

## Rural Municipality of Coalfields No. 4

### Meeting Minutes

RM Regular Meeting 19/03/2026 - 09:00 AM

These are the Minutes of a regular meeting of the Council of the R.M. of Coalfields No. 4 held in Bienfait, SK., at 423 Main St. on, Thursday March 19, 2026.

Deputy Reeve Dalan Wheeler called the meeting to order at 9:07 a.m. the following were present:

Reeve: Arnold Jahn - Absent  
Councillor Division No. 1: Heather Brokenshire  
Councillor Division No. 2: Brett Mackenzie  
Councillor Division No. 3: Jody Dukart  
Councillor Division No. 4: Michael Konopaki  
Councillor Division No. 5: Dalan Wheeler  
Councillor Division No. 6: Terry Sernick - Absent  
CAO: Monica Kovach

**Resolution Approval of Agenda**

**No: Moved By:** Heather Brokenshire

2026-043 That Council approve the agenda as presented.

**CARRIED**

**Resolution Administration Report**

**No: Moved By:** Jody Dukart

2026-044 That Council approve CAO Monica Kovach's report as presented.

**CARRIED**

**Resolution Approval of Minutes**

**No: Moved By:** Jody Dukart

2026-045 That the minutes of the regular meeting held February 19, 2026, be approved as circulated.

**CARRIED**

**Resolution Bank Reconciliations**

**No: Moved By:** Brett Mackenzie

2026-046 That the bank reconciliations and bank statements for the month of February 2026 be approved as presented.

**CARRIED**

**Resolution Statement of Financial Activities**

**No: Moved By:** Jody Dukart

2026-047 That the statements of financial activities for the month of February 2026 be approved as presented.

**CARRIED**

**Resolution Accounts Payable for Approval**

**No: Moved By: Michael Konopaki**

2026-048

That Council approve the list of payments for cheque numbers 5937 to 5950, electronic payment numbers EFT2026-044 to EFT2026-075 and online banking payment numbers 2026-022 to 2026-038 for a total of \$166,517.75, attached to and forming part of these minutes.

**CARRIED**

**Resolution Bylaw 2026-01 Destruction of Documents**

**No: Moved By: Jody Dukart**

2026-049

That Bylaw 2026-01, a bylaw for the destruction of documents be read a first time.

**CARRIED**

**Resolution Bylaw 2026-01 - Second Reading**

**No: Moved By: Brett Mackenzie**

2026-050

That Bylaw 2026-01 be read a second time.

**CARRIED**

**Resolution Proceed to Third Reading of Bylaw 2026-01**

**No: Moved By: Heather Brokenshire**

2026-051

That Bylaw 2026-01 be given a third reading at this meeting.

**CARRIED UNANIMOUSLY**

**Resolution Bylaw 2026-01 - Third Reading**

**No: Moved By: Heather Brokenshire**

2026-52

That Bylaw 2026-01, a bylaw for the destruction of documents be read a third time and adopted; attached to and forming a part of these minutes.

**CARRIED**

**Resolution Bylaw 2026-02 Authorize Certain Expenditures**

**No: Moved By: Heather Brokenshire**

2026-053

That Bylaw 2026-02, a bylaw to authorize certain expenditures be read a first time.

**CARRIED**

**Resolution Bylaw 2026-02 - Second Reading**

**No: Moved By: Jody Dukart**

2026-054

That Bylaw 2026-02 be read a second time.

**CARRIED**

**Resolution** **Proceed to Third Reading of Bylaw 2026-02**  
**No:** **Moved By:** Brett Mackenzie  
2026-055 That Bylaw 2026-02 be given a third reading at this meeting.  
**CARRIED UNANIMOUSLY**

**Resolution** **Bylaw 2026-02 - Third Reading**  
**No:** **Moved By:** Michael Konopaki  
2026-056 That Bylaw 2026-02, a bylaw to authorize certain expenditures be read a third time and adopted; attached to and forming a part of these minutes.  
**CARRIED**

**Resolution** **Procurement and Purchasing Policy**  
**No:** **Moved By:** Jody Dukart  
2026-057 That Council approve the procurement and purchasing policy as presented and that it becomes a part of the Policy Manual.  
**CARRIED**

**Resolution** **Haying and Farming the Right of Way Policy**  
**No:** **Moved By:** Jody Dukart  
2026-058 That Council approve the haying and farming the right of way policy as presented and that it becomes a part of the Policy Manual.  
**CARRIED**

**Resolution** **Subdivision - NE27-02-06W2**  
**No:** **Moved By:** Heather Brokenshire  
2026-059 That the proposed residential subdivision of NE 27-2-6W2M is approved and Council has no concerns regarding the plan, and it complies with the Rural Municipality of Coalfields No. 4 Zoning Bylaw.  
**CARRIED**

**Resolution** **Subdivision - NW22-01-06W2**  
**No:** **Moved By:** Jody Dukart  
2026-060 That the proposed residential subdivision of NW 22-1-6W2M is approved upon receipt of the monetary settlement for the municipal reserve and Council has no concerns regarding the plan, and it complies with the Rural Municipality of Coalfields No. 4 Zoning Bylaw.  
**CARRIED**

**Resolution Range Road 2052 Tender**

**No: Moved By:** Heather Brokenshire

2026-061

That the tender for RFP #R.M.4-2026-03, Range Road 2052, be awarded to Svein Bryeide Construction Ltd., having achieved the highest total score based on the evaluation criteria and point system set out in the Request for Proposal.

**CARRIED**

Councillor Jody Dukart abstained from voting.

**Resolution Township Road 24 Tender**

**No:**

2026-062

That the tender for RFP #R.M.4-2026-04, Township Road 24, be awarded to Svein Bryeide Construction Ltd., having achieved the highest total score based on the evaluation criteria and point system set out in the Request for Proposal.

**CARRIED**

Councillor Jody Dukart abstained from voting.

**Resolution Donations**

**No: Moved By:** Michael Konopaki

2026-063

That we make an annual donation to Envision Counselling and Support Centre in the amount of \$1,000.00.

**CARRIED**

**Resolution Debenture Payment**

**No: Moved By:** Michael Konopaki

2026-064

That the debenture held by the Municipal Financing Corporation of Saskatchewan, in the amount of \$2,651,973.86, be paid in full on March 26, 2026; furthermore, that such payment be made from the Capital Reserves bank account.

**CARRIED**

**Resolution Reeve and Councillors Reports**

**No: Moved By:** Brett Mackenzie

2026-065

That we receive oral reports on division updates and committee meetings from the Reeve and Councillors.

**CARRIED**

**Resolution Lake Roy Watershed Association**

**No: Moved By:** Michael Konopaki

2026-066

That the Rural Municipality of Coalfields request withdrawal from the Lake Roy Watershed Association, conditional upon approval by the Lake Roy Watershed Association and the Water Security Agency.

**CARRIED**

**Resolution** **Westmoreland Mines**  
**No:** **Moved By:** Jody Dukart  
2026-067

That we deny Westmoreland Mining Holdings LLC request to spread biosolids from SIGA Bear Claw Casino until further discussion between Westmoreland Mining Holdings LLC and The Rural Municipality of Coalfields has occurred.

**CARRIED**

**Resolution** **Correspondence**  
**No:** **Moved By:** Jody Dukart  
2026-068

That the correspondence is approved as presented.

**CARRIED**

**Resolution** **Closed Session**  
**No:** **Moved By:** Heather Brokenshire  
2026-069

That we move into a closed session at 12:20 p.m. as per clause 120(2)(a) of The *Municipalities Act*, and on the basis that the discussion taking place apply to section 16 of The *Local Authority Freedom of Information and Protection of Privacy Act*.

**CARRIED**

Councillor Heather Brokenshire left the meeting at 2:10 pm.

That we enter an open session at 2:50 p.m.

**Resolution** **Public Works Report**  
**No:** **Moved By:** Brett Mackenzie  
2026-070

That Council approve the Manager of Public Works, Troy Threinen, verbal report, as presented.

**CARRIED**

**Resolution** **Adjournment**  
**No:** **Moved By:** Michael Konopaki  
2026-071

That the meeting adjourn, the time being 3:00pm and the next regular monthly meeting will be held on April 16, 2026, commencing at 9:00am.

**CARRIED**

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Reeve

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Administrator

**RM of Coalfields  
List of Accounts for Approval  
Batch: 2026-00022 to 2026-00033**

Bank Code - GENERAL - TD TRUST

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
5937	02/28/2026	3X Ranching February 2026	IPCP Claim Payment - 2025/26	4,275.00	4,275.00
5938	02/28/2026	Goetz, Trevor & Tamara February 2026	2025/26 - IPCP Claim Payment	1,980.00	1,980.00
5939	02/28/2026	Kjersem, Daniel February 2026	2025/2 - IPCP Weed Control Clair	3,197.22	3,197.22
5940	02/28/2026	Mackenzie, Duane February 2026	2025/26- IPCP Weed Control Clair	592.50	592.50
5941	02/28/2026	Prairie Mines Royalty ULC February 2026	IPCP Claim Payment 2025/26	5,685.00	5,685.00
5942	02/28/2026	RMAA Workshop Fund February 2026	RMAA Weyburn Spring Workshop	200.00	200.00
5943	02/28/2026	Rural Municipal Administrators February 2026	RMAA 2026 Convention Registrati	100.00	100.00
5944	02/28/2026	Schiestel, Timothy & Mona February 2026	IPCP Claim Payment - 2025/26	4,365.53	4,365.53
5945	03/19/2026	Boss Water 12129	Office Water - 3 Jugs Water	30.00	30.00
5946	03/19/2026	Fichter Mechanical Ltd. 6119 6120	Unit#4 Grader Repairs Unit#3 Grader Repairs	13,296.62 5,635.43	18,932.05
5947	03/19/2026	Girard Bulk Services Ltd. SK48-CI022016	Bulk Oil & Lube - HP 15W-40	5,017.90	5,017.90
5948	03/19/2026	GWP Rodent Products 14075	Pest Control Supplies - 2026	4,434.18	4,434.18
5949	03/19/2026	Kelly Hydraulics Inc. 8005 7094 8016	Unit# 21 Mack Truck Repairs Unit #2 Grader Repairs Unit# 21 Mack Truck Repairs	2,317.42 980.91 1,018.31	4,316.64
5950	03/19/2026	Southern Bolt Supply 216860	Bolts & Washers - PW Shop Suppl	110.20	110.20
				Total Computer Cheque:	53,236.22

**OTHER**

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
TD EFT2026-044	02/20/2026	Dukart, Misty Payroll 2026-04	2026 Payroll 04	1,570.35	1,570.35
TD EFT2026-045	02/20/2026	Halkyard, Kate Payroll 2026-04	2026 Payroll 04	1,784.15	1,784.15
TD EFT2026-046	02/20/2026	Kovach, Monica Payroll 2026-04	2026 Payroll 04	2,892.86	2,892.86
TD EFT2026-047	02/20/2026	Threinen, Troy Payroll 2026-04	2026 Payroll 04	2,216.53	2,216.53
TD EFT2026-048	02/27/2026	Dukart, Jody February 2026	Feb Council Indemnity	299.50	299.50
TD EFT2026-049	02/27/2026	Jahn, Arnold February 2026	Feb Council Indemnity	806.40	806.40

**RM of Coalfields**  
**List of Accounts for Approval**  
Batch: 2026-00022 to 2026-00033

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
TD EFT2026-050	02/27/2026	Konopaki, Michael February 2026	Feb Council Indemnity	487.60	487.60
TD EFT2026-051	02/27/2026	Mackenzie, Brett February 2026	Feb Council Indemnity	675.70	675.70
TD EFT2026-052	02/27/2026	Sernick, Terry February 2026	Feb Council Indemnity	393.55	393.55
TD EFT2026-053	02/27/2026	Wheeler, Dalan February 2026	Feb Council Indemnity	487.60	487.60
TD EFT2026-054	03/06/2026	Dukart, Misty Payroll 2026-05	2026 Payroll 05	1,570.35	1,570.35
TD EFT2026-055	03/06/2026	Halkyard, Kate Payroll 2026-05	2026 Payroll 05	1,769.21	1,769.21
TD EFT2026-056	03/06/2026	Kovach, Monica Payroll 2026-05	2026 Payroll 05	2,892.86	2,892.86
TD EFT2026-057	03/06/2026	Newsham, Keith Payroll 2026-05	2026 Payroll 05	1,777.99	1,777.99
TD EFT2026-058	03/06/2026	Nowlan, Braden Payroll 2026-05	2026 Payroll 05	1,839.90	1,839.90
TD EFT2026-059	03/06/2026	Threinen, Troy Payroll 2026-05	2026 Payroll 05	2,320.44	2,320.44
TD EFT2026-060	03/06/2026	Wright, Jeffrey Payroll 2026-05	2026 Payroll 05	1,686.79	1,686.79
TD EFT2026-061	02/28/2026	SaskWorks Venture Fund Inc. February 2026	Payroll Investment Plan - February	769.24	769.24
TD EFT2026-062	02/28/2026	Stenhouse, Kara February 2026	Office Cleaning - February 2026	307.40	307.40
TD EFT2026-063	02/28/2026	Village of Frobisher February 2026	POS Sales - February 2026	217.12	217.12
TD EFT2026-064	03/24/2026	Brandt Tractor Ltd. 101001965 101500112 101002424 101002389	Unit#3 Grader Parts - Windowpane Unit # 2 - Grader Repairs Unit# 3,4 Grader Parts - Windows Grader Filters - Bulk	1,226.90 32,052.76 2,508.60 3,988.62	39,776.88
TD EFT2026-065	03/24/2026	Brandt Tractor Ltd. EP217589	Unit# 33 Mower Parts - LED Lights	340.77	340.77
TD EFT2026-066	03/24/2026	DMM Energy B6679ML	Public Works - Fuel	3,419.43	3,419.43
TD EFT2026-067	03/24/2026	DMS Services Inc. 1000030257	PW Shop Internet	111.00	111.00
TD EFT2026-068	03/24/2026	Goliath Disposal Ltd. 138493	Waste Disposal and Collection	2,085.37	2,085.37
TD EFT2026-069	03/24/2026	House of Stationery 473409	Office Supplies	39.11	39.11
TD EFT2026-070	03/24/2026	Kendalls Supply Limited 1215375 1216134 1216060 1213964 1214693 1215050 1215300	Shop Supplies - PW Shulte Mower - Unit #29 Shop Supplies - PW Garbage Bags - RM Office Shop Supplies - PW & Unit #2 Part Shop Supplies - PW Shop Supplies - Magnetic Reader	539.26 246.36 185.93 40.00 273.66 126.86 109.36	1,521.43

**RM of Coalfields  
List of Accounts for Approval**  
Batch: 2026-00022 to 2026-00033

**OTHER**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
TD EFT2026-071	03/24/2026	McCombs Auto Supply			
		701773	Shop Supplies - PW	55.43	
		701435	Unit #2 Parts - Grader	117.48	172.91
TD EFT2026-072	03/24/2026	Miller Thomson LLP			
		4225084	Legal - File# 0222779 0007	324.68	324.68
TD EFT2026-073	03/24/2026	Nelson Motors & Equipment			
		C03723	Unit #11 - Tractor Parts	805.16	805.16
TD EFT2026-074	03/24/2026	SARM			
		SARM348931	Unit# 16 Loader Tire	2,160.61	2,160.61
TD EFT2026-075	03/24/2026	WellTraxx Ltd.			
		013318	Enertraxx Annual Subscription - 2C	2,220.00	2,220.00
			Total Other:		79,742.89

**ONLINE BANKING**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
TD 2026-022	02/20/2026	Municipal Employees Pension			
		Feb 1-14, 2026	Feb 1 - 14, 2026 PP	2,381.54	2,381.54
TD 2026-023	02/25/2026	SaskTel Mobility			
		February 2026	PW & Office Cell Phone	150.09	150.09
TD 2026-024	02/25/2026	SaskTel			
		February 2026	Telephone - PW Shop	70.12	70.12
TD 2026-025	02/25/2026	SecurTek Monitoring Solutions			
		INV2477758	Security System Monitoring	61.05	61.05
TD 2026-026	02/25/2026	SaskEnergy - Office			
		February 2026	Office - Heat	147.07	147.07
TD 2026-027	02/25/2026	SaskEnergy - PW Shop			
		February 2026	Heat; Public Works Shop	399.81	399.81
TD 2026-028	02/25/2026	SaskPower - Office			
		1095-0099-9576	Office - Power	205.38	205.38
TD 2026-029	02/25/2026	SaskPower - Old PW Shop			
		1326-0096-2102	Old PW Shop - Power	260.92	260.92
TD 2026-030	02/25/2026	SaskPower - New PW Shop			
		1623-0098-1910	Power; New PW Shop	376.21	376.21
TD 2026-031	02/25/2026	SaskPower - Street Lights			
		1326-0096-2103	Hirsch, Street Lights	132.73	132.73
TD 2026-032	03/06/2026	Municipal Employees Pension			
		Feb 15-28, 2026	Feb 15 - 28, 2026 PP	3,605.80	3,605.80
TD 2026-033	02/28/2026	Canada Revenue Agency			
		February 2026	February 2026 Payroll Deductions	8,668.87	8,668.87
TD 2026-034	02/28/2026	Minister of Finance			
		February 2026	February 2026 School Taxes	1,316.41	1,316.41
TD 2026-035	02/28/2026	Saskatchewan WCB			
		WCB 2026	2026 Fees - Acct# 1403095	13,941.07	13,941.07
TD 2026-036	03/24/2026	Access Communications			
		March 2026	Office Phone & Internet	487.58	487.58
TD 2026-037	03/24/2026	Southern Plains Co-op Ltd.			
		71534622	Reg Fuel - 19 437 litres @ 1.249	24.28	24.28
TD 2026-038	03/24/2026	TD Visa			
		March 2026	March 2026 TD Visa Statement	1,309.71	1,309.71
			Total Online Banking:		33,538.64

Total GENERAL: 166,517.75

Certified Correct This March 19, 2026

Reeve

Administrator

**RURAL MUNICIPALITY OF COALFIELDS NO. 4**

**BYLAW NO. 2026-01**

**BYLAW FOR THE DESTRUCTION OF DOCUMENTS**

The Council of the Rural Municipality of Coalfields No. 4 (the "Municipality"), in the Province of Saskatchewan, enacts as follows:

- 1) That a Records Retention and Disposal Schedule (the "Schedule") for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
- 2) That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
- 3) That the Administrator contact the Saskatchewan Archives Board (the "Board") before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
- 4) Bylaw number 5-10 is hereby repealed.
- 5) This Bylaw shall be effective as of its date of passing.

Read a third time and adopted at Bienfait Saskatchewan, this 19<sup>th</sup> day of March, 2026.



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Reeve

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Administrator



**Schedule "A"**  
**Records Retention and Disposal Schedule**

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# 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.)	<b>7 years</b>	<b>Dispose</b>
<b>1.2 Accounts Receivable</b> (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.3 Annual Financial Statements</b>	<b>Permanent</b> as per legislation (116 (2)(c) MA)	<b>Permanent</b>
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.5 Bank Accounts</b> (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.6 Budget</b> (as part of the minutes)	<b>Permanent</b>	<b>Permanent</b>
<b>1.7 Budget Related Reports</b>	<b>7 years</b>	<b>Dispose</b>
<b>1.8 Cash Payments and Receipts</b> (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.9 Debentures/Loans</b> (includes registers, coupons, etc.)	<b>7 years after final payment</b>	<b>Dispose</b>
<b>1.10 Federal/Provincial Remittance</b> (includes payroll source deduction, GST, PST, etc.)	<b>6 years from the end of the last tax year they relate to.</b> (CRA Standard)	<b>Dispose</b>
<b>1.11 Grants</b> (includes applications and supporting documentation)	<b>7 years after completion of project, activity, task, etc. or rejection of application</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>



<b>1.12 Investment Records</b>	<b>7 years after maturity of financial instruments</b>	<b>Dispose</b>
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.14 Local Improvement Roll</b>	<b>7 years after completion of project</b>	<b>Dispose</b>
<b>1.15 Monthly Financial Statements</b>	<b>7 years</b>	<b>Dispose</b>
<b>1.16 Requisition/Purchase Order</b>	<b>7 years</b>	<b>Dispose</b>
<b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end print out)	<b>10 years</b> (116 (2.1) MA)	<b>Dispose</b>

## 2. ADMINISTRATION

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<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.)	<b>10 years after disposition of building, property, or structure</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.2 Agreements/Contracts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)	<b>7 years after termination of agreement/contract</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.3 Appeals</b> (under the Planning and Development Act, 2007)	<b>7 years after final decision rendered</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.4 Celebrations and Events</b>	<b>3 years after concluded</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.5 Cemetery Records</b>	<b>Permanent</b> as per legislation (116 (2)(f) MA)	<b>Permanent</b>
<b>2.6 Change of Ownership Documents</b>	<b>7 years</b>	<b>Dispose</b>
<b>2.7 First Nations Consultations</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	<b>7 years</b>	<b>Dispose</b>



<b>2.9 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	<b>Permanent</b>	<b>Permanent</b>
<b>2.10 Insurance Policies – Property</b> (includes insurance claims)	<b>7 years after termination o/a cancellation of policy</b>	<b>Dispose</b>
<b>2.11 Printed Photographs</b> (photos pertaining to significant or historical events. Does not pertain to photos sent via electronic means showing day-to-day operations, etc.)	<b>When obsolete contact the Archives</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.12 Public Notice Documentation</b>	<b>2 years after event for which notice was given</b>	<b>Dispose</b>
<b>2.13 Records Disposal Documentation</b> (best practice, essential for administrative and historical purposes)	<b>Permanent</b>	<b>Permanent</b>
<b>2.14 Tax Assessment Appeals</b>	<b>7 years after final decision rendered</b>	<b>Dispose</b>
<b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	<b>3 years after superseded by new assessment or obsolete</b>	<b>Dispose</b>
<b>2.16 Tax Certificates</b>	<b>7 years</b>	<b>Dispose</b>
<b>2.17 Tax and Assessment Undelivered Notices</b> (Where a notice is undelivered or returned due to an unknown address the notice shall be retained)	<b>7 years (216 &amp; 268 MA)</b>	<b>Dispose</b>
<b>2.18 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	<b>7 years after tax title property is redeemed, sold, or disposed of in any other manner</b>	<b>Dispose</b>
<b>2.19 Other Enforcement Records</b> (Includes weed control & pest control records)	<b>7 years after settlement</b>	<b>Dispose</b>
<b>2.20 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives Dispose only upon the Archives recommendation</b>
<b>2.21 Safety/Tailgate Meeting Records</b>	<b>7 years</b>	<b>Dispose</b>
<b>2.22 Saskatchewan Municipal Hail Supporting Documents</b> (withdrawal lists, crop reports, etc.)	<b>3 years</b>	<b>Dispose</b>



### 3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* (LGEA) and *The Municipalities Act (MA)*. 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.

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>3.1 Ballots</b>	<b>3 months</b> (142 (2)(b) LGEA)	<b>Dispose</b>
<b>3.2 Disclosure of Holdings</b> (includes public disclosure statements)	<b>Term of Office</b> <b>(4 years)</b>	<b>Dispose</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>3 months</b> (142 (2)(b) LGEA)	<b>Dispose</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> (142 (2)(b) 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</b> <b>(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</b> <b>contact the Archives</b>	<b>Permanent or</b> <b>contact the Archives</b>
<b>3.9 Poll Book</b>	<b>3 months</b> (142 (2)(b) LGEA)	<b>Dispose</b>
<b>3.10 Voters’ Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b> <b>Dispose</b> <b>only upon the</b> <b>Archives</b> <b>recommendation</b>
<b>3.11 Voters’ Registration Forms</b>	<b>3 months</b> (142 (2)(b) LGEA)	<b>Dispose</b>
<b>3.12 Ballot Box Contents</b> (includes ballots, registration forms, etc.)	<b>3 months</b> (142 (2)(b) LGEA)	<b>Dispose</b>
<b>3.13 List of Assessed Owners</b>	<b>Until replaced</b> (40 LGEA, repealed)	<b>Dispose</b>



#### 4. EMPLOYEE – EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>4.1 Employee Records</b> (includes time cards, pay records)	<b>Most recent 5 years and 2 years after employment ends</b> (Provincial Standard)	<b>Dispose</b>
<b>4.2 Income Tax</b> (T4s, TD1s, etc.)	<b>6 years from the end of the last tax year they relate to.</b> (CRA Standard)	<b>Dispose</b>

#### 5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>5.1 Minister's Orders</b>	<b>Permanent</b> as per legislation (116 (2)(e) MA)	<b>Permanent</b> as per legislation
<b>5.2 Claims</b> (includes notices of claim, statements of claim, etc.)	<b>10 years after settlement</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>5.3 Petitions</b>	<b>7 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>5.4 Writs</b>	<b>10 years after expiration or completion</b>	<b>Dispose</b>

#### 6. LICENCES AND PERMITS

##### 6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>6.1.1 Building Permits</b> (includes supporting documentation)	<b>After rejection of permit or life of building/structure plus 10 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>6.1.2 Development Permits</b> (includes supporting documentation)	<b>25 years after superseded</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>6.1.3 Development Permits – Oil &amp; Gas or Other Industrial</b> (includes supporting documentation)	<b>10 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation



<b>6.1.4 Development Permits – Denied</b>	<b>10 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>6.1.5 Development Permits - Register</b>	<b>Permanent</b>	<b>Permanent</b>
<b>6.1.6 Other Permits</b> (not related to land, buildings, structures, development projects)	<b>3 years after expiration/termination or rejection of permit</b>	<b>Dispose</b>
<b>6.1.7 Licenses</b> (includes supporting documentation)	<b>7 years after termination/expiration or rejection of license</b>	<b>Dispose</b>

## **6.2 Licenses and Permits Issued To Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.2.1 Licenses and Permits</b> (related to land, buildings, structures, properties)	<b>Upon rejection of permit/license or lifetime of structure, building, property plus 10 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>6.2.2 Licenses and Permits</b> (not related to land, buildings, structures and development projects)	<b>7 years after termination/expiration or rejection of license or permit</b>	<b>Dispose</b>

## **7. MAPS, PLANS, AND SURVEYS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architects' Drawings</b> (buildings, park sites, structures, etc.)	<b>Life time of facility/structure plus 10 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>7.2 Municipal Maps and plans</b>	<b>Original or one selected copy to be retained permanently</b>	<b>Permanent or</b> <b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>7.3 Road Surveys</b>	<b>7 years</b>	<b>Contact the Archives</b> Dispose only upon the Archives recommendation
<b>7.4 Land surveys</b> <b>Certificates/Surveyor's Reports</b>	<b>7 years</b>	<b>Dispose</b>



## 8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>8.1 Council Minutes</b> (includes original bylaws, active and repealed)	<b>Permanent</b> as per legislation (116 (2)(b) MA)	<b>Permanent</b>
<b>8.2 Repealed Bylaws</b> (includes certified copies that may be retained in Repealed Bylaw Registers)	<b>7 years</b>	<b>Dispose</b>
<b>8.3 Bylaw Registers</b> (active and repealed)	<b>Permanent</b> (116 (2)(a) MA)	<b>Permanent</b>

## 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of Council minutes. May include OH&S)	<b>7 years</b>	<b>Contact the Archives</b> <b>Dispose only upon the Archives recommendation</b>
<b>9.2 Records Provided by Parties or Individuals Appointed by Council</b> (includes pest control officer, weed inspector, etc.)	<b>7 years</b>	<b>Dispose</b>

## 10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>10.1 Road Maintenance Records (includes reports)</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives</b> <b>Dispose only upon the Archives recommendation</b>



**BYLAW NO 2026-02**

**A BYLAW TO AUTHORIZE CERTAIN EXPENDITURES**

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The Council of the Rural Municipality of Coalfields No. 4 in the Province of Saskatchewan enacts as follows:

1. In this bylaw:
  - a) "Administrator" shall mean the administrator of the municipality;
  - b) "Council" shall mean the council of the municipality; and
  - c) "Municipality" shall mean the Rural Municipality of Coalfields No. 4
  
2. The administrator, together with another person designated by council to sign cheques on its behalf, is hereby authorized to pay certain accounts either by cheque or by electronic transfer in a timely fashion, namely:
  - a) Wages and salaries payable to municipal employees;
  - b) Employee payroll deductions, including municipal contributions;
  - c) Expenses preapproved by Council Resolution;
  - d) Telephone, internet, heat, power, water and other utility services; and
  - e) Collections on behalf of other taxing authorities
  
3. The administrator shall advise council at its next regular meeting of the particulars of transactions undertaken in accordance with section 2 of this bylaw, including but not limited to:
  - a) The transaction date;
  - b) The amount paid;
  - c) The payee; and
  - d) Method of payment
  
4. That Bylaw 3/91 is hereby repealed.
  
5. Read a third time and adopted this 19<sup>th</sup> day of March 2026.



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Reeve

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Administrator

