land Files Policy, as it is no longer required.
2. THAT the Committee requests Administration to bring back Policy No. 3A.010 Retention of Land Files Policy to a future meeting, as discussed.

Report Approval Details

Document Title:	Policy No. 3A.010 Retention of Land Files Policy - Rescind - September 19, 2023.docx
Attachments:	- Appendix A Policy No. 3A.010 Retention of Land Files Policy – Rescind.pdf - Appendix B Bylaw No. 1658 Records Retention Bylaw.pdf
Final Approval Date:	Sep 12, 2023

This report and all of its attachments were approved and signed as outlined below:

Esther Quiambao

Stephanie Severin