

**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 By-law 18, the Chief Administrative Officer/Municipal Clerk, sworn to the 27<sup>th</sup> day of April, A.D., 2021 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 27<sup>th</sup> day of April, A.D., 2021.

**GIVEN UNDER** the hand of the Chief Administrative Officer/Municipal Clerk and under the Corporate Seal of the Municipality this 27<sup>th</sup> day of April, A.D., 2021.

  
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, Sillich Connors, of Woods Harbour, NS  
in the County of Shelburne 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.

Box # 1 – Tax Files - 2003/2004 – returned tax bills by PO; files from banks re mortgages; exemptions for the different districts (all materials needed for annual record-keeping – not of any long term value) – This box also looked at along with others (containing tax records) by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #2 – Tax Files – 2000/2001 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #3 – Tax Files 2000/2001 & 2001/2002 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts, etc. (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #4 - Tax Files 2001/2002 & 2002/2003 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts, etc. (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #5 - Tax Files 2003/2004 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts, etc.- (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #6 - Tax Files 2000/2001 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts, etc.- (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #7 - Tax Files 2002/2003 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts - (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #8 - Tax Files 2001/2002 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts- (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #9 - Tax Files 2005/2006 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts - (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #10 - Tax Files 2005/2006 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts - (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #11 - Tax Files 2004/2005 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts - (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Box #12 - Tax Files 2004/2005 - returned tax bills by PO; files from banks re mortgages; exemptions for the different districts - (all materials needed for annual record-keeping – not of any long term value) – Box also looked at along with others containing tax records

by Bonnie Durkee (current tax collector), Nov. 2020 – she agreed there was no value in retaining

Note: All 4 boxes of Recreation Records designated for disposal contain a range of similar materials and cover the period 2001-2011

Box #13 - Recreation Dept. Records - records disposed of include all bills, invoices, receipts, bank statements, summer grant applications & reporting (Note: A record was retained of summer employees, removing personal info such as birth dates & SINS), meetings/documents/conference materials pertaining to regional or provincial organizations – when Argyle was a consistent participant, a sample year of minutes, agendas, etc. were kept; disposed of range of materials produced by other Recreation organizations, programs, etc, that did not pertain directly to Argyle’s operations; also all Newsletters produced by the Rec. Dept during this period – the Archives already have copies in their periodical collection; all mileage claims, etc.

Box #14 – Recreation Dept. Records - records disposed of include all bills, invoices, receipts, bank statements, summer grant applications & reporting (Note: A record was retained of summer employees, removing personal info such as birth dates & SINS), where regional or provincial organizations, such as meetings, conferences, etc. – when Argyle was a consistent participant, a sample year of minutes, agendas, etc were kept; disposed of range of materials produced by other Recreation organizations, programs, etc, that did not pertain directly to Argyle’s operations; also all Newsletters produced by the Rec. Dept during this period – the Archives already have copies in their periodical collection; mileage claims, etc.

Box #15 – Recreation Dept. Records - records disposed of include all bills, invoices, receipts, bank statements, summer grant applications & reporting (Note: A record was retained of summer employees, removing personal info such as birth dates & SINS), where regional or provincial organizations, such as meetings, conferences, etc. – when Argyle was a consistent participant, a sample year of minutes, agendas, etc were kept; disposed of range of materials produced by other Recreation organizations, programs, etc, that did not pertain directly to Argyle’s operations; also all Newsletters produced by the Rec. Dept during this period – the Archives already have copies in their periodical collection; mileage claims, etc.

Box #16 - Recreation Dept. Records - records disposed of include all bills, invoices, receipts, bank statements, summer grant applications & reporting (Note: A record was retained of summer employees, removing personal info such as birth dates & SINS), where regional or provincial organizations, such as meetings, conferences, etc. – when Argyle was a consistent participant, a sample year of minutes, agendas, etc were kept; disposed of range of materials produced by other Recreation organizations, programs, etc, that did not pertain directly to Argyle’s operations; also all Newsletters produced by the Rec. Dept during this period – the Archives already have copies in their periodical collection; mileage claims, etc.

Box #17 - Public Works Dept. Records – mileage claims, invoices, receipts, surplus materials from West Pubnico and Tusket Sewers – ample materials being retained in the Archival or permanent files being kept; surplus materials connected with hiring, etc.

Box 18 – Public Works – Sewer Outfall testings/reports, 2005-2009 for both W Pubnico & Tusket Sewers- confirmed with Hans from Public Works, who checked with authorities/legislation etc. – reports only need to be retained for 5 yrs.

Box 19 – Miscellaneous – Primarily publications (many of them magazines) relating to municipal government coming from other organizations; publications from Municipal Finance Corp.; materials from Staff & Council from FCM conferences; some tourism items from YASTA – Primarily 2007/2008 period – no real MODA records in Box  
Note: A sampling of materials from organizations such as FCM, UNSM, etc. have been retained

Box #20 - TAX RECORDS - Weekly name changes from PVSC 2008 & 2009

Box #21 - TAX RECORDS - Weekly name changes from PVSC 2011 & 2012

Box #22 – TAX records – Telpay Records (that is statements/reports from banks, etc. on taxes paid there, online, or through telephone banking, etc. – 2009; and Weekly Name Changes from PVSC 2010

Box #23 – 2008 Mun. election records – high volume of un-used/blank forms for the range of documents needed to conduct elections – i.e. forms for oaths for those working at polls, various forms for candidates, - in this box all blank; + all completed Proxy forms for those nominating proxies to vote in their stead, etc. Also some similar materials from 2004 election; Declarations of electors at Advance Poll, 2000 election; etc

Box #24 – Primarily mun. election materials from 2000 election; duplicate voters' lists, various publications etc. from other organizations; Atlantic Employers' Council 2008-2009; Green gym catalogue; PVSC annual report (dup.copy) 07; NS Gaming Corp. annual report 08/09; Eco NS annual report 2009; booklet NS Economic Development – Procurement Services – Supplier Development Program; NS Municipal finance Corp. Annual report 2008-2010; Water for Life – NS Environm. & Labour; Eco NS Annual report, 2008; Booklet from NS Dept. Environment on wastewater; colofrom; etc. etc. Times sheets & mileage claims for 2009 JCP Trails program; info. 2005-2008 ordering jackets info.etc. MODA staff; draft copies of MOU between MODA & hist. society; WCRL annual report 2008/2009 ; DRAFT Copy Renewable Electricity Regulations by NS government 2010; NS Dept. Transportation – Annual Temporary Count Program – traffic volume; reports/publications re. YMCA Yarm.; Yarmouth Mun. 250<sup>th</sup> celebrations  
Note: Some YMCA materials already kept (a sampling) in Recreation Dept. Records

Box #25 – Publications from other levels of governments: Office of the NS Ombudsman, Annual report 2006-2007; Pesticides info.; Pitney Bowes info.; catalogue for promotional materials, i.e. lapel pins, water bottles, etc. Materials from 2005 Federation of Canadian

Municipalities Conferences – 2005 (St. John’s Nfld.) “Staying the Course” – various Councillors attended - + the CAO; Farm Practices Act; Emera annual reports; various materials to do with UNSM, rural caucus, and town caucus terms of references, objectives etc. – a sampling of these same materials was retained 2004/05; Materials – i.e. resumes, scoring sheets, correspondence, etc. pertaining to filling of Recreation Director position in 2005; Also same – resumes, etc. for Office Admin position for Public Works/Recreation; various 2005 press releases, etc. from SW NS District Health Authority; Solid waste documents “DRAFT” only; published pamphlets etc. from RCMP; NS Dept. Education Funding of public libraries; Green Plan 2005 NS Dept. Environment & Labour; NS Power Customer Energy Forum 2004 (published material); Pitney Bowes material; Municipal Open Line newsletters 2004 & 2005; PG Elections North America advertising materials; Speaking notes for Peter Christie, NS Minister of Finance, 14 Apr. 2005; published NS’s Immigration Strategy Jan. 2005; Ombudsman’s annual report 2003/2004 & 1995 to Dec. 2001 range of NS government pamphlets; public on Tenders Procurement Branch NS gov.; literature on NS Blasting Regulations; 2003 materials on Green municipal funds; Enabling Fund; electoral boundaries info. provincial; 5 Yr. Business Plan for NS’s boatbuilding Industry, June 2003; misc. faxes from other local municipal units on a range of matters

Box #26 – C&D Site Steering Committee, 2004, materials – including publications guidelines from provincial authorities depts. – project did not go ahead in the end; Horner & Associates did a preliminary study, and a C&D By-law drafted – but project ceased due to costs & other solid waste developments in the area; annual report, 2003-2004, conference materials, round table materials etc from Conseil de developpement economiques de la Nouvelle Ecosse; bilingual employment program materials /federal; catalogues for ordering Acadian themed souvenirs; household water publications; Clare Visitor Guides (tourism), commercial materials/catalogues related to 2004 Acadian Congres; Centre Jodrey annual report 2002/03; 2004 draft of Argyle’s solid waste bylaw no.27; dog tag & dog tax records 2004 & 2005; Rob White Recovery House annual report March 2005; Our Heritage – A Shared Responsibility June 2006 report NS – French & English copies; published award pamphlets; UNSM 2006 & 2007 conferences materials, expenses for attendees etc.; 2005-2007 promotional materials for various educational programs offered, etc.; 2007 materials to do with Diocese of Yarmouth (RC) – not sure what these had to do with MODA – no indication – so targeted for disposal; Destination SW Travel guides for 2006; RRFB annual report 2007 (Resource Recovery); Service Nova Scotia – Common Ground newsletter June 2006; Service NS publication Building Strong Healthy Communities ... 2006/07; materials re Upper Clements Park, Annap. Co.; NS Dept. Justice Pawn Shop, Buy Sell & Second-Hand Businesses Legislation Discussion Paper 2006; NS Dept. Justice 2006-2007 Annual Plan; some random job resumes; random correspondence re roads/transportation; resumes, applications, score sheets, etc. for Argyle Tourism Officer position 2006;

Box #27 - Consumer price index & N. LeBlanc proposal/memo to Council re 3.1% pay increase for MODA staff 2006; “Guide to the Proposed Amendments to the Liquor Licensing Regulations of NS Oct. 2006; annual temporary road count from Dept. Transportation 2007; Pitney Bowes stuff; UNSM newsletter Open Line 2005 & 2006;

Child Pornography 36th Annual Crime Prevention Guide; Our Diverse Cities – 2007 (Halifax Conference) book/calendar; various published materials from a range of organizations; NS Film Development Corp. Annual report 2004/2005; NS Ombudsman materials & copy of the 1989 Act; flu vaccine materials; Order of NS pamphlet; dictation system manuals; AMA Spring Workshop materials, 2009; Municipal Auditor-General Committee Report & Recommendations to UNSM Board , June 2010 with various graphs, power point attachments etc.; Financial Market update from NS Municipal Finance Corp. 2010; various UNSM material, 2011; Workers Voice magazine; logo sample material, re. MODA crest & promotion materials; security system info., list of key holders, etc. ; Community Sustainability presentation/power point print-outs etc.; also published 2007 Canada-NS Integrated community Sustainability Plans ; Community Foundation of NS published materials; Memorial Club of Maple Grove; Flag week notifications NS Payments in Lieu of Taxes Act and related Regulation, 2010; flags order catalogue; range of published materials from other organizations – magazines, brochures, advertising, travel guides, etc.; interview questions, rankings etc. for 2005 position Public works, Plumber/Sewer/Asst. Building Inspector; materials from AMANS 2006 Spring Workshop; draft pesticide and dog by-laws from other municipal units; proofing materials for various MODA local ads to Vanguard, Courier, etc; 2004 media releases from Tri-County School Board;

Box #28 – misc. from other organizations; Childrens’ Rights legislation materials/discussion papers; citizenship week stuff; National flag day; DRAFT WP Sewer by-law; 2005 MODA HST/GST returns, etc.; Coastal Financial bank statements, etc. 2004 for Nakile Campaign Fund; 2004 & 2005 Standard Life materials; UNSM reports on MODA pension plan; copy of MODA Purchasing & Tender Policy ; SunLife blank forms; some copies of completed forms for employees; 2004 & 2005 MODA bank statements – Coastal, RBC, etc., including RBC T5s; Chambers of Commerce stuff 2006; Consulting Engineers of NS directory 2009/2010; 2003 computer purchase agreements with MODA Councillors; Yarmouth community Health Board materials; Canada Post materials 2010; eco NS for clean Air & Climate Change Final Report March 2011; Annual report card on Atlantic Canadian high schools; NS Power materials; Gerald Walsh; NS “Water for Life”; Fundy Shore Travel Guide; MODA By-law drafts; St. Mary’s University course catalogue; Canada Post materials & payments to Canada Post fr. MODA, 2004;

Box #29 – YASTA draft budget materials 2010/11; stationary supply catalogues; “value-for-Money – Audit Manual – Office of the Auditor General of Canada, 2000; Yar. Chamber of Commerce awards etc. 2010; all materials associated with Council, etc. attendance @ 2005 FCM in Nfld.; also 2010 FCM; Cyrille LeBlanc’s 2011 receipts for Charles LeBlanc re . expenses Butte de la croix Wedgeport; insurance info. – primarily promotional materials from insurance cos.; files on MODA logo; Species at risk publications; Grants to orgs. (MODA) policy development documents, duplicate correspondence re grants, etc.; resumes applications for Artistic Director, Argyle, Tourism 2007 – applications submitted to Larry Peach ; FCM 2008 & 2009 expense files etc. for attendance etc.; AIM Atlantic Institute for Market Studies materials; MODA

Council orientation materials; business cards for Councillors material; proofing material MODA ads; NS Conflict of Interest guidelines; Employee assistance program materials 2003; Consulting Engineers of NS published material; Capital Investment template for NS Municipalities; Capital Investment Plan Model Piloting Program 2006; workshop materials in regard to Capital Investment plans etc. Canada Post materials; CMHC materials; Building Canada On-line Program Guides 2009; Building Code Regulations 2008; CUPE materials; Breastfeeding literatur;.Buy-Back NS materials; Big Brothers/Big Sisters; Tri-County Roadshow for Seniors, 2009; staff vacation schedules 2009; equipment warranties

Box #30 – UNSM conference/workshop materials 2010; 2011 UNSM expense claims etc.; Mun. Co. Cumberland Long Range Strategic Plan 1999; various excerpts on Tusket Industrial Park from previous MODA Minutes (so all preserved in minutes); NS SPCA annual report 2009; South west health newsletter; MODA Strategic Planning Workbook – a staff copy; copy Municipality of Lunenburg Strategic Plan; MODA violence risk assessment materials, health & safety; various press releases, etc. for South West Health Auth. , music week 2009; NS Corporate Collections service pamphlet; Recreation Facility Development conference matteirals, 2005; Drafts & extra copies MODA newsletters 2009 & 2010; APEC magazine/brochure; Occupational Health & Safety Act 1996 (printed up in 2010); NS Ombudsman annual reports 2009/2010 & 2010/2011; random job apps & resumes; random 2010 Health & safety material not specific to MODA; 2010 & 2011 business payroll survey for Stats Can; NS Physical Activity Report, 2007; Pro-Com materials; multiple extra copies of Municipal Elections Act, 2000 & 2008 – used by election officials

Box #31 - multiple extra copies of Municipal Elections Act, 2000 & 2008 – used by election officials; unused poll books; unused ballots; signs (laminated & otherwise) used at polling stations etc.

Box #32 – 2004 Press releases from SW Dist. Health Authority; various guidelines from other municipal units for Grants to Orgs. when writing policies for MODA 2007; Lunenburg Draft By-law re. sale of motor vehicles by transient sales companies, etc., 2006; Model Sewer Discharge By-law, 1994; Draft 2 MODA sewer by-law, 2004; 1992 Report of the NS Electoral Boundaries Commission; Tax Journal 2006 (being a record/print-out of tax billings used as a back-up record at the time); RBC Bank statements 2003/04; RBC US Exchange bank statements 2003/04; Special Reserve Fund RBC Bank statements 2003/04; Bank Treasury bills; term deposit statements 2003/04; HST Rebate file 2003/04; SunLife Grp. Insurance – outstanding claims file 2003/04; Nakile Home Campaign – bank file 2003/04 – bank statements, etc; Standard Life Pension files 2003/2004 “Summaries of Sub-Group Activity”; SunLife insurance files 2003; Blank forms for grants in lieu of taxes (federal)

Box - #33 - TAX JOURNALS (printed record of tax billings – used as a hard-copy back-up) for years 2001-2005)



Box#34 – RBC Bank Statements 2002/03; Bank Treasury bills & Term Deposits 2002/03; Special Reserve – capital & operating file 2002/03; SunLife Group Ins. Corresp. 2003; SunLife outstanding claims file 2002/03; 2002/03 HST Rebate file; Invoices unpaid 2002/03; banks statements, paid invoices – Nakile Home Campaign 2002/03; Standard Life pension plan file 2002/03; Nesbitt Burns Investments (files for 1996-2003, 1996/97,1997/98, 1998/99, 1999/2000, 2000/01, 2001/02, 2002/03, 2003/04; lapel pin orders; Bank Treasury Bills, Term Deposits, T5s 2001; RBC bank statements 200/2001; SunLife Grp. Ins. Claims paid 2000/2001; SunLife Group Ins. File 2001/2002; SunLife outstanding claims 2001/2002 file; HST rebate file 2001/2002; 2001/2002 Standard Life pension file; misc. financials 2002 i.e. payment of summer staff & reg. staff cell phone bills, etc.; file for 2002 used by financial officer called “Important Minutes” flagging Council decisions for financial issues – all minutes found in minute books; blank forms for financial report to Municipal Affairs; AMA membership directory 1989; UNSM membership directory 1992/93; material on Team Building Training workshops 2001 (AMA)

Box #35 – Files kept by former Financial Officer entitled “Correspondence to Council” for various yrs. An odd collection of items, any worthy of retention have been kept; MODA solid waste by-law DRAFT; SunLife Group insurance file, 2004/2005; HST rebate file 2004/2005; Revenues rcvd fr. Individuals file 2004/05; 2003/2004 various items kept in files by MODA Council meeting date – relevant items kept; Scrapbooks of photos (1990s) & one photo album of photos from Amirault’s Hill Day Camps; range of cheque stubs, receipts, etc. attached to revenues from province, federal gov., etc.; mileage expense forms 2014; application for leave forms, overtime forms, 2013

Box #36 – Municipal election records – blank pages from the 2008 election poll books (page with recorded info. retained); 2004 election preliminary voters lists (revised lists retained) similar records connected with 2000 municipal election and a Special election for CSAP 2000

Box #37 – Payroll records – 2007 & 2008 duplicate Pay History Printouts; Monthly Misc. Deduction reports/print-outs, 2008; Workers comp. deduction reports/print-outs, 2008; Payroll Edit Lists/Print-outs, 2008; Payroll Register Summary, 2008 (computer print-out); monthly misc. deductions report for 2009; Edit List (Time & Exception) print-outs 2009; similar payroll print-outs/reports for 2002 – misc. deduction reports, department reports, etc.

Box #38 – Payroll records – Misc. Deduction printout for 2001 & 2005; Workers Comp. printout by employee 2002; Time & Exception Entry printouts 2001 & 2002; General ledger posting printout 2002; duplicate payroll pay history, 2005; Dept. summary payroll printouts 2001, 2002, 2006; Misc. Earnings/Deductions by Type printouts 2001,2002, 2005, 2006

Box #39 – Payroll records: - Dept. Summary Reports/printouts2005 & 2006; Workers Comp. printouts by Employee, 2006 (kept one report for week 51); Payroll register for specific pay-periods, 2005 & 2006; Time Exception printouts,

2005 & 2006; General ledger posting printouts (payroll), 2005; Miscellaneous Earnings/Deductions by Type printouts, 2006

Box #40 – Payroll records: Dept. Summary Report printouts, 2001 & 2002 & 2004; Time & exception report printouts, 2002; Payroll register printouts for bi-weekly pays, 2011 & 2002 & 2004; General ledger posting printouts for payroll, 2001-2002; Workers Comp. printouts by employee, 2001 & 2002 & 2004; Pay History printout 2002 (last one for year retained); Misc. Earning/Deduction by Type printouts, 2004;

Box#41 – Payroll print-outs/reports: Dept. Summary printouts, 2004; General ledger postings by payrolls, 2001,2002; Payroll register bi-weekly printouts, 2001,2002; various employee Pay History pprintouts 2003 – only 31 Dec. 2003 retained; Time & Exception Entry Edit List printout, 2004; Misc. Deductions printouts, 2003; Employee pay History (various 2004)

Box#42 – Payroll records: Department Summary printouts, 2003; Misc. Earnings/Deduction printouts, 2003; Workers comp. printouts by employee, 2003; Time & Exception Edit List printouts, 2003; General ledger posting printouts from payroll, 2003 & 2004; Payroll register printouts 2003; Times sheets 2002-2004; Direct deposit files circa 2003-2006; misc. application for leave files, 2003-2006; Canada Savings Bond files (payroll), 2002-2003, etc.

Box #43 – Payroll records: Canada Savings Bond files, 2004, 05, 06; Payroll Register, 2007; Department Summary Report printouts; Janitor's time sheets 2005 & 2006; General ledger posting printouts for payroll, 2007; Various time sheets 2005; Workers Comp printout, 2007; SunLife Insurance files as related to payroll; Receiver General Remittance files, 2006; etc.

Box #44 – Payroll records: Misc. Deduction printouts, 2007 & 2008; communications with bank re. direct deposit, 2005, 2008, 2009; Misc. Earnings/Deduction printout; total payroll expense printouts 2009 and also some 2001-2004 of same; Tim & Exception printouts 2008; Department Summary printouts, 2008; General ledger postings from payroll, 2008;

Box #45 – Payroll: Canada Savings Bond files, 1997-2001; Janitor's Time Sheets, 1997-2001; Vacation & Sick time records by employee (files), 1997-2002

Note: Where payroll records are concerned, records were retrained for each year which should capture everyone employed by MODA, etc. Many of the reports/printouts reports were clearly never touched again after they were printed. Conversations with those responsible suggest many of these reports were printed as a hard-copy back-up due to fears of loss due to computer failure, etc.

Box #46 – Admin. Files – Acting Deputy Clerk Reports 2002; MODA appointment of “officers”, 2001-2005 Employee Assist (FGI) files, 2003; a range of government and organizational and promotional materials sent to MODA, but not generated by MODA; CRTC file 2003; Better Business Bureau materials; Advertising files 2001-2005; Order

of NS files 2001-2005; Blomidon Nursery wholesale catalogue 2002; Coastal Credit Union annual reports; Yarmouth Airport materials (DUPLICATES) 2004-2005; for most years the files were arranged alphabetically – at the beginning of each letter there was a file labelled, A- Misc., B Misc., etc. – where the record keeper filed a range of misc. materials – nothing was found in any of those files worthy of retention

Box #47 – Admin. Files (misc.);

Box #48 – Duplicate records from Public Records Department.

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, NS  
And Province of Nova Scotia, this 27th day of  
April A.D., 20 21, before me:

\_\_\_\_\_  
A Commissioner of the Supreme  
Court of Nova Scotia