



## CULTUS LAKE PARK BOARD REGULAR MEETING AGENDA

WEDNESDAY, JULY 17, 2019

7:00 PM

PARK OFFICE BOARDROOM

4165 Columbia Valley Highway, Cultus Lake, BC

**(1) CALL TO ORDER**

**(2) RESOLUTION TO PROCEED TO CLOSED MEETING (6:00 PM)**

***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:*

*Section 90 (1), (d) security of the property of the municipality; and*

*Section 90 (1), (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

**(3) RECONVENE**

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**(4) APPROVAL OF AGENDA**

- (a) ***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of July 17, 2019; and*

***THAT** all delegations, reports, correspondence and other information set to the Agenda be received.*

**(5) ADOPTION OF MINUTES**

Page 5

- (a) ***THAT** the Cultus Lake Park Board adopt the minutes of the Regular Meeting held on June 19, 2019.*

- (b) ***THAT** the Cultus Lake Park Board adopt the minutes of the Special Regular Meeting held on June 26, 2019.*

**(6) ADOPTION OF COMMITTEE MINUTES**

Page 19

- (a) ***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on April 2, 2019.*

Page 23

- (b) ***THAT** the Cultus Lake Park Board receive the minutes of the Community Events and Engagement Committee held on May 9, 2019.*

Page 25

- (c) ***THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on March 27, 2019.*

Page 29 (d) **THAT** the Cultus Lake Park Board receive the minutes of the Commercial Leaseholder Committee held on April 25, 2019.

Page 31 (e) **THAT** the Cultus Lake Park Board receive the minutes of the Operational and Financial Core Review Committee held on May 28, 2019.

## (7) BYLAWS

- Page 33 (a) **Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019**
- Page 37
- Page 41
- Page 161
- Report dated July 17, 2019 from Bonny Bryant, Chief Administrative Officer
  - Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019
  - Cultus Lake Park Records Retention and Disposal Schedule
  - Cultus Lake Park Records Retention and Disposal Legal Citation Listing – Appendix A

**THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019.

- Page 235 (b) **Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019 and**
- Page 237 **Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019**
- Page 241
- Page 243
- Report dated July 17, 2019 from Bonny Bryant, Chief Administrative Officer
  - Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019
  - Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019
  - Schedule A-15 – Cultus Lake Park Canvassing, Panhandling and Busking

1. **THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019, and

2. **THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019.

- Page 245 (c) **Repeal of Cultus Lake Park Fees and Fines Bylaw No. 1076-2016**
- Page 247
- Report dated July 17, 2019 from Bonny Bryant, Chief Administrative Officer
  - Repeal of Cultus Lake Park Fees and Fines Bylaw No. 1076-2016

**THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Fees and Fines Bylaw No. 1076, 2016, Repeal Bylaw 1158, 2019.

## (8) REPORTS BY STAFF

- Page 249 (a) **Pickleball**
- Report dated July 17, 2019 from Dave Driediger, Manager of Park Operations

**THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to make alterations to one tennis court to accommodate pickleball.

- Page 251
- (b) **Party in the Park Community Events and Engagement Event**
- Report dated July 17, 2019 from Paul Holman, Special Events Coordinator
- THAT the Cultus Lake Park Board approve the use of the Plaza parking lot to host Party in the Plaza.*
- THAT the Cultus Lake Park Board approve the ability for Lakeside Beach Club to host a Beverage Garden around the Party in the Plaza event space.*
- THAT the Cultus Lake Park Board approve waiving all fees for Party in the Plaza, including: the \$500 Rental Fee for 200+ people, the \$300 Beverage Garden Fee, the \$100 Public Address and/or Sound System Fee, and the \$1,000 Security Deposit.*
- Page 253
- (c) **Cultus Lake Triathlon Special Event**
- Report dated July 17, 2019 from Paul Holman, Special Events Coordinator
- THAT the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 13 – 15, 2019.*
- Page 257
- (d) **Around the Lake Trail Give 'R Take 30 Special Event**
- Report dated July 17, 2019 from Paul Holman, Special Events Coordinator
- THAT the Cultus Lake Park Board waives parking fees for up to 60 race volunteer vehicles in Parking Lot B for Around the Lake Give 'R Take 30 from 7 a.m. – 3 p.m. on October 19, 2019.*
- (9) **REPORTS BY COMMISSIONERS**
- Page 261
- (a) **Recommendations from the Operational and Financial Core Review Committee**
- Report dated July 17, 2019 from David Renwick, Chair, Operational and Financial Core Review Committee
- THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to start the Request for Proposal (RFP) Cultus Lake Parks insurance provider, prior to June 2020 when the current policy expires.*
- THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to have AON review the Commercial Leaseholders insurance policies to ensure they have adequate coverage.*
- THAT the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to review the cost of increasing the coverage for Sunnyside Campground regarding tree replacement and loss of revenue, including the length of term and report back to the committee with these costs.*

**(10) PUBLIC QUESTION PERIOD**

**(11) ADJOURNMENT**

***THAT** the Regular Meeting of the Cultus Lake Park Board held on July 19, 2019  
be adjourned.*





## CULTUS LAKE PARK BOARD REGULAR MEETING MINUTES

Wednesday, June 19, 2019  
CULTUS LAKE PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner J. Lamb – Chair  
Commissioner D. Bauer – Vice Chair  
Commissioner D. Renwick  
Commissioner L. Payeur  
Commissioner C. Smit

**Staff** Chief Administrative Officer – B. Bryant  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Executive Assistant – R. Litchfield

(1) **CALL TO ORDER**

The Chair called the meeting to order at 5:35 pm.

(2) **RESOLUTION TO PROCEED TO CLOSED MEETING**

**4391-19** ***THAT** the meeting be closed to the public to consider matters pursuant to the following sections of the **Community Charter**:  
Section 90 (1), (d) security of the property of the municipality.*

(3) **RECONVENE**

The meeting reconvened at 6:59pm.

(4) **APPROVAL OF AGENDA**

**4392-19** Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board approve the Agenda for the Regular Meeting of June 19, 2019; and*

***THAT** all delegations, reports, correspondence and other information set to the Agenda be received.*

**CARRIED**

(5) **DELEGATION**

**Mice Concern – Cultus Lake Community Hall**

- Victoria Danielson, President Cultus Lake O.A.P.O. #164

Victoria Danielson, President of the Cultus Lake O.A.P.O. #164, addressed the Board with their concerns regarding the mice issue at the community hall. Chair Lamb ensured Ms. Danielson that staff will be addressing the matter immediately.

(6) **ADOPTION OF BOARD MINUTES**

4394-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

- (a) ***THAT the Cultus Lake Park Board adopt the minutes of the Regular Meeting held on May 15, 2019.***

**CARRIED**

(7) **FINANCE**

(a) **2018 Statement of Financial Information**

- Report dated June 19, 2019 from Erica Lee, Chief Financial Officer

4395-19 Moved by: Commissioner Payeur Seconded by: Commissioner Bauer

***THAT the report dated June 19, 2019 from the Chief Financial Officer regarding the 2018 Statement of Financial Information be approved and that the report be placed on the Cultus Lake Park website.***

**CARRIED**

(8) **CORRESPONDENCE**

(a) **Pickle Ball – Request for Tennis Court lines**

- Letter dated May 7, 2019 from Richard Bosnell, Resident

The Cultus Lake Park Board directed staff to look into options for the court as to whether we can accommodate the request.

(9) **BYLAWS**

(a) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 and related Bylaws**

- Report dated June 19, 2019 from Bonny Bryant, Chief Administrative Officer

The Cultus Lake Park Board reviewed the Notice Enforcement Bylaw No. 1140, 2019 and related Bylaws.

(b) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019**

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019
- Schedule B – Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry Agreement

4396-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.*

**CARRIED**

(c) **Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019**

- Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019

4397-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019.*

**CARRIED**

(d) **Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019**

- Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019

4398-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019.*

**CARRIED**

(e) **Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019**

- Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019

4399-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019.*

**CARRIED**

(f) **Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019**

- Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019

4400-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019.*

**CARRIED**

(g) **Cultus Lake Park Littering Bylaw No. 1145, 2019**

- Cultus Lake Park Littering Bylaw No. 1145, 2019

4401-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Littering Bylaw No. 1145, 2019.*

**CARRIED**

(h) **Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019**

- Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019

4402-19 Moved by: Commissioner Renwick Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019.*

**CARRIED**

(i) **Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019**

- Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019

4403-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019.*

**CARRIED**

(j) **Cultus Lake Park No Smoking Bylaw No. 1148, 2019**

- Cultus Lake Park No Smoking Bylaw No. 1148, 2019

4404-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park No Smoking Bylaw No. 1148, 2019.*

**CARRIED**

(k) **Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019**

- Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019

4405-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019.*

**CARRIED**

(l) **Cultus Lake Park Special Event Bylaw No. 1150, 2019**

- Cultus Lake Park Special Event Bylaw No. 1150, 2019

4406-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Special Event Bylaw No. 1150, 2019.*

**CARRIED**

(m) **Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019**

- Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019

4407-19 Moved by: Commissioner Smit Seconded by: Commissioner Bauer

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019*

**CARRIED**

(n) **The Cabins at Cultus Lake Park Bylaw No. 1152, 2019**

- The Cabins at Cultus Lake Park Bylaw No. 1152, 2019

4408-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1152, 2019.*

**CARRIED**

(o) **Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019**

- Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019

4409-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019.*

**CARRIED**

(p) **Cultus Lake Parking and Traffic Regulation Bylaw No.1154 ,2019**

- Cultus Lake Parking and Traffic Regulation Bylaw No.1154, 2019

4410-19 Moved by: Commissioner Bauer Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give First, Second and Third readings to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019.*

**CARRIED**

(10) **STAFF REPORTS**

(a) **Purchase of 4169 Columbia Valley Highway**

- Report dated June 19, 2019 from Bonny Bryant, Chief Administrative Officer

Bonny Bryant, Chief Administrative Officer announced that the Park recently purchased the property at 4169 Columbia Valley Highway.

(b) **Buoy Moorage**

- Report dated June 19, 2019 from Dave Driediger, Manager of Park Operations

The Cultus Lake Park Board requested a count on how many buoys are registered in the foreshore for 2019. In addition, the Board requested that staff post a Notice of Intent on the website with respect to Parks compliance checks in July.

4411-19 Moved by: Commissioner Bauer Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to make allowance for the addition of names on buoy registration provided that only one immediate family member name be added to the buoy registration.*

**CARRIED**

(c) **Release of Closed Meeting Resolutions**

- Report dated June 19, 2019 from Rachel Litchfield, Executive Assistant

4412-19 Moved by: Commissioner Bauer Seconded by: Commissioner Renwick

***THAT** the following Closed Meeting Resolution be released at the June 19, 2019 Regular Board meeting:*

May 15, 2019  
IC 4004-19

***THAT** the Cultus Lake Park Board refer the Shoreline Erosion Assessment report to the Environmental and Public Areas Committee for review and recommendations.*

May 15, 2019  
IC 4005-19

***THAT** the Cultus Lake Park Board refer the Goose Management report to the Environmental and Public Areas Committee for review and recommendations.*

**CARRIED**

**(11) REPORTS BY COMMISSIONERS**

**(a) Fraser Valley Regional District – Area H Evacuation Route**

- May 24, 2019, Area H Evacuation Route Planning Workshop Agenda

Commissioner Payeur provided an update with respect to the progress of the Area H Evacuation Route Plan. He noted that the meeting was facilitated by Urban Systems and was very well attended. He further noted that the Fraser Valley Regional District received a grant for funding.

Chair Lamb provided an update with respect the Community Events and Engagement Committee is looking forward to Cultus Lake Day coming up on June 22, 2019. The Board and members of the Fire Department will be hosting a pancake breakfast followed by a large parade. There will be live entertainment with a family friendly beverage garden and market vendors. The evening will end with a fireworks display. He further noted that the following weekend will be the opening of the Farmers Market located at the old Funland area.

**(12) PUBLIC QUESTION PERIOD**

Q: Gordon Hay, Lakeshore Dr. - Inquired if the Smoking Bylaw also relates to smoking marijuana?

A: Chair Lamb confirmed that the No Smoking Bylaw does apply to both.

Q: Rick Williamson, First Ave. – Asked for clarification with respect to the number of buoys that are identified on the waitlist and asked if the waitlist people are residents and Sunnyside Campground campers? He further inquired if the registration can be transferred when the registration holder ages or passes away.

A: Dave Driediger, Manager of Park Operations noted that our current bylaw does not allow a transfer without authorization by the Board however, there may be an opportunity to add an additional name. The current registered buoy owners and waitlist people are both Sunnyside campers, residents and non-residents.

Q: Laurel Shears, Lakeshore Dr. – Asked about the reporting processes for security and bylaw issues and asked if information notices will be provided.

A: Jacquie Spencer, Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement confirmed the contact information for RCMP, Non-Emergency is 604-792-4611 or 911 for emergencies and Bylaw Enforcement at 604-858-5298. She further noted that notices are being prepared and will distributed to the community and posted on the Parks website.

Q: Rick Williamson, First Ave. – Noted that he supports the new fines as a way to act as a deterrent. He addressed concerns related to the Tree Bylaw process and fees related to unauthorized removal.

A: Chair Lamb noted that the replacement fee and fine will be addressed at a later date.

Q: Len Marston, Park Dr. - Noted his concerns regarding the state of the hall with the rodent issue. He feels the matter has not been taken seriously with respect to health concerns. He asked if the community hall rentals generate a lot of revenue.

A: Chair Lamb stated that the matter has not been taken lightly and staff will be taking care of the issue. He noted that the community hall does not generate a lot of revenue.

(13) **ADJOURNMENT**

4414-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT*** the Regular Meeting of the Cultus Lake Park Board held on June 19, 2019 be adjourned 8:33 pm.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the meeting of the Cultus Lake Park Board held June 19, 2019.

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Joe Lamb  
Chair

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Bonny Bryant  
Chief Administrative Officer





## CULTUS LAKE PARK BOARD SPECIAL REGULAR MEETING MINUTES

TUESDAY, JUNE 25, 2019  
PARK OFFICE BOARDROOM  
4165 Columbia Valley Highway, Cultus Lake, BC

**Present** Commissioner J. Lamb – Chair  
Commissioner C. Smit  
Commissioner D. Renwick  
Commissioner L. Payeur

**Staff** Chief Administrative Officer – B. Bryant  
Manager of Finance – E. Lee  
Manager of Park Operations – D. Driediger  
Acting Manager of Visitor Services, Accommodations and Bylaw Enforcement – J. Spencer  
Executive Assistant - R. Litchfield

**Absent** Commissioner D. Bauer – Vice Chair

(1) **CALL TO ORDER**

The Chair called the meeting to order at 8:30 am.

(2) **APPROVAL OF AGENDA**

**IC 4415-19** Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board approve the Special Regular Meeting Agenda for June 25, 2019; and*

***THAT** all delegations, reports, correspondence and other information set to the Agenda be received.*

**CARRIED**

(3) **BYLAWS**

(a) **Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019**

- Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

**IC 4416-19** Moved by: Commissioner Payeur Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.*

**CARRIED**

(b) **Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019**

- Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019

IC 4417-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Administrative Fees Bylaw No. 1141, 2019.*

**CARRIED**

(c) **Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019**

- Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019

IC 4418-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Animal Control and Regulations Bylaw No. 1142, 2019*

**CARRIED**

(d) **Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019**

- Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019

IC 4419-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Boating and Foreshore Bylaw No. 1143, 2019.*

**CARRIED**

(e) **Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019**

- Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019

IC 4420-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Burning Conditions, Restrictions and Fire Ban Bylaw No. 1144, 2019.*

**CARRIED**

(f) **Cultus Lake Park Littering Bylaw No. 1145, 2019**

- Cultus Lake Park Littering Bylaw No. 1145, 2019

IC 4421-19 Moved by: Commissioner Smit Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Littering Bylaw No. 1145, 2019.*

**CARRIED**

(g) **Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019**

- Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019

IC 4422-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Management of Public Areas Bylaw No. 1146, 2019.*

**CARRIED**

(h) **Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019**

- Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019

IC 4423-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Noise Regulation Bylaw No. 1147, 2019.*

**CARRIED**

(i) **Cultus Lake Park No Smoking Bylaw No. 1148, 2019**

Cultus Lake Park No Smoking Bylaw No. 1148, 2019

IC 4424-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park No Smoking Bylaw No. 1148, 2019.*

**CARRIED**

(j) **Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019**

- Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019

IC 4425-19 Moved by: Commissioner Renwick Seconded by: Commissioner Payeur

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Property Maintenance Bylaw No. 1149, 2019.*

**CARRIED**

(k) **Cultus Lake Park Special Event Bylaw No. 1150, 2019**

- Cultus Lake Park Special Event Bylaw No. 1150, 2019

IC 4426-19 Moved by: Commissioner Payeur Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Special Event Bylaw No. 1150, 2019.*

**CARRIED**

(l) **Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019**

- Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019

IC 4427-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Sunnyside Campground Bylaw No. 1151, 2019.*

**CARRIED**

(m) **The Cabins at Cultus Lake Park Bylaw No. 1152, 2019**

- The Cabins at Cultus Lake Park Bylaw No. 1152, 2019

IC 4428-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park The Cabins at Cultus Lake Park Bylaw No. 1152, 2019.*

**CARRIED**

(n) **Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019**

- Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019

IC 4429-19 Moved by: Commissioner Smit Seconded by: Commissioner Renwick

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Tree and Plant Bylaw No. 1153, 2019.*

**CARRIED**

(o) **Cultus Lake Parking and Traffic Regulation Bylaw No.1154, 2019**

- Cultus Lake Parking and Traffic Regulation Bylaw No.1154, 2019

IC 4430-19 Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT** the Cultus Lake Park Board give Final reading to the Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019.*

**CARRIED**

(4) **PUBLIC QUESTION PERIOD**

(5) **ADJOURNMENT**

**IC 4431-19** Moved by: Commissioner Renwick Seconded by: Commissioner Smit

***THAT*** the Closed Meeting of the Cultus Lake Park Board held June 25, 2019 be adjourned at 8:43 am.

**CARRIED**

I hereby certify the preceding to be a true and correct account of the Special Regular Meeting of the Cultus Lake Park Board held June 25, 2019.

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Joe Lamb  
Chair

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Bonny Bryant  
Chief Administrative Officer





# COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

April 2, 2019

## Meeting Minutes

### **Present:**

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shane Taylor	Public Appointee
Erika Jartved	Public Appointee
Gail Smit	Public Appointee
Shannon Lamb	Public Appointee
Ken Hendsbee	Public Appointee
Ruth Atherley	AHA
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

### **Absent:**

Bonny Bryant	CAO-Cultus Lake Park
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The meeting was called to order by the Chair at 5:58 pm on April 2, 2019.

### **ADOPTION OF AGENDA**

Moved by: Paddy McEwan  
Seconded by: Shannon Lamb

***THAT** the Agenda for the April 2, 2019 Community Events and Engagement Committee meeting be approved.*

### **CARRIED**

### **ADOPTION OF COMMITTEE MINUTES** from March 13 & 14, 2019

Moved by: Paddy McEwan  
Seconded by: Shane Taylor

***THAT** the minutes from the March 13 & 14, 2019 Community Events and Engagement Committee be approved.*

### **CARRIED**

### **CULTUS LAKE DAY**

- **Cultus Lake Day 2019 Sponsorship Package – Presented by Ruth Atherley: AHA**
  - A discussion was had regarding the prepared Sponsorship Packages.
  - The committee agreed this is something they would like to move forward with, with a few changes to the package.



- Ruth Atherley to make the changes and move forward with this initiative.
- **Cultus Lake Day Draft Poster – Presented by Paul Holman**
  - A discussion was had regarding the draft poster and the changes the committee would like to see.
  - Paul Holman to follow up with the changes.
- **Cultus Lake Day – Volunteers and Kids Area:**
  - Erika has spoken to the school and the biggest issue is the date, kids are already finished school. The schools have requested a flyer for them to post:
    - ❖ 2 hr shifts
    - ❖ 12 kids (6 hrs)
    - ❖ Food vouchers for volunteers for the end of their shift
    - ❖ 15 years old and up
  - Bouncy castle has been secured.
  - Obstacle run to be booked.
  - Erika to present items and budget at the next meeting.
- **Cultus Lake Day – Fire Hall Responsibilities**
  - Security for the fire works
  - First Aid
  - A tent with informational and promotional items at Main Beach (no obstacle course, not enough volunteers).
  - Pancake breakfast – the Board members have volunteered to help cook/serve at the pancake breakfast.
  - Shane to work with Chair Lamb regarding supplies/equipment to help with the quicker production of pancakes.
  - The Fire Hall would like to donate funds made at the Pancake Breakfast to a charity, such as Children's Burn Fund, or FF Suicide Prevention. Fire Hall to decide.
- **Cultus Lake Day – Parade**
  - Ken Hendsbee to help Gail Smit with the parade.
  - Focusing on having people register prior to the day. Incentives for this could be prizes are only available to be won by pre-registered vs. morning of registrants.
  - Themes? How do you Celebrate Cultus?
  - A discussion was had regarding a new parade route. Staging area could be in the plaza near Frosty's.
  - Invites to go to the Mayor of Chilliwack, Director of Electoral Area H and Soowahlie.
  - Gail Smit and Ken Hendsbee to present their proposed budget at the next meeting.
  - Will the CEEC have a float this year?
- **Cultus Lake Day – Beer Garden**
  - Budget to be presented at the next meeting.
  - Games area within the Beer Garden:
    - ❖ Yardzee (giant dice game)
    - ❖ Corn hole



- ❖ Connect 4
- ❖ Table top Jenga
- ❖ Decks of cards on each table
- Buckets of "in the shell" peanuts on each table.
- Fire pits in the Beer Garden.
- Auction the large games at the end of the night.

## MISCELLANEOUS

- **Blanc on the Beach – Motion**

Moved by: Shannon Lamb

Seconded by: Paddy McEwan

*THAT the Community Events and Engagement Committee to go forward with the Blanc on the Beach Event on September 7, 2019.*

## CARRIED

- **Party in the Plaza – Elvis**

- Date to be confirmed – August 10, 2019

- **Pony Party – Pony Rides for Cultus Lake Day**

- A discussion was had regarding the addition of pony rides to Cultus Lake Day.
- Five (5) members voted in favor: Gail Smit, Paddy McEwen, Shannon Lamb, Erika Jartved and Ken Hendsbee, Two (2) members voted against: Chair Lamb and Shane Taylor.
- Shannon Lamb and Erika Jartved to bring more information to the next meeting.

- **Community Events and Engagement Committee Billboard Sign:**

- Gidney Signs was contacted regarding a Billboard sign along the highway.
- One sign is available, only viewed when leaving the lake.
- Does the Park have any area along the highway that would be available for use?

- **Easter Event**

- 10 Fire hall volunteers to be there.
- Community Events and Engagement Committee to stuff candy bags.

- **Christmas Event**

- Dates: November 29 and 30, 2019

## NEXT MEETING DATE

\*April 15, 2019 for candy bag stuffing

## ADJOURNMENT OF THE MEETING

Moved by: Paddy McEwan

Seconded by: Shane Taylor

***THAT*** the April 2, 2019 Community Events and Engagement Committee meeting be adjourned.

**CARRIED**

Meeting Adjourned at 8:27 pm



# COMMUNITY EVENTS AND ENGAGEMENT COMMITTEE

May 9, 2019

## Meeting Minutes

### **Present:**

Joe Lamb	Committee Chair/Cultus Lake Park Chair
Paddy McEwan	Public Appointee/Committee Vice-Chair
Shane Taylor	Public Appointee
Erika Jartved	Public Appointee
Shannon Lamb	Public Appointee
Ken Hendsbee	Public Appointee
Paul Holman	AHA/Special Event Coordinator CLP
Katrina Craig	Cultus Lake Park Staff

### **Absent:**

Gail Smit	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park

The meeting was called to order by the Chair at 5:57 pm on May 9, 2019.

### **ADOPTION OF AGENDA**

Moved by: Paddy McEwan  
Seconded by: Shane Taylor

***THAT** the Agenda for the May 9, 2019 Community Events and Engagement Committee meeting be approved.*

### **CARRIED**

### **ADOPTION OF COMMITTEE MINUTES** from April 2, 2019

Moved by: Shannon Lamb  
Seconded by: Shane Taylor

***THAT** the minutes from the April 2, 2019 Community Events and Engagement Committee be approved.*

### **CARRIED**

### **MOVIE NIGHT DATES**

- July 5<sup>th</sup> and 19<sup>th</sup>
- Aug 2<sup>nd</sup> and 23<sup>rd</sup>
- Paul Holman to confirm the procedure for movie nights.
- Paddy McEwan to confirm dates with Cory Pickering.



- Committee members to check options for movies and make decisions on what movies to show.

## **MARKET**

- Cultus Lake Park signed a contract with Malcolm Weatherston to coordinate the Cultus Lake Farmers' Market for the 2019 season.
- Paul Holman to request a list of current vendors confirmed for Cultus Lake Day.
- Parking is being worked on so vendors can park on site.
- Committee to paint the new location with a base coat and the logo. Shannon Lamb to prep the building with the base and Ken Hendsbee to work on the logo.

## **CULTUS LAKE DAY**

- Shannon Lamb presented her suggestions for the layout of Cultus Lake Day, including a map of Main Beach. Some committee members are going to walk the area and figure out spacing and complete the map.
- Paul Holman already has some sponsors signed up and is working on prize donations. He will send the sponsorship package to committee members to send out to anyone they would like to.
- Poster is complete. A second poster to be updated with lead sponsors.
- Chair Lamb will distribute posters to the commercial leaseholders.
- Committee members to distribute posters to places they are close to. Paul Holman to have them printed and the committee members can pick them up from the Park office.
- Erica Lee to work out the process for the invoicing and payments. All money to go through the Park office.
- The key to the parade is lots of volunteers to keep the flow of the parade.
- A discussion was had regarding the start and finish of the parade.
- Free parking for parade participants in Lot D, with passes.
- Parade route map will be made available to participants on the day of.
- Volunteers: Erika Jartved needs to know the number of volunteers each area needs.
- Beer garden possibly having two bands with 45 min sets, and Cory Pickering to play music in-between.
- Hannah Litchfield to sing Oh Canada at 12:00 pm in the Beer garden.

## **NEXT MEETING DATE**

- Tuesday May 21, 2019

## **ADJOURNMENT OF THE MEETING**

Moved by: Shannon Lamb

Seconded by: Paddy McEwan

***THAT** the May 9, 2019 Community Events and Engagement Committee meeting be adjourned.*

## **CARRIED**

Meeting Adjourned at 8:07 pm



# COMMERCIAL LEASEHOLDER COMMITTEE

March 27, 2019

## Meeting Minutes

### **Present:**

Casey Smit	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Andrew Steunenber	Appointee
Jeff Bahnman	Appointee
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

### **Absent: N/A**

### **Members of the Public:**

Bob McCrea	Cultus Lake Business Association - Administrator
Pam Blakeway	Sleepy Hollow Gems
Cindy Hinchcliffe	Cultus Café
Chris Rezka	Lions Parking Ltd.

The meeting was called to order by the Chair at 11:04 am.

### **ADOPTION OF AGENDA**

Moved by: Andrew Steunenber

Seconded by: Jeff Bahnman

***THAT** the agenda for the March 27, 2019 Commercial Leaseholder Committee be approved as amended.*

### **CARRIED**

### **ADOPTION OF COMMITTEE MINUTES** from March 13, 2019

Moved by: Larry Payeur

Seconded by: Andrew Steunenber

***THAT** the minutes from the March 13, 2019 Commercial Leaseholder Committee be approved.*

### **CARRIED**

### **PLAZA PARKING – LIONS PARKING LTD.**

- A discussion was had regarding the Plaza parking. Key issues:
  - Confusing and inconsistent signage.



- Confusion for people at the meters when registering for the 2 free hours, with the payment option for the third hour.
- Plaza parking lot being filled with people going to the beach for the day and leaving no spaces for patrons of the Plaza.
- Plaza merchants feel that the visual of a parking meter, even with signage stating 2 hr free parking, is deterring people from stopping to shop at the Plaza.
- Positive note of the parking meters is that it is a time stamp of when cars have parked.
- Can Lions Parking Ltd. patrol the Plaza parking lot on regular 2 hour intervals? Yes, it can be done.

#### **Motions:**

***THAT** the Commercial Leaseholder Committee requests that there be no pay parking in the Plaza parking lot and that there be a 2 (two) hour maximum until 6:00 pm.*

***THAT** the Commercial Leaseholder Committee requests there be improved clearer signage at the three entrances and exits of the Plaza parking lot.*

***THAT** the Commercial Leaseholder Committee requests the parking meters be removed from the Plaza parking lot.*

- A discussion regarding 15 minute parking spots will be revisited at the next committee meeting.
- Cultus Lake Business Association to bring ideas for suggested wording for the replacement Plaza parking signage to the next committee meeting.

#### **BUSINESS ARISING FROM THE CULTUS LAKE BUSINESS ASSOCIATION MEETING**

- A discussion was had regarding the marketing brochure being put together by the Cultus Lake Business Association.
- It will be delivered to 36,000 households in Chilliwack.
- The Cultus Lake Business Association has asked the Park if they would like to purchase an advertisement space and the Chief Administrative Officer will look into the options.
- The Cultus Lake Business Association will reach out to the Fraser Valley Regional District to see if they can attend the Emergency Preparedness Committee meetings with respect to dynamic signage.

#### **MISCELLANEOUS**

- The next Agenda for the Commercial Leaseholder Committee meeting will have a time for a public question section at the end of the meeting.

#### **NEXT MEETING DATE**

- April 25, 2019 at 11:00 am

#### **ADJOURNMENT OF THE MEETING**

Moved by: Andrew Steunenberg

Seconded by: Jeff Bahnman

***THAT** the March 27, 2019 Commercial Leaseholder Committee meeting be adjourned*

Meeting Adjourned at 12:55 pm







# COMMERCIAL LEASEHOLDER COMMITTEE

April 25 2019

## Meeting Minutes

### **Present:**

Casey Smit	Committee Chair/Cultus Lake Park Commissioner
Larry Payeur	Committee Vice-Chair/Cultus Lake Park Commissioner
Joe Lamb	Board Chair
Andrew Steunenberg	Appointee
Jeff Bahnman	Appointee
Bonny Bryant	CAO-Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

### **Absent: N/A**

### **Members of the Public:**

Bob McCrea	Cultus Lake Business Association - Administrator
Pam Blakeway	Sleepy Hollow Gems
Don Kinny	Sleepy Hollow Gems
Steve Marks	Cultus Lake Marina

The meeting was called to order by the Chair at 5:05 pm.

### **ADOPTION OF AGENDA**

Moved by: Andrew Steunenberg

Seconded by: Jeff Bahnman

***THAT*** the agenda for the April 25, 2019 Commercial Leaseholder Committee be approved.

### **CARRIED**

### **ADOPTION OF COMMITTEE MINUTES** from March 27, 2019

Moved by: Casey Smit

Seconded by: Andrew Steunenberg

***THAT*** the minutes from the March 27, 2019 Commercial Leaseholder Committee meeting were approved via email on April 5, 2019.

### **CARRIED**

## **RESOLUTIONS FROM THE APRIL 17, 2019 CULTUS LAKE PARK BOARD MEETING RE: COMMERCIAL LEASEHOLDER COMMITTEE RECOMMENDATIONS TO THE BOARD**

- A discussion was had regarding the recommendations put forward by the Commercial Leaseholder Committee and the resolutions from the April 17, 2019 Cultus Lake Park Board meeting.
- One suggestion was for individual commercial leaseholders to contact the Park by submitting a letter stating their individual needs regarding parking in the Plaza.
- Moving forward with parking in the plaza for the season the main focus will be consistent signage with clearer directions. Bob McCrea to collect information and input regarding parking and meter signage in the plaza.

## **BUSINESS ARISING FROM THE CULTUS LAKE BUSINESS ASSOCIATION MEETING**

- Marketing – The Cultus Lake Business Association was pleased with the Cultus Lake Park Boards decision to add to the budget for marketing and promoting the week day incentives to visit the lake.
- The Cultus Lake Business Association is working with Tourism Chilliwack to show/share Cultus Lake with them so they are able to promote Cultus Lake with personal knowledge.
- Social media promoters to come early to be able to promote for the rest of the season.
- The Special Events Bylaw was discussed and explained regarding food trucks, as some commercial leaseholders had concerns.
- There is a negative impact from the Garrison area traffic, is there anything the Park can do? Hopefully the roundabouts at the bottom of the hill will help alleviate some traffic, results of an impact study will show if they have.

## **NEXT MEETING DATE**

- May 22, 2019 at 11:00 am

## **ADJOURNMENT OF THE MEETING**

Moved by: Larry Payeur

Seconded by: Andrew Steunenberg

***THAT** the April 25, 2019 Commercial Leaseholder Committee meeting be adjourned*

Meeting Adjourned at 6:47 pm





# OPERATIONAL AND FINANCIAL CORE REVIEW COMMITTEE

## Meeting Minutes

May 28, 2019

### **Present:**

David Renwick	Committee Chair/Cultus Lake Park Commissioner
Casey Smit	Committee Vice-Chair/Cultus Lake Park Commissioner
Ernie Vance	Public Appointee
Brian Dyck	Public Appointee
Colleen Rogozinski	Public Appointee
Bonny Bryant	CAO-Cultus Lake Park
Erica Lee	Manager of Finance – Cultus Lake Park
Katrina Craig	Cultus Lake Park Staff

### **Absent:**

Peter Vanderhelm	Public Appointee
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### **Member of the Public:**

Bob McCrea	
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The meeting was called to order by the Chair at 8:30 am.

### **ADOPTION OF AGENDA**

Moved by: Ernie Vance  
Seconded by: Casey Smit

***THAT*** the agenda for the May 28, 2019 Operational and Financial Core Review Committee be approved.

### **ADOPTION OF COMMITTEE MINUTES** from April 30, 2019

Moved by: David Renwick  
Seconded by: Colleen Rogozinski

***THAT*** the minutes from the April 30, 2019 Operational and Financial Core Committee Meeting were approved via email on May 2, 2019

### **PRESENTATION RE: CULTUS LAKE PARKS CURRENT INSURANCE COVERAGE**

Farzad Ershad AON	RMC, CIP, CAIB, Deputy Leader and Vice President
Katie Probert AON	BBA, CAIB, CRM, Assistant Vice President of Public Sector Group

Farzad Ershad from AON made a presentation regarding Cultus Lake Park's Risk and Insurance needs and current coverage.

#### **Questions and Answer Section with Committee Members and AON Representatives**

- Additional policy for Sunnyside, loss of revenue, longer period of time, tree replacement policy and money for forest fire and trees.
- How to maintain Trails and Park Management – Manual for Safety – City of Chilliwack
- Budget for Business Insurance – How much goes to AON? Erica to find out.

A discussion took place regarding going forward with an RFP for June 2020. As a result of this discussion the following recommendations are being made to the board:

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to start the Request for Proposal (RFP) prior to June 2020 when the current policy expires.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to have AON review the Commercial Leaseholders insurance policies.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to review the cost of increasing the coverage for Sunnyside Campground regarding tree replacement and loss of revenue, including the length of term and report back to the committee with these costs.*

Moved by: Ernie Vance

Seconded by: Brian Dyck

#### **CARRIED**

#### **NEXT MEETING DATE**

- Tuesday July 2, 2019 at 8:30 am
- Review of the previous RFP for Audit Services

#### **ADJOURNMENT OF THE MEETING**

***THAT** the May 28, 2019 meeting of the Operational and Financial Core Review Committee be adjourned*

Moved by: David Renwick

Seconded by: Ernie Vance

Meeting Adjourned at 10:33 am





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550  
**SUBMITTED BY:** Bonny Bryant  
Chief Administrative Officer  
**SUBJECT:** Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019

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#### PURPOSE:

The purpose of this report is to provide the Board with information on a new Records Retention and Disposal filing system for Cultus Lake Park and for the Board to adopt the attached Bylaw.

#### RECOMMENDATION:

***THAT*** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019.

#### DISCUSSION:

Cultus Lake Park does not have a Records Retention and Disposal Bylaw in place to manage its records. In order to comply with applicable legislation, the records management system must be authorized by the governing body of Cultus Lake Park.

This bylaw does not include the attached manual. The manual stands on its own and can be amended from time to time without having to bring it forward as a bylaw amendment.

The purpose of having a Records Management system in place is to ensure that Cultus Lake Park's records of vital historical, fiscal, land and legal value are identified and preserved and that non-essential records are discarded in a timely manner according to established guidelines and identified legislation.

Benefits of a Record Management program include:

- effective management of our current records (both paper and electronic);
- reduced/eliminated level of record keeping redundancies;
- reduced storage area for records;
- assist staff to retrieve documents quicker; and
- provide timelines for the destruction of documents.

Public bodies in British Columbia are required to manage their recorded information in ways that promote transparency and openness and must make records accessible to the public in accordance with provincial legislation. This Provincial Legislation includes: the *Freedom of Information and Protection of Privacy Act, (FIPPA)*, the *Local Government Act*, the *Assessment Act*, and the *Community Charter*. Underlying such legislation is an expectation that local governments have an established record information management program.

Cultus Lake Park currently uses a records management numbering system based on the Local Government Management Association's (LGMA) "Record Management Manual for Local Government Organizations." This Manual is considered to be the "Best Practices" filing guide.

As Cultus Lake Park already uses this numbered filing system it will not be difficult for Park staff to understand and use. Having the information contained within a manual and electronically will aid in searching for file numbers.

Part of the implementation plan will be to have a training session(s) so that all staff are educated on using the filing system. This training will ensure that documents/records are filed in their correct areas for easier retrieval and correct record disposal.

Attached to this report is a manual for records retention and disposal that is based on the LGMA's Records Management Manual for Smaller Local Government Organizations, Fifth Edition, 2017. It is the most current version. This manual is based on industry standards and best practices. The manual has been revised over the years to reflect emerging technologies and is the most relevant to our needs. (Appendix "A") is the list of citations which are the applicable laws relevant to the primary number for each affected record series and gives the reasons for retaining the documents.

Staff have adapted and amended this manual to fit the needs of the Park in the following ways:

- Added sections specifically relevant to the Park:
  - Changed the word "Council" to "the Board";
  - Changed local government references to Cultus Lake Park
  - Taxation is referred to as lease fees;
  - Under Section 0810 - the individual buildings that are managed by the Park are noted separately such as Administration, Public Works, Fire Department; Cabins
  - Expanded Section 0870 – Properties Leased – Individual Residential;
  - Added Section 0875 – Properties Leased – Commercial;
  - Added Section 6150 – Sunnyside Campground;
  - Added Section 6160 – Vedder River Campground;
  - Added Section 6350 – Public Wharves;
  - Date references added to sections that the FVRD have assumed management of such as the water system, building inspection and operation of the Vedder River Campground.
- Deleted sections not relevant to the Park :
  - Section 3300 – Strata Title;
  - Section 1345 – Computer Systems – Networks and Communications, (there are still three other classification sections under the Computer Systems area that would be used);
  - Section 1385 - GIS Mapping;
  - Section 1450 - Library Services – Materials (there is still a section call 1440 – Library Services General; and
  - Section 1480 - Public Relations – Exhibits, Fairs, Exhibitions (there are still two other Public Relations sections, 1470 - General and 1475 – Advertising).

If staff needs to add to this modified filing system, they can use the filing information from the master LGMA Records Manual and insert the information into the applicable section in the Cultus Lake Park Retention and Disposal Manual. By using the information from the LGMA Manual, it ensures that the Park is using best practices for retention and disposal.

When files are deemed to be ready for disposal, staff records the file names, dates and the date of destruction. The files are then picked up by a reputable shredding company and shredded off site.

Cultus Lake Park should consider budgeting for a designated Records Management Software Program as we presently are using the Microsoft Word program for filing.

**STRATEGIC PLAN:**

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared and approved for submission to the Board:

  
\_\_\_\_\_  
Bonny Bryant  
Chief Administrative Officer







# Cultus Lake Park

## Records Retention and Disposal Bylaw

### Bylaw No. 1155, 2019

A Bylaw to provide for a records retention and disposal system.

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Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt bylaws, provides for the imposition of fees for services and provides for the enforcement of bylaws and payment of fines.

Sections 6(1) and 30 of the *Freedom of Information and Protection of Privacy Act*, states the municipality must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely, and to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal; and

Section 148 of the *Community Charter*, provides that a board officer is responsible for the maintenance, access and safe preservation of the minutes, bylaws and other records of the business of the board and board committees; and Section 95 (1) of the *Community Charter* provides for public access to board records.

The Cultus Lake Park Board in open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as "Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019".

#### 2. INTERPRETATION

**2.1** Words or phrases defined in the *British Columbia Interpretation Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

#### 2.2 DEFINITIONS OF TERMS

**"Designated Officer"** means the person designated and authorized to act on behalf of the Park to manage and maintain the records management system.

**"Employee"** includes a person who is employed by the Park, a member of the Park Board, a volunteer, or a service provider.

**"Park"** means Cultus Lake Park.

**"Record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

**“Records Classification and Retention Schedule (RCRS)”** means a formal schedule, as amended from time to time, that establishes the classification system and retention periods for the records of the Park and provides for their disposition.

**3. RECORDS MANAGEMENT SYSTEM ESTABLISHED**

The records management system of Cultus Lake Park is established and authorized.

**4. COMPLIANCE WITH RECORDS MANAGEMENT SYSTEM**

All records in the custody and control of the employees of Cultus Lake Park are the property of the Park. All records of Cultus Lake Park must comply with this records retention and disposal system and this Bylaw. All management and employees of Cultus Lake Park must comply with this Bylaw.

**5. RECORDS RETENTION SCHEDULE**

The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of Cultus Lake Park (the “Records Retention Schedule”). The Records Retention Schedule must also provide instruction as to the disposition of a record.

**6. DESIGNATED OFFICER**

The Designated Officer is designated and authorized to prepare, review, amend and manage the records retention and disposal schedule.

**7. DISPOSAL ORDERED BY DESIGNATED OFFICER**

When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of.

**8. SEVERABILITY**

If any section, subsection, paragraph, subparagraph or clause of the Records Retention and Disposal Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Retention and Disposal Bylaw.

**9. COMING INTO EFFECT**

The Cultus Lake Park Records Retention and Disposal Bylaw No. 1155, 2019 comes into effect upon adoption.

READ A FIRST TIME this XX day of XXXXX, 2019

READ A SECOND TIME this XX day of XXXXX, 2019

READ A THIRD TIME this XX day of XXXXX, 2019

ADOPTED this XX day of XXXXX, 2019

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Joe Lamb  
Chair, Cultus Lake Park

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Bonny Bryant  
Chief Administrative Officer/Corporate Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Records  
Retention and Disposal Bylaw No. 1155, 2019

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Cultus Lake Park  
Chief Administrative Officer





## CULTUS LAKE PARK

# Records Retention and Disposal Schedule 2019

## RETENTION PERIODS

The recommended retention period is assigned to each primary subject heading. There are three phases defined for each of these subjects:

- the active life (A), where the records are used for staff work and reference;
- the semi-active (SA) or inactive phase, where staff no longer uses the records, but the records may be needed for regulatory, audit or other requirements. At this stage, records are removed to storage, and
- the final disposition (FD) phase, where the records are destroyed or retained permanently.

The basis for each retention is from the appraised value of the records, and also incorporates any legal requirements for retention.

A comprehensive table shown in Appendix A outlines those records (indicated by primary series number) with a defined retention period, as well as those records where there is a legal requirement to create and maintain records, but no defined period for retaining them.

## RETENTION SCHEDULE TIME PERIOD CODES

The time periods for retention of record series are provided with every subject heading. Three columns are provided on the right side of the page:

“**A**” indicates the time period during which the record series is active, and required for daily business in the office.

“**SA**” indicates the time period during which the record series must be retained by the organization for regulatory or other reasons, but the records are semi-active and no longer needed for daily business. These may be removed from the active office space to a less costly storage location.

“**FD**” indicates final disposition, once the record series has been retained for all required purposes.

Where applicable, a note indicates a citation to a relevant law or regulation. Full legal citations are provided as Appendix A.

The various codes are defined as follows:

A = active	SA = semi active	FD = final disposition
CY = calendar year	FY = fiscal year	
w = week	m = month	y = year
SR = selective retention	FR = full retention	

SO = until superseded or obsolete (each condition is noted)

P = permanent retention\*      D = destroy      NA = not applicable  
ARC = archives (where organizational archives exist)

\* legal or business obligation to retain permanently

Some of the subject headings include the notation “PIB”, indicating that the record category is a Personal Information Bank, requiring protection processes according to the *Freedom of Information and Protection of Privacy Act*.

Some of the subject headings include the notation “VR” indicating that the record category is considered a vital or essential record category, requiring protection processes according to the risk or threat assessment that a disaster may create.

**The retention patterns for non-legal retention are as follows:**

**Group 1** – Keep until updated or superceded, or retain for no longer than one year, then destroy; **(SO or CY, nil, D)**

This applies to duplicate materials, transitory documents and draft items

**Group 2** – Keep active for current year plus one, store for six years, destroy **(CY+1, 6y, D)**

(Keep in active workspace for current year plus one additional year. Move to a storage space for six years. Destroy in the 9th year.)

This is the default recommendation for all “general” materials in any subject area. This category also generally applies to most financial and reporting records.

**Group 3** – Keep active for current year plus one, store for eight years, destroy **(CY+1, 8y, D)**  
(Keep in active workspace for current year plus one additional year. Move to a storage space for 8 years. Destroy in the 11th year.)

This applies to most working notes, project related correspondence, and other items excepting for final reports and recommendations

**Group 4** – Keep active until completed, store for seven years, destroy **(SO, 7y, D)**

(Keep active until updated, replaced or expired and all obligations cease. Move to a storage space for seven years, Destroy in the 8th year.)

This applies to most legal agreements, arrangements, programs and other continuing items, where the retention period applies after the agreement is completed, the program is completed or the relationship is terminated of and all obligations are completed.

**Group 5** – Keep active until completed, store for ten years, destroy **(SO, 10y, D)**

(Keep active until updated, replaced or expired and all obligations. Move to a storage space for ten years, Destroy in the 11th year.)

This applies to most project materials, and other continuing items, where the retention period applies after the work is completed or the relationship is terminated of and all obligations are completed. This category is similar to Category 4, with an additional two years for retention, and applies where similar projects may arise and the information has continuing working value.

**Group 6** – Keep for the current year or until updated, move to storage or safekeeping, keep permanently  
**(SO or CY, nil, P)**

(Keep active for the current year or until updated, replaced or expired. Transfer custody to an archives or move to a permanent storage location and retain for the duration of the organization.)

This applies to minutes, publications, reporting documents and related reporting information, agreements, most policies, procedures and activities that are required for the lifetime of the local government, infrastructure records, historic documents, as well as reports and data useful for long term planning and analysis.



**SECTION 1**

**ADMINISTRATION**

**PRIMARY NUMBERS**

**0100 - 0699**

Section 1 covers a wide variety of general subjects relating to administrative and managerial services, associations, the meetings and committees of the Board, other committees, conferences, meetings, etc.

See Section 4, Information Systems and Services, for subjects relating to computer systems, public relations and other information services.

**0100 - ADMINISTRATION – 0699**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

0110	Administration – General
0112	Administration – Incorporation Includes files from the Future Governance of Cultus Lake Park – Governance Committee
0135	Acts and Legislation
0175	Acts and Legislation – Federal
0200	Acts and Legislation – Other Local Governments
0220	Appreciation, Complaints, Inquiries
0230	Associations, Clubs, Societies
0290	Awards
0300	Badges, Emblems & Flags
0320	Campaigns and Canvassing
0330	Ceremonies and Celebrations
0340	Circulars, Directives, Orders, Manuals, Policies
0360	Committees and Commissions/Meetings
0390	Conferences, Seminars, Symposia
0410	Cooperation and Liaison
0420	Cooperation and Liaison - Crown Corporations
0430	Cooperation and Liaison – Federal Government
0470	Cooperation and Liaison – Local Government
0475	Cultus Lake Cabins – moved to 0810
0480	Regional Government – Cooperation and Liaison
0485	First Nations Groups – Cooperation and Liaison
0490	Universities, Colleges and Schools
0510	Corporations, Companies, Firms
0530	Board - General
0540	Board - Committees
0550	Board - Meetings
0560	Board - Meetings – Closed
0570	Delegation of Authority
0580	Information and Privacy
0584	Office of the Ombudsperson
0595	Logos Intellectual Property and Trademark
0600	Management Services/Reviews
0610	Office Services
0620	Plans and Programs
0630	Proclamations and Special Declarations
0640	Reports and Statistics
0680	Security
0695	Visits and Tours

## 0100 - ADMINISTRATION - 0699

A SA FD

### 0110 ADMINISTRATION – GENERAL Retention Group 2

CY+1 6y D

Includes records relating generally to administrative functions which are not found elsewhere in this section.

See Legal Citation Number 34, Appendix A.

-01 General

-20 Convenience Files

Note: These are convenience copies of correspondence compiled for administrative convenience only. Classify the official file copy under the appropriate subject.

-30 Appointment Books, Calendars, Diaries

Note: Diaries relating to specific subjects should be classified under the appropriate subject.

### 0112 ADMINISTRATION – INCORPORATION Retention Group 6

SO nil P

Includes records relating to the incorporation of the Park, including letters patent and other founding documents.

-01 General

-20 Letters Patent (VR)

### 0135 ACTS AND LEGISLATION Retention Group 1

SO nil D

Includes records relating to general information on acts and legislation Includes comparative studies of legislation from various levels of government. Where required, subdivide by jurisdiction

-01 General

-02 Comparative Studies

-20 Legislation, by jurisdiction

\*SO=until updated or replaced

**0100 - ADMINISTRATION - 0699****A      SA      FD****0175 ACTS AND LEGISLATION - FEDERAL  
Retention Group 1****SO      nil      D**

Includes records relating to federal acts and legislation. Includes comparative studies of legislation from the federal government.

- 01    General
  - 02    Comparative Studies
  - 20    Legislation, by jurisdiction
- \*SO=until updated or replaced

**0200 ACTS AND LEGISLATION – OTHER LOCAL GOVERNMENTS    SO      nil      D  
Retention Group 1**

Includes records relating to local government acts and legislation. Includes comparative studies of legislation from various local governments. Where required, subdivide by jurisdiction.

- 01    General
  - 02    Comparative Studies
  - 20    Legislation, by jurisdiction
- \*SO=until updated or replaced

**0220 APPRECIATION, COMPLAINTS, INQUIRIES                      CY+1    6y      D  
Retention Group 2**

Includes general letters of appreciation, complaint, condolence, congratulation, invitation, and criticism.

- 01    General
- 20    Complaints, by dept, issue (PIB)

**0230 ASSOCIATIONS, CLUBS, SOCIETIES                      CY+1    6y      D  
Retention Group 2**

Includes correspondence, proceedings, minutes, annual reports, financial statements, membership fees, etc. related to associations, clubs, federations, foundations, leagues, orders, societies and similar organizations.

For committees and commissions, see primary 0360 and 0540.

See Legal Citation Number 35, 94, Appendix A.

**0100 - ADMINISTRATION - 0699****A SA FD****0230 ASSOCIATIONS, CLUBS, SOCIETIES (con't)****CY+1 6y D**

For a further breakdown within an individual organization, use the following categories:

- 01 General
- 02 Agenda
- 03 Minutes
- 04 Attendance lists
- 05 Membership lists (PIB)
- 06 Reports
- 07 Financial statements/budgets
- 08 Newsletters/bulletins

- 01 General
- 20 Associations, Clubs, Societies, alpha by name

**0290 AWARDS****SO nil P****Retention Group 6**

Includes records relating to the presentation of awards or the receipt of awards by Cultus Lake Park.

See Legal Citation Number 36, Appendix A.

- 01 General
- 20 Awards, individual, by name and date

**0300 BADGES, EMBLEMS AND FLAGS****SO nil P****Retention Group 6**

Includes records relating to the applications for patents, copyrights, logos or trademarks (intellectual property) made on behalf of Cultus Lake Park. Also includes records relating to infringements, permission to use copyright material, etc. Also includes records relating to the use, wearing or flying of badges, emblems, insignia, coats of arms, crests, pennants, flags, etc.

See Legal Citation Number 44, 98, Appendix A.

- 01 General
- 02 Flags/Pennants
- 03 Emblems/Badges
- 04 Visual Identity Program
- 20 Intellectual property, by name, registration (VR) (\*SO=Until expiry of registration)

**0100 - ADMINISTRATION - 0699**

**A SA FD**

**0320 CAMPAIGNS AND CANVASSING**  
**Retention Group 2**

**CY+1 6y D**

Includes records relating to the Cancer Society, United Way, blood donor or flu clinics and other drives and campaigns.

- 01 General
- 20 Campaigns by name

**0330 CEREMONIES AND CELEBRATIONS**  
**Retention Group 6**

**SO nil P**

Includes records relating to special ceremonies, inaugurations, laying of corner stones, dedications, celebrations, etc.

- 01 General
- 20 Celebrations, by name and date

**0340 CIRCULARS, DIRECTIVES, ORDERS, MANUALS, POLICIES**  
**Retention Group 6**

**SO nil P**

Includes administrative and operating manuals, bulletins, directives, instructions, etc. Also includes policies and procedures.

For publications to external agencies, see Section 4, Information Systems and Services.

- 01 General
- 20 Administrative and operating manuals (VR)
- 50 Policies and procedures (VR)

**0360 COMMITTEES AND COMMISSIONS/MEETINGS**  
**Retention Group 6**

**SO nil P**

Includes records relating to the establishment, organization and functions of external boards, commissions, committees, councils, groups, panels, subcommittees, task forces and working groups not shown elsewhere. Includes agenda, notices, minutes, reports and other records.

For associations, clubs, societies, etc. see primary 0230.

For Board committees and meetings see primary 0540 to 0570.

**0100 - ADMINISTRATION - 0699****A      SA      FD****0360   COMMITTEES AND COMMISSIONS/MEETINGS (con't)      SO      nil      P**

Note: create individual primaries for organizations such as the Fraser Valley Regional District (FVRD), Police Board, Library Board, etc. as required. For a further breakdown within an individual committee, use the following categories:

- 01    General
- 02    Agendas
- 03    Minutes
- 04    Attendance lists
- 05    Membership lists and appointments (PIB)
- 06    Reports
- 07    Financial statements
- 08    Terms of reference

- 01    General
- 20    Commissions and Committees, alpha by name

**0390   CONFERENCES, SEMINARS, SYMPOSIA      CY+1   6y      D**  
**Retention Group 2**

Includes records relating to participation in or the establishment, organization and functions of conferences, seminars and symposia, meetings or event. (Note: these are contrasted with associations, clubs and societies with which the Park staff has continuing relationships beyond the events. Where an association hosts or sponsors an event, file with the association.) Includes agendas, notices, minutes, reports and other records.

For associations, clubs, societies, see primary 0230.

For committees and commissions, see primary 0360.

- 01    General
- 20    Conferences, seminars, etc. alpha by title, date

**0100 - ADMINISTRATION - 0699**

**A SA FD**

**0410 COOPERATION AND LIAISON  
Retention Group 2**

**CY+1 6y D**

Includes records of a general nature relating to liaison activities with organizations not shown elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

- 01 General
- 50 International Agencies
- 90 Health Authorities

**0420 COOPERATION AND LIAISON - CROWN CORPORATIONS  
Retention Group 2**

**CY+1 6y D**

Includes records of a general nature relating to liaison activities with Crown Corporations not shown elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

- 01 General

**0430 COOPERATION AND LIAISON – FEDERAL GOVERNMENT  
Retention Group 2**

**CY+1 6y D**

Includes records of a general nature relating to liaison activities with organizations not shown elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

- 01 General

**0470 COOPERATION AND LIAISON –LOCAL GOVERNMENT  
Retention Group 2**

**CY+1 6y D**

Includes records of a general nature relating to liaison activities with organizations not shown elsewhere in the cooperation and liaison block. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

- 01 General



**0100 - ADMINISTRATION - 0699**

**A SA FD**

**0480 COOPERATION AND LIAISON – REGIONAL GOVERNMENT CY+1 6y D**  
**Retention Group 2**

Includes records of a general nature relating to liaison activities with Regional Government. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

-01 General

**0485 COOPERATION AND LIAISON – FIRST NATIONS GOVERNMENT CY+1 6y D**  
**Retention Group 2**

Includes records of a general nature relating to liaison activities with Regional Government. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

-01 General

**0490 COOPERATION AND LIAISON – UNIVERSITIES, COLLEGES/SCHOOLS CY+1 6y D**  
**Retention Group 2**

Includes records of a general nature relating to liaison activities with Regional Government. Liaison activities include the exchange of information, routine notifications and inquiries, offers of service, etc. Material on a specific subject should be placed in the appropriate subject file.

-01 General

**0510 CORPORATIONS, COMPANIES, FIRMS CY+1 6y D**  
**Retention Group 2**

Includes records of a general and routine nature relating to corporations, companies and firms. Such material includes solicitations, brochures, inquiries, offers of service, etc. For material on a specific subject, e.g. contracts, accounts payable or receivable, file with the appropriate subject primary.

See Number 1, 37, 95, Appendix A.

-01 General

-20 Companies, alpha by name

**0100 - ADMINISTRATION - 0699**

**A SA FD**

**0530 BOARD – GENERAL  
Retention Group 6**

**SO nil P**

Includes records of a general nature relating to the governing body (the Board) which do not appear in other related subject areas.

For committees of the Board, see primary 0540.

For meetings of the Board, see primary 0550.

See Legal Citation Number 38, Appendix A.

-01 General

**0540 BOARD – COMMITTEES  
Retention Group 6**

**SO nil P**

Includes records relating to the establishment, organization and functions of the committees of the Board. Agendas, minutes, lists of appointments, reports and general information will be included.

See Legal Citation Number 39, Appendix A.

-01 General

-20 Committees (VR)

**0550 BOARD – MEETINGS  
Retention Group 6**

**SO nil P**

Includes the records of the meetings of the Board. Each meeting includes agenda packages, minutes, reports and other information from the meetings of the Board.

See Legal Citation Number 40, Appendix A.

-01 General

-20 Meetings, by date (VR)

**0100 - ADMINISTRATION - 0699**

**A      SA      FD**

**0560    BOARD – MEETINGS – CLOSED**  
**Retention Group 6**

**SO      nil      P**

Includes the records of the Closed meetings of the Board. Each meeting includes agenda packages, minutes, reports and other information from the meetings of the Board.

- 01    General
- 20    Meetings, by date (VR)

**0570    DELEGATION OF AUTHORITY**  
**Retention Group 1**

**SO      nil      D**

Includes records relating to the delegation of authority, including resolutions, signing authorities and related matters.

- 01    General
- 20    Authorities, by date, name

**0580    INFORMATION AND PRIVACY**  
**Retention Group 5**

**SO      10y      D**

Includes records relating to the administration and management of information and privacy issues. Also includes requests made to the Park under the British Columbia *Freedom of Information and Protection of Privacy Act*.

See Legal Citation Number 2, 41, 96, Appendix A.

- 01    General
  - 20    Access Requests (PIB)
  - 30    Privacy Protection Requests (PIB)
  - 50    Appeals to Commissioner
- (\*SO=until appeal is complete, retain permanently for reference and precedents)

## 0100 - ADMINISTRATION – 0699

		A	SA	FD
0584	OFFICE OF THE OMBUDSPERSON	CY+1	6y	D
	Retention Group 2			
	Includes records relating to the investigations by the Office of the Ombudsperson under the British Columbia <i>Ombudsperson Act</i> . For heritage conservation investigations by the Office of the Ombudsperson under the <i>Local Government Act</i> , see primary 6800.			
	See Legal Citation Number 43 Appendix A.			
	-01	General		
	-20	Complaints, by dept, issue (PIB)		
0595	INTELLECTUAL PROPERTY – LOGO/TRADEMARK	SO	nil	P
	Retention Group 6			
	Includes records relating to the applications for patents, copyrights, logos or trademarks (intellectual property) made on behalf of the Park. Also includes records relating to infringements, permission to use copyright material, etc. Also includes records relating to the use, wearing or flying of badges, emblems, insignia, coats of arms, crests, pennants, flags, etc.			
	See Legal Citation Number 44, 98, Appendix A.			
	-01	General		
	-02	Flags/Pennants		
	-03	Emblems/Badges		
	-04	Visual Identity Program		
	-20	Intellectual property, by name, registration (VR)		
	(*SO=Until expiry of registration)			
0600	MANAGEMENT SERVICES/REVIEWS	SO	7y	D
	Retention Group 4			
	Includes records relating to management improvement studies, office surveys and other records relating to management information systems, operation performance surveys, etc.			
	-01	General		
	-20	Reviews, by name, date		
	*SO=until completed			

## 0100 - ADMINISTRATION – 0699

	A	SA	FD
<b>0610 OFFICE SERVICES</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records relating to internal and external office services and procedures, including duplication and reproduction services, secretarial and typing services, translation services, mail and courier services, etc.

-01 General

<b>0620 PLANS AND PROGRAMS</b>	<b>SO</b>	<b>10y</b>	<b>D</b>
<b>Retention Group 5</b>			

Includes records relating to internal program planning coordination and direction, including the development and execution of plans of all types in relation to program goals and objectives. Also includes the review and analysis of plans and programs.

See Primary 6430 for strategic planning.

-01 General

-20 Plans, by date

\*SO = until completed

<b>0630 PROCLAMATIONS AND SPECIAL DECLARATIONS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to proclamations and special declarations issued by the Cultus Lake Park Board. For information on ceremonies and celebrations, see primary 0330.

-01 General

-20 Proclamations and special declarations, by date, name

<b>0640 REPORTS AND STATISTICS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes administrative reports and statistics.

Note: where volume requires, subdivide by frequency of issue.

-01 General

-20 Annual reports and statistics, by date (VR)

-30 Reports, in date order

## 0100 - ADMINISTRATION – 0699

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>0680</b>	<b>SECURITY</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records relating to security issues including personnel security, information security, and physical security.

See Legal Citation Number 45, Appendix A.

- 01 General
- 20 Information security (VR)
- 30 Personnel security (PIB) (VR)
- 40 Physical security (VR)

<b>0695</b>	<b>VISITS AND TOURS</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records related to the arrangement, preparation, and conduct of visits and travel to and from other cities, provinces and countries, and visits of officials to Cultus Lake Park from other locations. Includes itineraries, reports and other related records. For travel expenses and claims, see primary 1800.

- 01 General
- 20 Visits to other locations, by date and location
- 50 Visits from other officials, by date, name of organization

**SECTION 2**

**BUILDINGS, FACILITIES AND PROPERTIES**

**PRIMARY NUMBERS**

**0700 - 0999**

Section 2 is concerned with subjects involving the acquisition of accommodation for Cultus Lake Park through the purchase of existing buildings and land, or through the construction of new buildings and facilities such as the visitor services centre, gazebos, or other structures. These properties are altered, developed and maintained according to the particular needs of the Park. Also included are subjects such as communication systems and utilities.

For fire prevention, see Section 14, Protective Services.

**0700 - BUILDINGS, FACILITIES AND PROPERTIES - 0999**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 0710 Buildings, Facilities and Properties - General
- 0720 Facilities General – (includes Plaza and Main Beach Washroom Facilities)
- 0730 Buildings - General
- 0810 Buildings – Individual
- 0870 Properties (Leased) RESIDENTIAL
- 0875 Properties (Leased) COMMERCIAL
- 0890 Properties (Park Owned) – General
- 0910 Properties – Acquisition
- 0970 Utilities – General (Includes garbage collection, Hydro, Cable, Telephones)



## 0700 - BUILDINGS, FACILITIES AND PROPERTIES - 0999

		A	SA	FD
0710	<b>BUILDINGS, FACILITIES AND PROPERTIES – GENERAL</b>	CY+1	6y	D
	<b>Retention Group 2</b>			

Includes records relating to all buildings, facilities and properties not shown elsewhere in this section.

For physical security of buildings, facilities and properties see primary 0680.

-01 General

0720	<b>FACILITIES – GENERAL</b>	SO	nil	P
	<b>Retention Group 5</b>			

Includes records of a general nature for all of the properties in Cultus Lake Park that are not included in the other primary headings.

For records relating to parks and parks operations, see Section 12, Parks Administration.

For records relating to public wharves, see 6350 in Section 12, Parks Administration

This primary may be used to file all records relating to a Cultus Lake Park property, using the following secondary headings for each property:

- 01 General
- 02 Planning, design and construction
- 03 Modifications and alterations
- 04 Maintenance and utilities
- 05 Parking
- 06 Disposal

-01 General

-20 Individual properties, by Name

## 0700 - BUILDINGS, FACILITIES AND PROPERTIES - 0999

	A	SA	FD
<b>0810 BUILDINGS – INDIVIDUAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records for individual buildings, facilities and structures owned and maintained by the Park. File records by standard building number or by name, using the following secondary categories:

- 01 General
  - 02 Planning, design and construction
  - 03 Modifications and alterations
  - 04 Maintenance
  - 05 Parking
  - 06 Disposal
- 
- 01 General
  - 20 Individual buildings, by name (VR)
    - 01 – Administration Office
    - 02 – Public Works
    - 03 – Fire Department
    - 04 – Visitor Services/Community Police/Bylaw Enforcement
    - 05 Cabins
      - 01 – Arbutus
      - 02 – Birch
      - 03 – Cedar
      - 04 – Dogwood
      - 05 – Elm
      - 06 – Fir
      - 07 – Forestview
      - 08 – Lakeside

\*SR=retain precedents and statistics permanently

<b>0870 PROPERTIES (LEASED) INDIVIDUAL - RESIDENTIAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes individual records relating to the development, zoning, dwelling and other pertinent information on all residential leased lands within the Park area.  
(These records constitute the master property records for all residential leased properties within the Park.)

- 01 General
- 20 Leased property, by Lot number

\*SR=retain precedents and statistics permanently

## 0700 - BUILDINGS, FACILITIES AND PROPERTIES - 0999

	A	SA	FD
<b>0875 PROPERTIES (LEASED) COMMERCIAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes individual records relating to the development, zoning, and other pertinent information on all commercially leased lands within the Park area. (These records may constitute the master property records for all commercially leased properties within the Park.)

-01 General

-20 Leased property, by account number

\*SR=retain precedents and statistics permanently

<b>0910 PROPERTIES ACQUISITION (CULTUS LAKE PARK OWNED) –</b>			
<b>GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records of a general nature for all of the properties owned by the Park that are not included in the other primary headings.

For records relating to parks and parks operations, see Section 12, Parks Administration.

This primary may be used to file all records relating to a Park owned property, using the following secondary headings for each property:

- 01 General
- 02 Land acquisition
- 03 Planning, design and construction
- 04 Modifications and alterations
- 05 Maintenance and utilities
- 06 Parking
- 07 Disposal

-01 General

-20 Individual properties, by address (VR)

## 0700 - BUILDINGS, FACILITIES AND PROPERTIES - 0999

	A	SA	FD
<b>0970 UTILITIES</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records relating to the various building utilities: environmental controls such as air conditioning, ventilation and heating, garbage disposal, gas, lighting and electrical systems and facilities, and water and plumbing facilities.

- 01 General
- 02 Heating systems
- 03 Air conditioning/ventilation
- 04 Garbage disposal
- 05 Gas
- 06 Lighting and electrical systems
- 07 Water and plumbing systems
- 08 Energy management

## **SECTION 3**

### **EQUIPMENT AND SUPPLIES**

#### **PRIMARY NUMBERS**

##### **1000 - 1299**

Section 3 covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing, and other related subjects, through to the ultimate disposal or write-off of obsolete or surplus materials.

For payments related to equipment and supplies, see Section 5, Finance.

## **1000 - EQUIPMENT AND SUPPLIES – 1299**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 1010 Equipment and Supplies – General
- 1015                               - Vendors
- 1025 Asset Control and Inventories
- 1065 Computers General
- 1070   - Hardware
- 1075   - Software
- 1090 Disposal and Surplus
- 1100 Fire Fighting Equipment
- 1170 Office Machines and Equipment
- 1190 Parks Equipment and Supplies
- 1200 Procurement   - General
- 1210                               - Purchase Orders and Requisitions
- 1220                               - Tenders and Quotations
- 1230                               - Standing Offers (open orders)
- 1240 Public Works Equipment and Supplies - General
- 1245   - Material
- 1275 Telecommunication Equipment
- 1280 Vehicles

## 1000 - EQUIPMENT AND SUPPLIES - 1299

A SA FD

### 1010 EQUIPMENT AND SUPPLIES – GENERAL Retention Group 4

SO 7y D

Includes records relating to the general administration of equipment and supplies not shown elsewhere in this section and to the procurement of equipment and supplies including user specifications, acquisition, maintenance and repairs not found in specific primary numbers.

- 01 General
  - 02 Equipment loans
  - 03 Guarantees and warranties
  - 20 Equipment case files
  - 30 Supplies case files
- (SO = life of equipment or supplies purchase terms)

### 1015 EQUIPMENT AND SUPPLIES – VENDORS Retention Group 1

SO nil D

Includes records relating to suppliers and vendors of equipment or supplies, such as technical data, equipment catalogues, price lists, routine correspondence unrelated to specific purchases.

For purchase orders, see primary 1210.

For record of payment and invoices, see primary 1630 under Section 5 - Finance.

- 01 General
  - 20 Suppliers, alpha by name
- \*SO = until no longer a supplier

### 1025 ASSET CONTROL AND INVENTORIES Retention Group 4

SO 7y D

Includes records relating to the control of fixed assets excluding buildings and lands, and stock inventory, including receipt, storage, inventorying and stocktaking. This section does not include records relating to financial assets.

- 01 General
- 02 Asset loss
- 03 Warehouse inventory
- 20 Fixed assets control case files (VR) (SO = until loss is written off)



**1000 - EQUIPMENT AND SUPPLIES - 1299****A SA FD****1065 COMPUTERS – GENERAL  
Retention Group 2****CY+1 6y D**

Includes records relating to the purchase of computer equipment, including equipment evaluations, user specifications, maintenance and repairs. Includes purchasing procedures and correspondence relating to computer maintenance.

For computer system operations, see Primaries 1330 to 1345.

-01

General

**1070 COMPUTERS – HARDWARE  
Retention Group 4****SO 7y D**

Includes records relating to the purchase of computer hardware, including equipment evaluations, user specifications, issue, maintenance and repairs. Includes history and maintenance files.

-01

General

-20  
files

Hardware research

-30

Hardware history files

-40 Hardware problems and maintenance (\*SO = life of equipment)

**1075 COMPUTERS – SOFTWARE  
Retention Group 4****SO 7y D**

Includes records relating to the purchase of commercially available computer software, including software evaluations, user requirements, issue, maintenance and repairs. Includes research, history and problem files.

-01 General

-20 Software research files, by product and release no.

-25 Software history files

-30 Software maintenance and problem files (\*SO = life of software)

## 1000 - EQUIPMENT AND SUPPLIES - 1299

A SA FD

### 1090 DISPOSAL AND SURPLUS Retention Group 4

SO 7y D

Includes records relating to the disposal of surplus equipment, the destruction of equipment. For information on the recycling of paper, materials, supplies, etc., see primary number 5380. For information related to the disposal of buildings, see primary number 0790.

-01 General

-02 Disposals

-03 Write-offs

(SO = upon completion of disposal or write off transaction, and satisfaction of all audit requirements)

### 1100 FIRE FIGHTING EQUIPMENT Retention Group 4

SO 7y D

Includes records relating to the purchasing procedures for fire fighting equipment, including justification, specifications, issue, testing, maintenance and repairs.

See Legal Citation Number 46, 101, Appendix A.

-01 General

-20 Equipment, individual

### 1170 OFFICE MACHINES AND EQUIPMENT Retention Group 4

SO 7y D

Includes records relating to the purchasing of office machines and equipment (photocopiers, etc.), including specifications, acquisition, maintenance and repairs. For computer equipment (hardware and software) purchase, see primary numbers 1065 to 1075.

-01 General

-20 Office machine history files (SO = life of machine)

## 1000 - EQUIPMENT AND SUPPLIES - 1299

A SA FD

### 1190 PARKS EQUIPMENT AND SUPPLIES Retention Group 4

SO 7y D

Includes records relating to the purchasing of parks equipment and supplies, including specifications, acquisition, maintenance and repairs.

-01 General

-20 Equipment history files (SO = life of equipment)

### 1200 PROCUREMENT – GENERAL Retention Group 2

CY+1 6y D

Includes records not shown elsewhere in the purchasing section, which generally relate to the purchase, requisition storage and issue of equipment and supplies. This primary also includes methods of purchasing not shown elsewhere.

-01 General

### 1210 PROCUREMENT – PURCHASE ORDERS AND REQUISITIONS Retention Group 2

CY+1 6y D

Includes records relating to procurement and purchasing actions through requisitions and the commissioning of purchase orders.

For invoices generated from purchase orders, see primary 1630.

-01 General

-20 Purchase requisitions, alpha by vendor name

-30 Purchase orders, if filed separately

### 1220 PROCUREMENT – TENDERS AND QUOTATIONS Retention Group 2

CY+1 6y D

Includes records relating to purchasing through the securing of tenders, proposals and quotations. This primary may be used if the tender information is not filed with the purchase orders and requisitions.

-01 General

-20 Tenders and quotations, in alpha or numeric order

**1000 - EQUIPMENT AND SUPPLIES - 1299**

**A SA FD**

**1230 PROCUREMENT – STANDING OFFERS – (OPEN ORDERS) CY+1 6y D**  
**Retention Group 2**

Includes records relating to commodities or services available by standing order, including the names of contractors, their addresses, and offer expiry dates.

-01 General

-20 Standing offers, by name of product or service and contractors' name

**1240 PUBLIC WORKS EQUIPMENT AND SUPPLIES**  
**– GENERAL**

Includes records relating to the purchasing of public works related equipment and supplies not shown elsewhere in this block. Includes justification, specifications, issue, maintenance and repair.

See Legal Citation Number 47, 102, Appendix A

-01 General

CY+1 2y D

-20 Equipment history files  
(SO = life of equipment)

SO nil D

**1245 PUBLIC WORKS EQUIPMENT AND SUPPLIES –**  
**MATERIAL**  
**Retention Group 2**

**CY+1 6y D**

Includes records relating to the purchasing of public works material, including justification, specifications and issue.

-01 General

## 1000 - EQUIPMENT AND SUPPLIES - 1299

A SA FD

### 1275 TELECOMMUNICATION EQUIPMENT Retention Group 4

SO 7y D

Includes records relating to the purchasing, justification, specifications and issue of telecommunications equipment, including maintenance and repairs.

- 01 General
- 02 Base stations
- 03 Cellular phones
- 04 Facsimiles
- 05 Modems
- 06 Portables
- 07 Radios
- 08 Radiotelephones
- 09 Repeaters
- 10 Telephone calling cards
- 11 Telephones
- 12 Voice messages (\*SO = life of equipment)

### 1280 VEHICLES

Includes records relating to the purchasing, justification, specifications and issue of vehicles, including maintenance and repairs.

See Legal Citation Number 5, Appendix A.

- |     |                                     |       |     |   |
|-----|-------------------------------------|-------|-----|---|
| -01 | General                             | CY+1  | nil | D |
| -20 | Vehicle history files               | SO*+1 | nil | D |
|     | (SO = until vehicle is disposed of) |       |     |   |

## **SECTION 4**

### **INFORMATION SYSTEMS AND SERVICES**

#### **PRIMARY NUMBERS 1300 - 1599**

Section 4 includes subjects relating to the information systems in use, including computer applications, system usage, data resource management, and information services, including publications and presentations, internal library services, mail, courier and postal services, record management, archives management and public relations.

## **1300 - INFORMATION SYSTEMS AND SERVICES - 1599**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

1320	Archives	
1335	Computer Systems	- General – Applications
1345	Computer Systems	- Networks and Communication
1390	Information Services	- General
1405		- Books and Publications
1415		- Lectures and Speeches
1420		- Photographs
1425		- Public Programs
1440	Library Services – General	
1460	Mail, Postal, Courier Services	
1470	Public Relations – General	
1475	Public Relations - Advertising	
1490	Records Management	
1495	Websites and Intranet	



## 1300 - INFORMATION SYSTEMS AND SERVICES - 1599

		A	SA	FD
1320	<b>ARCHIVES</b>	SO	nil	P
	<b>Retention Group 6</b>			

Includes records which describe archival material, the designation of Cultus Lake Park materials for archival preservation, the creation of facilities for an internal archives and other related records. Note: an archives organization will require more detailed subject headings to cover the full extent of operations.

- 01 General
- 20 Accessions, by number (VR)  
\*SO=until receipt and processing of accession
- 30 Arrangement and description projects, by name  
\*SO=upon completion of project
- 40 Appraisal projects, by name  
\*SO=upon completion of project
- 50 Conservation projects, by name  
\*SO=upon completion of project
- 60 Access projects, by name  
\*SO=upon completion of project

1335	<b>COMPUTER SYSTEMS – GENERAL - APPLICATIONS</b>	CY+1	6y	D
	<b>Retention Group 5</b>			

Includes records related to the administration of computer system applications. Includes design information (project proposals, system requirements, specifications, etc.) and development and implementation strategies (technical working notes and progress reports). For purchasing information, see Primary 1065 to 1075.

See Legal Citation Number 48, Appendix A.

- 01 General
- 20 Applications, by name description (VR) (SO = until upgraded

1345	<b>COMPUTER SYSTEMS – NETWORKS AND COMMUNICATION</b>	SO	7y	D
	<b>Retention Group 4</b>			

Includes documentation relating to communication networks used to interconnect terminals and hosts of the computer system(s).

- 01 General
- 20 Networks, by name and description

## 1300 - INFORMATION SYSTEMS AND SERVICES - 1599

	A	SA	FD
<b>1390 INFORMATION SERVICES – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the general administration of public relations and public affairs not shown elsewhere in the information services and public relation sections. Includes news clippings, communication plans, etc.

- 01 General
- 02 News clippings

<b>1405 INFORMATION SERVICES – BOOKS AND PUBLICATIONS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the administration, printing, production, sale and distribution of all published materials, including books, maps, plans, drawings, brochures, pamphlets, bulletins, etc. Individual publication files include manuscripts, source document information, etc.

- 01 General
- 02 Inventory of publications (\*SO=when updated)
- 03 Pricing
- 20 Individual publications, by name (VR) (\*SO=when completed)

<b>1415 INFORMATION SERVICES – LECTURES AND SPEECHES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to speeches, lectures, addresses and the arrangements for speaking engagements.

- 01 General
- 20 Individual speeches, by author, date (VR)

## 1300 - INFORMATION SYSTEMS AND SERVICES - 1599

		A	SA	FD
<b>1420</b>	<b>INFORMATION SERVICES – PHOTOGRAPHS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to the acquisition, use and retention of photographic prints and negatives.			
	-01	General		
	-20	Photographs, by topic, date (VR)		
<b>1425</b>	<b>INFORMATION SERVICES – PUBLIC PROGRAMS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to activities interacting with the public, including educational institutions and other organizations.			
	-01	General		
	-20	Individual programs, by title (VR) (*SO=when completed)		
<b>1440</b>	<b>LIBRARIES – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			
	Includes records of a general nature relating to the administration, use and operation of public libraries, and liaison with public libraries in the FVRD.			
	-01	General		
	-20	Branches, by location (*SR=retain policy and program records)		
<b>1460</b>	<b>MAIL, POSTAL, COURIER SERVICES</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			
	Includes records relating to Canada Post, internal Park mail and private courier services including rates, mail functions, regulations, inquiries and reports on lost or damaged mail, articles, etc.			
	-01	General		

## 1300 - INFORMATION SYSTEMS AND SERVICES - 1599

		A	SA	FD
<b>1470 PUBLIC RELATIONS – GENERAL</b>		<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>				
Includes records relating to the general administration of public relations and media and government relation programs including records such as press releases, radio and television broadcasts, etc.				
-01	General			
-20	Press Releases, by date (VR) (SO=when released)			
<b>1475 PUBLIC RELATIONS – ADVERTISING</b>		<b>CY+1</b>	<b>8y</b>	<b>D</b>
<b>Retention Group 3</b>				
Includes records relating to advertising in newspapers and periodicals, on radio and television, etc.				
-01	General			
-20	Advertising project files			
<b>1490 RECORDS MANAGEMENT</b>		<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>				
Includes records relating to the records management program. This includes general records management operational standards and procedures, development, adoption and implementation of file classification systems, procedures and techniques for management of records systems. Each of these functions may include projects.				
-01	General			
-02	File classification system (VR) (*SO=when updated)			
-03	Records inventories (VR) (*SO=when updated)			
-04	Records retention and disposal schedule (VR) (*SO=when updated)			
-05	Records transfer lists (VR) (*SO=when completed)			
-06	Micrographics/image management (VR) (*SO=when completed)			
-07	Records destruction (VR) (*SO=when destruction takes place)			
-08	Records centres (VR) (*SO=when updated)			
-09	Forms management (VR) (*SO=when updated)			
-10	Correspondence management (VR) (*SO=when updated)			

## 1300 - INFORMATION SYSTEMS AND SERVICES - 1599

	A	SA	FD
<b>1495 WEB SITES AND INTRANET</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the administration of web sites and intranet sites, including hosting, content and management of updates to the sites.

- 01 General
- 02 Host  
(\*SO = when agreement expires)
- 20 Web site content, by  
date (VR)  
(\*SO=when  
refreshed)
- 25 Website snapshots, by date (VR)
- 30 Intranet site content, by date (VR)
- 35 Intranet snapshots, by date (VR)

# **SECTION 5**

## **FINANCE**

### **PRIMARY NUMBERS 1600 - 2199**

Section 5 includes subjects relating to financial management, including the receipt, control and expenditure of Park funds. They include accounts and accounting, audits, assessment and collection of lease fees, and other fiscal matters.

They do not include those equipment procurement subjects, which have been assigned to Section 3, Equipment and Supplies.

## 1600 - FINANCE - 2199

### PRIMARY NUMBERS AND PRIMARY SUBJECTS

1610 Finance - General  
1615 Accounting - General  
1617 - Chart of Accounts  
1620 - Cash  
1630 Accounts - Payable  
1640 - Receivable  
1650 Advances  
1660 Agreements and Arrangements  
1680 Audits  
1690 Banks and Banking  
1700 Budgets - General  
1705 - Capital  
1715 - Operating  
1730 Cheques  
1760 Debt  
1770 Donations and Bequests  
1790 Expenditure Control  
1800 Expense Accounts  
1810 Fees and Charges - General  
1830 Financial Statements  
1835 Fixed Assets  
1840 Funds  
1850 Grants to Organizations  
1855 Grants from Organizations  
1860 Investments  
1870 Letters of Credit  
1880 Reports, Statistics, Statements  
1890 Revenue Control  
1900 Salaries and Wages - Benefits and Services  
1920 - Payroll  
1940 Signing Authorities  
1950 Lease Assessments (Lease Fees)  
1970 Lease Fees - Collected - Operations  
1980 Lease Fees - Collected - Properties  
2020 Unclaimed Property



## 1600 - FINANCE - 2199

A SA FD

### 1610 FINANCE – GENERAL Retention Group 2

CY+1 6y D

Includes records relating to financial administration and management functions not shown elsewhere in this section.

-01 General

### 1615 ACCOUNTING – GENERAL Retention Group 2

CY+1 6y D

Includes records relating to the general administration of accounting systems and procedures reconciliations and information not shown elsewhere in the accounting block.

-01 General

-20 Reconciliations (coded by account number)

### 1617 ACCOUNTING – CHART OF ACCOUNTS Retention Group 4

SO 7y D

Includes records relating to the assignment and maintenance of accounting codes (chart of accounts).

-01 General

-20 Accounting codes/Chart of  
accounts (VR) (SO= until  
modified or changed)

### 1620 ACCOUNTING – CASH Retention Group 2

CY+1 6y D

Includes records relating to cash control including cash receipt journals, etc.

-01 General

-20 Cash control

**1600 - FINANCE - 2199****A SA FD****1630 ACCOUNTS – PAYABLE**  
**Retention Group 2****CY+1 6y D**

Includes records relating to payable accounts. Includes correspondence, billings, packing slips, copies of financial transactions and other supporting documentation arranged by supplier name.

- 01 General
- 02 Overdue accounts
- 20 Individual accounts, alpha by supplier name

**1640 ACCOUNTS – RECEIVABLE**

Includes records relating to receivable accounts. This primary covers records related to revenue generated through services and sources other than lease fees. For records related to Lease Fees –see primary 1970.

See Legal Citation Number 6, 103, Appendix A.

- |     |                        |      |       |    |   |
|-----|------------------------|------|-------|----|---|
| -01 | General                |      | CY+1  | 6y | D |
| -20 | Accounts receivable    | (VR) | CY+1  | 6y | D |
| -30 | Outstanding accounts   |      | SO*+1 | 6y | D |
|     | (*SO= when paid)       |      |       |    |   |
| -40 | Write offs             |      | SO*+1 | 6y | D |
|     | (uncollected accounts) |      |       |    |   |
|     | (*SO=when written off) |      |       |    |   |

**1650 ADVANCES**  
**Retention Group 2****CY+1 6y D**

Includes records relating to the control of petty cash, salary, travel and other accountable advances.

- 01 General
- 02 Petty cash
- 03 Travel advances
- 04 Salary advances
- 05 Floats

## 1600 - FINANCE - 2199

A SA FD

### 1660 AGREEMENTS AND ARRANGEMENTS Retention Group 6

SO nil P

Includes records relating to financial transactions and potentially recoverable disbursements in relation to agreements and arrangements with federal, provincial, other municipal and foreign governments, agencies and other organizations. For information related to original agreements and non-financial supporting documentation, see primary 2280.

- 01 General
- 02 Agreements (VR)  
(SO = upon expiry)

### 1680 AUDITS Retention Group 6

SO nil P

Includes records relating to the administration of audits and reviews of agreements, procedures and programs, including correspondence, reports, responses and follow-up. Include audits made of local government by the Auditor General for Local Government under the *Auditor General for Local Government Act*.

See Legal Citation Number 49, Appendix A.

- 01 General
- 20 Audits, by year (VR)

### 1690 BANKS AND BANKING Retention Group 5

SO 10y D

Includes records relating to the establishment, maintenance and termination of Cultus Lake Park bank accounts.

- 01 General
- 02 Bank and financial institution addresses
- 20 Bank accounts  
\*SO=until updated or changed

**1600 - FINANCE - 2199****A      SA      FD****1700 BUDGETS – GENERAL**  
**Retention Group 2****CY+1   6y      D**

Includes records relating to budgetary practices and procedures, controls and programs.

- 01    General
- 02    Budget planning model

**1705 BUDGETS – CAPITAL**  
**Retention Group 6****SO      nil      P**

Includes records relating to the preparation of capital budgets.

- 01    General
- 20    Budgets, by year

**1715 BUDGETS – OPERATING**  
**Retention Group 6****SO      nil      P**

Includes records relating to the preparation of operating budgets.

- 01    General
- 02    Budgets, by year

**1730 CHEQUES**  
**Retention Group 2****CY+1   6y      D**

Includes records relating to the issuance and management of cheques, including cheque vouchers, journal vouchers, returned cheques, cheque lists, etc.

- 01    General
- 02    Returned cheques
- 03    Cheque vouchers
- 04    Cheque register

**1600 - FINANCE - 2199****A      SA      FD****1760 DEBT**  
**Retention Group 5****SO      10y      D**

Includes records relating to repayment on debt financing, loans, loan authorization, etc.

- 01      General
- 20      Long term debt, by date, title

**1770 DONATIONS AND BEQUESTS**  
**Retention Group 6****SO      nil      P**

Includes records relating to donations and bequests to the Park, and donations and bequests made by the Park. Includes correspondence and particulars.

- 01      General
- 20      Donations and bequests, by year and name of donor (PIB)

**1790 EXPENDITURE CONTROL**  
**Retention Group 2****CY+1    6y      D**

Includes records relating to the administration and control of expenditures, including credit card management and expenditure guidelines. For signing authorities, see primary 1940.

- 01      General
- 02      Credit cards

**1800 EXPENSE ACCOUNTS**  
**Retention Group 2****CY+1    6y      D**

Includes records related to employee expense accounts. See primary 1650 for travel advances.

- 01      General
- 20      Expense accounts, by name

## 1600 - FINANCE - 2199

A SA FD

### 1810 FEES AND CHARGES – GENERAL Retention Group 2

CY+1 6y D

Includes records relating to the calculation, notification and collection of fees for various services performed and provided.

See Legal Citation Number 50, Appendix A.

- 01 General
- 20 Fees and charges, individual

### 1830 FINANCIAL STATEMENTS

Includes records relating to financial statements for the Park.  
For other financial reports and statistics, see Primary 1880.

See Legal Citation Number 7, 51, Appendix A.

- |     |   |         |   |
|-----|---|---------|---|
| -01 | General                                   | CY+1 6y | D |
| -20 | Annual financial statements, by year (VR) | CY+1 6y | P |

### 1835 FIXED ASSETS Retention Group 2

CY+1 6y D

Includes records relating to intangible, tangible, or investments.  
Examples of intangible assets include goodwill, patents, and trademarks.  
Tangible fixed assets include land and buildings, plant and machinery, fixtures and fittings, motor vehicles and IT equipment.  
Tangible assets are reported to the provincial government using LGDE – Local Government Data Entry.

- 01 General
- 20 Asset reports, by year

### 1840 FUNDS Retention Group 2

CY+1 6y D

Includes general records relating to the various Cultus Lake Park funds. Full details of the allocations of the funds are provided in the chart of accounts, primary 1615.

- 01 General
- 20 Funds, individual

## 1600 - FINANCE - 2199

A SA FD

### 1850 GRANTS TO ORGANIZATIONS Retention Group 2

CY+1 6y D

Includes records relating to the awarding of grants to outside organizations, agencies or individuals to carry out specific projects and assignments, etc.

- 01 General
- 20 Grant files, alpha by name of organization or individual

### 1855 GRANTS FROM ORGANIZATIONS Retention Group 2

CY+1 6y D

Includes records relating to grants of money from outside organizations, agencies or individuals to the Park.

- 01 General
- 02 Grants in lieu of - Federal
- 03 Grants - Provincial

### 1860 INVESTMENTS Retention Group 4

SO 7y D

Includes records relating to procedures, guidelines and the management of investments.

- 01 General
- 20 Investments, by name, date (\*SO=until concluded)

### 1870 LETTERS OF CREDIT Retention Group 4

SO 7y D

Includes records relating to the issuance and receipt of letters of credit.

- 01 General
- 20 Letters of credit (individual) (VR) (\*SO = until expires)

**1600 - FINANCE - 2199****A SA FD****1880 REPORTS, STATISTICS, STATEMENTS**  
**Retention Group 6****SO nil P**

Includes records relating to the financial reporting systems, financial management reports, statistics and statements. Includes working papers, correspondence and individual reports. For administrative reports and statistics, see primary number 0640.

See Legal Citation Number 52, Appendix A.

- 01 General
- 20 Reports, by title and date (VR)

**1890 REVENUE CONTROL**  
**Retention Group 2****CY+1 6y D**

Includes records relating to the control of recoverable amounts and potential revenues. Includes records on revenue and expense accounts, recoverable amounts, etc.

For fixed amounts due and payable, see primary 1630.

For funds recoverable due to agreements and arrangements, see primary 1660.

- 01 General
- 02 Revenue accounts
- 03 Recoverable amounts

**1900 SALARIES AND WAGES – BENEFITS AND SERVICES**  
**Retention Group 4****SO 7y D**

Includes records relating to payment of employee benefits and services, and the correspondence with benefit providers.

For individual staff payments, see Primary 1920.

For the administration of benefits and services, see Primary 2550.

- 01 General
- 02 Superannuation register (\*SO = until updated)
- 20 Individual benefits, by name e.g. Medical Services Plan of BC, etc. (SO = until benefit no longer offered)



## 1600 - FINANCE - 2199

A SA FD

### 1920 SALARIES AND WAGES – PAYROLL

Includes records relating to the payment of employees, including the calculation of pay, deductions from that pay, and adjustments to pay. This includes regular, overtime and the employee pay and benefit records. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record.

See Legal Citation Number 8, 53, 104, Appendix A.

-01	General	CY+1	6y	D
-20	Current payroll files (PIB) (VR)	SO*	2y	D

(\*SO=when employment terminates)

### 1940 SIGNING AUTHORITIES Retention Group 1

SO nil D

Includes records relating to payment and spending signing authorities.

See Legal Citation Number 54, Appendix A.

-01	General
-20	Individual signing authorities

### 1950 LEASE ASSESSMENTS (Lease Fees) Retention Group 6

SO nil P

Includes records relating to the determining of lease fees.

-01	General
-----	---------

**1600 - FINANCE - 2199****A SA FD****1970 LEASE FEES –COLLECTED –OPERATIONS**  
**Retention Group 2****CY+1 6y D**

Includes records related to the calculation and operation of lease payment function in the Park.

- 01 General
- 02 Rates
- 03 Exemptions
- 04 Penalties
- 05 Prepayments

**1980 LEASE FEES –COLLECTED – PROPERTIES**  
**Retention Group 6****SO nil P**

Includes records related to the remittance of lease fees by the individual Lease holders. Includes records relating to lease fee payment defaults.

- 01 General
- 20 Individual lease records, by name and address/folio number (VR)
- 30 Lease default sales, by year, individual properties

**2020 UNCLAIMED PROPERTY**

Includes records relating to the management of unclaimed property.

See Legal Citation Number 10, 106, Appendix A.

- |     |  |      |     |   |
|-----|--|------|-----|---|
| -01 | General  | CY+1 | 4y  | D |
| -20 | Unclaimed property (value less than \$1000)                        | CY+1 | 4y  | D |
| -30 | Unclaimed property (value greater than \$1000, less than \$25,000) | CY+1 | 8y  | D |
| -40 | Unclaimed property (value greater than \$25,000)                   | CY+1 | 28y | D |

# **SECTION 6**

## **LEGAL MATTERS**

### **PRIMARY NUMBERS 2200 - 2499**

Section 6 covers subjects of a legal nature, such as accidents, agreements and contracts, claims and litigation. Also includes risk management and insurance.

Regulatory and legislative matters pertaining to the formulation and administration of bylaws or the administration of permits and licenses are located in Section 8, Legislative and Regulatory Services.

## **2200 - LEGAL MATTERS – 2499**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

2210	Legal Matters - General
2220	Accidents
2240	Agreements
2300	Claims
2320	Contracts
2360	Easements and Rights of Way
2400	Legal Opinions
2430	Litigation
2450	Restrictive Covenants
2470	Risk Management and Insurance

## 2200 - LEGAL MATTERS - 2499

A SA FD

### 2210 LEGAL MATTERS – GENERAL Retention Group 2

CY+1 6y D

Includes records relating to matters of general legal concern to Cultus Lake Park, which are not covered by other headings in this section.

-01 General

### 2220 ACCIDENTS Retention Group 4

SO 7y D

Includes records relating to accidents involving Cultus Lake Park property or personnel, and includes reports, investigations and settlements. For claims made against or by Cultus Lake Park, see primary 2300.

-01 General

-20 Incident files, by date and name

(SO = settlements of claim and expiry of limitation period)

### 2240 AGREEMENTS Retention Group 4

SO 7y D

Includes records relating to financial and other arrangements entered into by the Park with public or private parties. An agreement is a document with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration. Copies of the agreement and working documents may also be filed with the appropriate subject file.

For easements and rights of way, see primary 2360.

For Residential Leases, see primary 0870.

For Commercial Leases, see primary 0875

For restrictive covenants, see primary 2450.

For tenders and proposals, see primary 1220.

-01 General

-20 Agreements / (VR) (arrange by type, date and name) (\*SO = until expired)

-30 Construction (VR)

-35 Cost Sharing (VR)

## 2200 - LEGAL MATTERS - 2499

	A	SA	FD
<b>2240 AGREEMENTS (con't)</b>	<b>SO</b>	<b>7y</b>	<b>D</b>

- 45 Land Exchange (VR)
- 50 Latecomers (VR)
- 55 License (issued to the Park) (VR)
- 60 Maintenance (VR)
- 65 Memorandum of Understanding (MOU) (VR)
- 70 Mutual Aid (VR)
- 75 Protocol (VR)
- 80 Revenue Sharing (VR)
- 85 Service/servicing (VR)

<b>2300 CLAIMS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to claims by and against the Park, including motor vehicle damage claims and property and personal damage claims.

See Legal Citation Number 107, 108, 109, Appendix A.

- 01 General
- 20 Claims case files  
(SO = expiry of limitation period)

<b>2240 CONTRACTS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to financial and other arrangements entered into by the Park with public or private parties. A contract is a document with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration. Copies of the agreement and working documents may also be filed with the appropriate subject file.

- 01 General
- 20 Consultant (VR) (arrange by type, date and name) (\*SO = until expired)

## 2200 - LEGAL MATTERS - 2499

A SA FD

### 2360 EASEMENTS AND RIGHTS-OF-WAY Retention Group 6

SO nil P

Includes records relating to the granting of easements and rights of way. An easement is the right to use another person's land for a stated purpose. It can involve a general or specific portion of the property. A right-of-way is a type of easement that gives someone the right to travel across property owned by another person.

- 01 General
- 20 Easements, by address (VR)
- 30 Rights of way, by address (VR)  
(\*SO = filing of quit claim, otherwise permanent)

### 2400 LEGAL OPINIONS Retention Group 6

SO nil P

Includes the collection of legal memoranda that are prepared and/or received by Park staff on a variety of legal issues and legislation.

- 01 General
- 02 Index of legal opinions (VR) (\*SO=until updated)
- 20 Opinions/memos by subject, author (VR) (\*SO=upon completion)

### 2430 LITIGATION Retention Group 6

SO nil P

Includes records of litigation instigated by or against the Park.

See Legal Citation Number 55, Appendix A.

- 01 General
- 02 Index of litigation (VR) (\*SO=until updated)
- 20 Cases, by date and name of appellant (PIB) (VR)  
(\*SO=upon completion)

## 2200 - LEGAL MATTERS - 2499

A SA FD

### 2450 RESTRICTIVE COVENANTS Retention Group 6

SO nil P

Includes records relating to the granting of restrictive covenants; a legal obligation imposed to do or not to do something. Such restrictions frequently “run with the land” and are enforceable on subsequent leaseholders of the property.

-01 General

-20 Restrictive covenants (VR) (\*SO=upon completion)

### 2470 RISK MANAGEMENT AND INSURANCE Retention Group 4

SO 7y D

Includes records relating to risk management and insurance, including insurance coverage, agents and management of the insurance function.  
For claims, see primary number 2300.

-01 General

-20 Policies (VR)

(\*SO=upon expiry and settlement of outstanding claims)



# **SECTION 7**

## **PERSONNEL**

### **PRIMARY NUMBERS 2500 - 2999**

Section 7 covers subjects relating to the employees and personnel functions of the organization. These subjects include attendance, establishment, leave, holidays, promotions, training, labour relations and negotiations, etc.

For subjects related to administration of salaries, wages and benefits see Section 5, Finance.

## **2500 - PERSONNEL - 2999**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

2510	Personnel – General	
2520	Accidents and Injuries Employees	
2530	Attendance Records	
2540	Awards and Honours	
2550	Benefits - General	
2560	Classifications	- General
2570		- Appeals and Reclassifications
2590	Employees	- General
2600		- Current
2620		- Terminated
2640	Health and Safety	
2641	Workplace Bullying and Harassment	
2642	Health and Safety – Firefighters’ Occupational Disease	
2650	Hours of Work and Overtime	
2660	Labour Relations	- General
2670		- Collective Agreements
2680		- Discipline
2685		- Exempt Staff
2690		- Grievances
2700		- Negotiations
2710		- Union Relations
2720	Leave Management	
2730	Performance Planning and Review	
2735	Personnel Planning	
2740	Reports and Statistics	
2750	Retirements and Pre-retirements	
2760	Separations and Layoffs	
2770	Staffing	- General
2780		- Applications
2790		- Competitions
2800	Training and Development	- General
2810		- Courses
2830	Volunteers	

## 2500 - PERSONNEL - 2999

	A	SA	FD
<b>2510 PERSONNEL – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records relating to the general administration of personnel management activities not shown elsewhere in this section.

-01 General

## 2520 ACCIDENTS AND INJURIES

Includes records relating to employee accidents and personal injuries as a direct result of work duties and to claims with the WorksafeBC. Includes records relating to first aid, investigations confirming hazardous substance symptoms, asbestos-containing materials, corrective actions to control fibre release, cytotoxic drugs (where used), hearing tests and radiations surveys (where required to be conducted).

See Legal Citation Numbers 11, 12, 13, 14, 15, 16, 17, 18, 56, 110, Appendix A.

-01	General	CY+1	8y	D
-02	WCB claim cost statements	CY+1	8y	D
-03	WCB inspection reports - outside	CY+1	8y	D
-04	WCB inspection reports - inside	CY+1	8y	D
-05	WCB hearing tests (PIB) (*SO=when employment terminates)	SO*	1y	D
-06	WCB re-employment	CY+1	8y	D
-07	WCB experience rates	CY+1	8y	D
-08	WCB audits	CY+1	8y	D
-20	Non-compensable accidents and injuries - first aid records	CY+1	2y	D
-30	All other WCB claims (PIB)	CY+1	8y	D

## 2500 - PERSONNEL - 2999

A SA FD

### 2530 ATTENDANCE RECORDS

Includes records relating to the administration of attendance: time and attendance reports, various types of leave, etc. Note: the hours worked by an employee on each day, regardless of whether the employee is paid on an hourly or other basis, constitute a part of the employee payroll record, and will be retained as part of the individual payroll record in primary 1920.

See Legal Citation Number 19, 111, Appendix A.

-01	General	CY+1	6y	D
-20	Attendance records, by work group, date *SO=upon completion of all requirements	CY+1	6y	SO*

### 2540 AWARDS AND HONOURS Retention Group 4

SO 7y D

Includes records relating to awards, honours, decorations and commendations given to staff.

See Legal Citation Number 57, Appendix A.

-01	General
-20	Awards by year and employee name (PIB) (*SO = until employee termination)

### 2550 BENEFITS – GENERAL

Includes records relating to the administration of employee benefits, including Canada Pension Plan, group life insurance, extended health and dental, medical, pension, etc. For records relating to the payments to carriers, see Primary 1900, for the issuance of pay, see primary number 1920.

See Legal Citation Number 20, 112, Appendix A.

-01	General	CY+1	6y	D
-20	Benefits, by type (*SO=until benefit ceases and all claims are settled)	SO*	nil	D

## 2500 - PERSONNEL - 2999

	A	SA	FD
<b>2560 CLASSIFICATION – GENERAL</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to specifications to provide guidance in evaluating positions and responsibilities, classification of positions and employees, job descriptions, class specifications, etc.

See Legal Citation Number 58, 113, Appendix A.

- 01 General
- 02 Job descriptions  
(\*SO = until replaced)

<b>2570 CLASSIFICATION – APPEALS AND RECLASSIFICATIONS</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records relating to the appeal and review of classifications and the outcome of those appeals.

- 01 General
- 20 Appeals and reclassifications, individual

<b>2590 EMPLOYEES – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records of a general nature relating to employees.

See Legal Citation Number 59, 114, Appendix A.

- 01 General

<b>2600 EMPLOYEES – CURRENT</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes the master record on individual employees: personal data, resume, appraisals and evaluations, training, commendations, discipline, health examinations, etc.

For terminated employees, see primary 2620.

For pay records, see primary 1920.

- 01 General
- 20 Employee files, alpha by name (PIB) (VR)  
(SO = until termination; once terminated, file should be moved to primary 2620)

## 2500 - PERSONNEL - 2999

		A	SA	FD
<b>2620</b>	<b>EMPLOYEES – TERMINATED</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes records of individual terminated employees. Terminated includes resignation, retirement, dismissal, layoff, etc.

-01	General	CY+1	6y	D
-20	Terminated employee files, alpha by name (PIB) (VR) (* SO= upon termination and completion of all variety of practices followed – see notes on statutory requirements)	SO+1	nil	P*

## 2640 HEALTH AND SAFETY

Includes records relating to the administration of health and safety programs: first aid, occupational health, smoking in the workplace, accident prevention, and asbestos investigation. Includes Workplace Hazardous Material Information System (WHMIS).

For accidents and records of injury, see primary 2520.

For protective clothing, see primary 1060.

For building safety programs (fire and earthquake), see primary 0710

See Legal Citation Number 21, 22, 60, 115, Appendix A.

-01	General	CY+1	6y	D
-02	Safety Committee Meetings	CY+1	1y	D
-20	Program, by name (SR = WHMIS records are permanent, for other retain policy information and destroy routine Retain testing records according OHS requirements for various types of tests.)	CY+1	2y	SR*

## 2500 - PERSONNEL - 2999

A SA FD

### 2641 WORKPLACE BULLYING AND HARASSMENT

Includes records relating to the administration and compliance with WorkSafeBC's workplace bullying and harassment guidelines. Each of the policy statement, reporting procedures and investigation procedures must be reviewed annually. Records must be maintained regarding reports and investigations of workplace bullying and harassment.

See Legal Citation Number 61, 116, Appendix A.

		A	SA	FD
-01	General	CY+1	6y	D
-02	Policy statement	CY+1	6y	D
-03	Reporting Procedures	CY+1	6y	D
-04	Investigation Procedures	CY+1	6y	D
-05	Reports of workplace bullying and harassment (PIB)	CY+1	6y	D
-06	Investigations of workplace bullying and harassment, including findings (PIB)	CY+1	6y	D

### 2642 HEALTH AND SAFETY – FIREFIGHTERS' OCCUPATIONAL DISEASE

Includes records relating to programs associated with firefighters' occupational disease.

See Legal Citation Number 23, 117, Appendix A.

-01	General	CY+1	6y	D
-20	Firefighters, by name (PIB) (VR)	SO*	25y	D
	(*S0 =when employment terminates)			

### 2650 HOURS OF WORK AND OVERTIME Retention Group 1

SO nil D

Includes records relating to hours of work, flexible hours, time off for special occasions, early closings, overtime, etc. For individual attendance records, see primary 2530.

-01	General
-02	Overtime
-03	Non-standard hours (*SO = until replaced)

## 2500 - PERSONNEL - 2999

A SA FD

### 2660 LABOUR RELATIONS – GENERAL Retention Group 2

CY+1 6y D

Includes records relating to employee/management relations and services which are not covered elsewhere in this section.

See Legal Citation Number 62, Appendix A.

-01 General

### 2670 LABOUR RELATIONS – COLLECTIVE AGREEMENTS Retention Group 6

SO nil P

Includes records relating to master and component agreements or contracts, including guidelines, interpretations and memoranda of agreement.

- 01 General
- 02 Proposals
- 03 Interpretations
- 04 Other local governments
- 20 Collective agreements (VR)  
(listed by union  
name, number)  
(\*SO=when  
renegotiated)

### 2680 LABOUR RELATIONS – DISCIPLINE Retention Group 6

SO nil P

Includes records relating to the administration of discipline action and case files documenting precedents that may result from such action. See individual employee files for specific disciplinary matters.

- 01 General
- 20 Discipline actions  
(\*SO=when resolved)
- 30 Precedent files (\*S0=when established)



**2500 - PERSONNEL - 2999**

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>2685</b>	<b>LABOUR RELATIONS – EXEMPT STAFF</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to agreements and other matters between the Park and the exempt staff.			
	-01	General		
	-20	Agreements, by date (VR) SO = upon expiry		
<b>2690</b>	<b>LABOUR RELATIONS – GRIEVANCES</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			
	Includes records relating to policies, methods and procedures for handling grievances and complaints of employees.			
	-01	General		
	-20	Grievance files, by employee name (PIB) (SO* = upon processing)		
<b>2700</b>	<b>LABOUR RELATIONS – NEGOTIATIONS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to the negotiation, arbitration, adjudication, and collective bargaining between employer and employee.			
	-01	General		
	-20	Negotiations, by union, date (*SO = until replaced)		
<b>2710</b>	<b>LABOUR RELATIONS – UNION RELATIONS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to relationships between management and employees' unions, groups or associations, union dues, shop stewards, technological change, etc.			
	-01	General		
	-20	Individual unions, by name		

**2500 - PERSONNEL - 2999**

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>2720 LEAVE MANAGEMENT</b>		<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>				
Includes records relating to the administration of leave management, including vacation, sick and other types of leave, paid holidays, etc. For individual attendance records, see primary 2530.				
-01	General			
-20	Leave administration, by type of leave (*SO= until program changes)			
<b>2730 PERFORMANCE PLANNING AND REVIEW</b>		<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>				
Includes records relating to the administration of performance planning and review programs, work plans, performance appraisals, etc.				
-01	General			
-20	Programs, by name			
-30	Work plans, by date			
-40	Performance appraisal programs, by date			
	*SO=when programs are updated			
<b>2735 PERSONNEL PLANNING</b>		<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>				
Includes records relating to current and projected staffing requirements, personnel resource requirements, forecasts and estimates, etc.				
-01	General			
-20	Personnel estimates and forecasts, by date			
<b>2740 REPORTS AND STATISTICS</b>		<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>				
Includes reports and statistics prepared on personnel matters.				
-01	General			
-20	Reports/statistics (VR) (*SO=until updated)			

## 2500 - PERSONNEL - 2999

	A	SA	FD
<b>2750 RETIREMENTS AND PRE-RETIREMENTS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the retirement of employees, and the calculation and recording of pre- retirement benefits. For specific employee files, see primaries 2600 and 2620.			
-01 General			
-20 Programs, by title, date			
<b>2760 SEPARATIONS AND LAYOFFS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the layoff or separation of employees other than through retirement. For individual employee files, see primary 2600. For retirements, see primary 2750.			
-01 General			
-20 Programs, by title, date			
<b>2770 STAFFING – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			
Includes records not shown elsewhere in the staffing block which relate to the staffing of positions.			
-01 General			
<b>2780 STAFFING – APPLICATIONS</b>	<b>CY</b>	<b>nil</b>	<b>D</b>
<b>Retention Group 1</b>			
Includes records related to the receipt of applications for employment, unsolicited offers of service, resumes, etc. (Records of successful applicants are transferred to primary 2600.)			
-01 General			
-20 Applications, by name (PIB)			
(Note: Retain one year from date of receipt to comply with the <i>Freedom of Information and Protection of Privacy Act</i> )			

## 2500 - PERSONNEL - 2999

A SA FD

### 2790 STAFFING – COMPETITIONS Retention Group 2

CY+1 6y D

Includes records related to competitions, short lists of candidates, interview format and questions, results, offer and rejection letters. Note: upon completion, successful candidates' resumes are transferred to an employee file.

- 01 General
- 20 Competitions, by position name and date

### 2800 TRAINING AND DEVELOPMENT – GENERAL Retention Group 4

SO 7y D

Includes records relating to the general administration of training and development activities and functions.  
For specific training programs, see primary 2810.

- 01 General
- 02 Employee orientation (\*SO=when updated)
- 03 Educational leave

### 2810 TRAINING AND DEVELOPMENT – COURSES Retention Group 4

SO 7y D

Includes records relating to courses, types of courses, course content and brochures, attendance records and evaluation reports for all forms of staff training. For conferences, seminars and symposia, see primary 0390.

- 01 General
- 20 Courses (individual files) (PIB)
- 25 Courses (evaluation files)
- 30 Courses (attendance) (PIB) (\*SO = until termination)

## 2500 - PERSONNEL - 2999

A SA FD

### 2830 VOLUNTEERS

SO nil P

#### Retention Group 6

Includes records relating to persons providing volunteer services to the Pak, the services so provided and to the requirements and conditions of the voluntary service. Where relevant, create separate primaries for specific types of volunteers, e.g. volunteer fire fighters.

See Legal Citation Number 63, Appendix A.

- 01 General
  - 02 Accidents, liability and insurance
  - 03 Training and orientation
  - 04 Schedules
  - 20 Current volunteer records (PIB)
- (\*SO = until termination, as with employee files)

## **SECTION 8**

### **LAND ADMINISTRATION**

#### **PRIMARY NUMBERS 3000 - 3699**

Section 8 includes records related to the processes of land management and land development within the Park area.

Planning functions will be located in Section 13, Planning and Development.

**3000 - LAND ADMINISTRATION – 3699**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

(Note: the Fraser Valley Regional District performs the planning functions for Cultus Lake Park since adoption of Cultus Lake Park Zoning Bylaw No. 1375 in February, 2018.)

- 3010 Land Administration – General
- 3020 Crown Land
- 3030 Land - Preliminary Review
- 3060 Development – Property Encroachment Permits
- 3090 Development Variance Permits
- 3200 Properties – General
- 3320 Subdivisions and Subdivision Control and Amalgamated Lots
- 3360 Zoning and Rezoning

## 3000 - LAND ADMINISTRATION - 3699

	A	SA	FD
<b>3010 LAND ADMINISTRATION – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records relating to the administration of land related matters which do not appear elsewhere in this section. Land administration covers the management of all land-related matters within the Park's jurisdiction.

See Legal Citation Number 64, Appendix A.

-01 General CY+1 6y D

<b>3020 CROWN LAND</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to crown land in or adjacent to the Park's area.

-01 General  
-20 Issues, by property, date (VR)

<b>3030 LAND – PRELIMINARY REVIEW</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to application and analysis of proposed changes for any community development, such as building, rezoning, sub-division, etc.

-01 General  
-20 Projects, by title, applicant, date  
(\*SO=until completion of review; approved reviews move to project file)

<b>3060 DEVELOPMENT - Property Encroachment Permits</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the application, issuance and management of development Encroachment permits within the Park's jurisdiction.

-01 General  
-20 Permits (individual) arranged by year and permit number (VR) (\*SO=until completion of permit)



## 3000 - LAND ADMINISTRATION - 3699

	A	SA	FD
<b>3090 DEVELOPMENT VARIANCE PERMITS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the application, issuance and management of development variance permits within the Park jurisdiction.

- 01 General
- 20 Permits (individual) arranged by year and permit number (VR)

<b>3200 PROPERTIES – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records of a general nature relating to the properties within the Park.

- 01 General

<b>3320 SUBDIVISIONS AND SUBDIVISION CONTROL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes individual records relating to the application, inspection and approval of subdivisions within the Park.

- 01 General
- 20 Individual properties arranged by year,  
application (VR) (SO = when completed)

<b>3360 ZONING AND REZONING</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the application and process for zoning and rezoning properties within the Park.

See Legal Citation Number 67, Appendix A.

- 01 General
- 20 Applications by year, application (PIB) (VR) (SO = when completed)

# **SECTION 9**

## **LEGISLATIVE AND REGULATORY SERVICES**

### **PRIMARY NUMBERS 3700 - 4699**

Section 9 includes the legislative and regulatory functions of the organization. The subjects include the creation and administration of bylaws, the issuance and management of permits and licenses, elections, and the regulation of building within the jurisdiction of the local government organization. This section does not include laws and regulations of other jurisdictions, which will be located in Section 1, Administration.

General legal issues, are located in Section 6, Legal Matters.

For information about Land Regulation and Development, see Section 8, Land Administration.

## **3700 - LEGISLATIVE AND REGULATORY AFFAIRS - 4699**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

3710 Legislative Affairs - General  
3760 Building Regulations - General  
3800 - Building Permits and Inspections  
3900 Bylaws  
4000 Bylaw Enforcement - General  
4010 - Complaints  
4020 - Issues  
4050 Bylaw Enforcement - Bylaw Court  
4200 Elections  
4250 Inspections – General  
4300 Licenses - General  
4320 - Individual  
4500 Permits - General  
4520 - Individual  
4560 Reports and Statistics

## 3700 - LEGISLATIVE AND REGULATORY AFFAIRS - 4699

A SA FD

### 3710 LEGISLATIVE AFFAIRS – GENERAL Retention Group 2

CY+1 6y D

Includes records of a general nature relating to the establishment and management of legislative and regulatory matters to the Park.

-01 General

### 3760 BUILDING REGULATIONS – GENERAL Retention Group 6

SO nil P

Includes records of a general nature relating to the regulation of buildings in the Park, according to the Building Code. (Note: the Fraser Valley Regional District performs the building inspection functions for Cultus Lake Park since December, 2015.

See Legal Citation Number 68, Appendix A.

- 01 General
- 02 Fencing and barricades (VR)
- 03 Balcony enclosures (VR)
- 04 Swimming pools (VR)
- 05 Illegal suites (VR)
- 06 Bed and breakfast (VR)
- 07 Aerials, TV and satellite dishes (VR)
- 08 Seismic design (VR)
- 09 Building requirements for disabled (VR) (\*SO=when regulations are updated)

### 3800 BUILDING PERMITS AND INSPECTIONS Retention Group 6

SO nil P

Includes records relating to the applications for construction of buildings, all inspections and approvals of building within the jurisdiction of the Park, for issuance of permits. This includes commercial as well as residential developments. (Note: the Fraser Valley Regional District performs the building inspection functions for Cultus Lake Park since December, 2015

See Legal Citation Number 69, Appendix A.

**NOTE:** There may be separate primaries for each type of permit, if the volume and method of work requires the splitting of information.

- 01 General
- 20 Individual building arranged by street (VR)  
(\*SO = life of the buildings)

## 3700 - LEGISLATIVE AND REGULATORY AFFAIRS - 4699

		A	SA	FD
<b>3900</b>	<b>BYLAWS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to the creation and enactment of specific Park bylaws.

- 01 General
- 02 Proposed bylaws
- 20 Individual bylaws listed numerically (VR) (\*SO=until repealed)

<b>4000</b>	<b>BYLAW ENFORCEMENT – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records relating to the enforcement of bylaws within the Park.  
For records relating to policing issues, see Section 14, Protective Services.

- 01 General

<b>4010</b>	<b>BYLAW ENFORCEMENT – COMPLAINTS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes records relating to bylaw enforcement complaints. For each complaint, records include initial complaints, investigation notes, referrals with external agencies.

- 01 General
- 02 Complaints log/registry
- 20 Complaints, by number, street address, date (PIB)
- 50 Bylaw violation tickets, by number

<b>4020</b>	<b>BYLAW ENFORCEMENT – ISSUES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to specific bylaw enforcement issues. These may be arranged by subject within this primary, or may be arranged with the specific bylaws in question.

- 01 General
- 20 Issues by subject, e.g. animal control, (VR) unsightly premises, etc. (SO=retain precedents permanently)

## 3700 - LEGISLATIVE AND REGULATORY AFFAIRS - 4699

A SA FD

### 4050 BYLAW ENFORCEMENT – BYLAW ADJUDICATION COURT

Includes records relating to the administration and operation of the bylaw adjudication court.

See Legal Citation Number 70, 118, Appendix A.

- |     |   |      |      |      |
|-----|---|------|------|------|
| -01 | General   | CY+1 | 6y   | D    |
| -02 | Court processes<br>(*SO=until updated or changed)   | SO*  | nil  | P    |
| -20 | Court decisions<br>(*SO=until appeal is determined)<br>(**SR=retain precedents permanently, destroy all others) | SO*  | 10 y | SR** |

### 4200 ELECTIONS

SO 7y D

#### Retention Group 4

Includes records relating to the conduct of elections including voter registration, polls and results. It is incumbent on local government officials to refer to the relevant legislation.

See Legal Citation Number 25, 72, Appendix A.

- 01 General
- 02 Statistics/results, by year
- 03 Information from other jurisdictions
- 20 Elections, by date (VR)

### 4250 INSPECTIONS – GENERAL

SO nil P

#### Retention Group 6

Includes records relating to inspections – a formal or official examination against established standards. Inspection involve examination, measurement, testing, gauging, and comparison of materials or items. An inspection determines if the material or item is in proper quantity and condition, and if it conforms to the applicable or specified requirements.

See Legal Citation Number 26, 27, 73, 120, Appendix A.

- 01 General
- 20 Bridges (VR)
- 30 Buildings (VR)
- 40 Dams (VR)

## 3700 - LEGISLATIVE AND REGULATORY AFFAIRS - 4699

	A	SA	FD
<b>4300 LICENSES – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			
Includes records relating to the general issue of licenses which are not included elsewhere in this section.			
-01 General			
<b>4320 LICENSES – INDIVIDUAL</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the issue of specific licenses and their regulation by the Park. Note: Business licenses are retained for the life of the business. For all other licenses, SO = expiry of permit.			
-01 General			
-20 Business licenses, alpha by name (VR) SO = life of business			
-40 Dog licenses (VR)			
-50 Liquor (PIB) (VR)			
<b>4500 PERMITS – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			
Includes records relating to the general issue of permits which are not covered elsewhere in this section.			
-01 General			
<b>4520 PERMITS – INDIVIDUAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the issue of specific permits including applications, inspections and final issue.			
-01 General			
-20 Individual permits, by category, alpha by name (VR)			
<b>4560 REPORTS AND STATISTICS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to reports and statistics for the permits and licensing functions.			
-01 General			
-20 Reports			

# **SECTION 10**

## **COMMUNITY SERVICES**

### **PRIMARY NUMBERS 4700 - 5199**

Section 10 includes subjects related to the general community services provided, including public health services, social planning, social housing, etc. This section is intended for general subjects of concern to the local government, but can be expanded for use by specialized agencies such as local Boards of Health.



**4700 - COMMUNITY SERVICES – 5199**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

4710 Community Services – General  
4900 Public Health - General  
4920 - Regional Board of Health

## 4700 - COMMUNITY SERVICES - 5199

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>4710</b>	<b>COMMUNITY SERVICES – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records of a general nature relating the Park's partnership with the community, and other agencies to provide a range of human and economic development services, including activities which ameliorate the causes and characteristics of poverty.

-01 General

<b>4900</b>	<b>PUBLIC HEALTH – GENERAL</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes records relating to the provision of services affecting the health of the community, such as, water safety, sanitation, immunizations, housing, infectious diseases and illness.

See Legal Citation Number 77, Appendix A.

-01 General

-20 Programs, by name

(\*\*S0 = life of program; retain all policy information)

<b>4920</b>	<b>PUBLIC HEALTH – REGIONAL BOARD OF HEALTH</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes records relating to the operation and liaison with the local Board of Health.

-01 General

-20 Programs, by name

(S0 = life of program, retain all policy information)

# **SECTION 11**

## **ENGINEERING AND PUBLIC WORKS**

### **PRIMARY NUMBERS 5200 - 5799**

Section 11 includes subjects relating to the engineering, construction and maintenance of local infrastructure, including streets and roads, water service, sewerage, solid waste removal, environmental management, etc.

For subjects relating to the regulation of these items, see Section 9, Legislative and Regulatory Affairs, and Section 8, Land Development.

The Fraser Valley Regional District manages the water service within Cultus Lake Park since February, 2016.

For subjects relating to parks, see Section 12, Parks Administration.

## **5200 - ENGINEERING AND PUBLIC WORKS – 5799**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 5210 Engineering and Public Works – General
- 5220 Design
- 5225 Drainage and Flood Control
- 5240 Engineering - General
- 5260 Engineering and Public Works - Reports and Statistics
- 5280 Environmental Management - General
- 5320 Local Improvement Projects
- 5330 Public Works Projects
- 5340 Sanitary Sewer
- 5360 Solid Waste Disposal
- 5380 Solid Waste Disposal – Recycling
- 5400 Streets and Roads
- 5450 Street Names
- 5460 Traffic Control
- 5480 Traffic Control - Parking Management
- 5500 Utilities - General
- 5600 Water Supply and Distribution

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

	A	SA	FD
<b>5210 ENGINEERING AND PUBLIC WORKS – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes general records relating to engineering and public works service which are not found elsewhere in this section. Complaints about public works services are filed here. Also includes records required for underground workings.

See Legal Citation Number 31, 121, Appendix A.

- 01 General
- 02 Complaints
- 20 Underground workings  
(\*SO=upon completion of work, and expiry of all warranties)

<b>5220 DESIGN</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to design and survey services and procedures, in house design, design standards and specifications. Also includes mapping and aerial photographs.

- 01 General
- 02 Design standards and specifications (\*SO=until updated or replaced)

<b>5225 DRAINAGE AND FLOOD CONTROL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the control of storm water, drainage, creek and river control, culverts, dyking, canals, flood plains and flood damage, etc.

For records relating to the emergency management plans for floods, see Primary 7130.

See Legal Citation Number 79, Appendix A.

- 01 General
- 02 Culverts (VR)
- 03 Creek control, by name (VR)
- 04 Flood damage, by event (VR)
- 05 Storm sewers and ditches (VR)
- 06 Flood control/flood plains (VR)
- 07 Drainage jobs (VR)
- 08 New connections (VR)

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

	A	SA	FD
<b>5225 DRAINAGE AND FLOOD CONTROL (con't)</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

- 09 Plugged mains/connections (VR)
  - 10 Catch basins (VR)
  - 11 Ditches (VR)
- (\*SO=until updated or replaced)

<b>5240 ENGINEERING – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>			

Includes records of a general nature relating to engineering services in the areas of drainage, water and sewer utilities, environmental control, etc. for the Park.

- 01 General

<b>5260 ENGINEERING AND PUBLIC WORKS – REPORTS AND STATISTICS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to reports, statistics, and studies relating to public works and engineering services.

- 01 General
  - 20 Reports/statistics
- (\*SO=until updated)

<b>5280 ENVIRONMENTAL MANAGEMENT – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to environmental control issues, functions and activities. Where the volume of records requires, create separate primary subjects for the relevant environmental management matters.

See Legal Citation Number 80, 122, Appendix A.

- 01 General
- 02 Air quality control (VR)
- 03 Chemical spills and management (VR)

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

	A	SA	FD
<b>5280 ENVIRONMENTAL MANAGEMENT – GENERAL (con't)</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

- 04 Noise control
- 05 Pesticides and herbicides (VR)
- 06 Energy conservation
- 07 Litter
- 08 Beaches
- 09 Wildlife
- 10 Natural areas
- 11 Gas spills (VR)
- 12 Oil spills (VR)
- 13 Ditches
- 20 Incidents, by date, location (VR)

<b>5320 LOCAL IMPROVEMENT PROJECTS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the applications, petitions and approval for local improvement projects (lane paving, storm sewers, streetlights, sidewalks, underground wiring, etc.)

- 01 General
- 20 Projects, by year, number (VR) (\*SO = completion of project)

<b>5330 PUBLIC WORKS PROJECTS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the planning, design and construction of public works projects, excluding local improvement projects. Specific project files will include cost estimates, design, project authorization, land acquisition, meetings, reports, design engineering studies, consultants, copies of contract award, purchase orders, etc. For original agreements, see Primary 2240.

- 01 General
- 20 Projects, by name (VR) (\*SO = upon completion of project)

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

	A	SA	FD
<b>5340 SANITARY SEWER</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the administration, management and operation of sanitary sewerage systems.

For storm water drainage, see primary 5225.

See Legal Citation Number 81, Appendix A.

- 01 General
- 02 Pumping stations (VR)
- 03 Sewage treatment and disposal (VR)
- 04 Septic tanks (VR)
- 05 Lift stations (VR)
- 06 Grinder pumps (VR)
- 07 New mains (VR)
- 08 New connections (VR)
- 20 Sewer connection, by location (VR)

<b>5360 SOLID WASTE DISPOSAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to solid waste (garbage) collection and disposal, hazardous waste and waste paint. Note: create separate primary subjects for solid waste disposal issues where the volume of records warrants.

See Legal Citation Number 82, Appendix A.

- 01 General
- 02 Collection
- 03 Landfill sites (VR)
- 04 Illegal dumping of rubbish
- 05 Hazardous waste (VR)



## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

A SA FD

### 5380 SOLID WASTE DISPOSAL – RECYCLING

SO 7y

D

#### Retention Group 4

Includes records relating to recycling of waste materials. For records relating to disposal and surplus, see primary number 1090.

See Legal Citation Number 32, 123, Appendix A.

-01 General

-02 Internal recycling

-03 Composting

\*SO= when program ends, retain all policy and program materials

### 5400 STREETS AND ROADS Retention Group 6

SO nil P

Includes records relating to the planning, design, construction, operation and maintenance of roads, streets, highways and other public thoroughfares. Includes sidewalks and street lighting. Note: create separate primary subjects for individual issues where the volume of records warrants.

For street names, see primary 5450. For street amenities, see primary 6280.

-01 General

-02 Bridges (VR)

-03 Street lighting (VR)

-04 Closures (VR)

-05 Curbs and gutters (VR)

-06 Lanes (VR)

-07 Road allowances (VR)

-08 Highways and freeways (VR)

-09 Sidewalks, walkways and overpasses (VR)

-10 Paving programs (VR)

-11 Snow and ice removal

-12 Crosswalks (VR)

-13 Roadway maintenance

-14 Street cleaning

-15 Drives and driveways (VR)

-16 Railways (VR)

-17 Tunnels (VR)

-20 Individual road files alpha by road name (VR)

## 5200 - ENGINEERING AND PUBLIC WORKS – 5799

	A	SA	FD
<b>5450 STREET NAMES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the naming of streets. Also includes records relating to addresses and numbering.

- 01 General
- 20 Individual street name files (VR)

<b>5460 TRAFFIC CONTROL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to traffic aids and traffic controls.

- 01 General
  - 02 Street signs
  - 03 Traffic signals
  - 04 Barriers and speed bumps
  - 05 Intersections
  - 06 Traffic safety
- SO=when updated or replaced

<b>5480 TRAFFIC CONTROL – PARKING MANAGEMENT</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to the planning, design and management of parking. See

Legal Citation Number 83, Appendix A.

- 01 General
- 02 Complaints
- 03 Disabled parking
- 04 Parking prohibition
- 05 Bus lanes
- 06 Parking lots
- 07 Towing

SO=when complaint is closed or program is changed, retain all policy and program records

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

	A	SA	FD
<b>5500 UTILITIES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the planning, design, installation, operation, maintenance and repair of utility systems and facilities. Note: create separate primaries for each utility matter where the volume of files warrants.

For utility fees, see primary 1820.

- 01 General
- 02 Electrical (VR)
  - 01 General
  - 02 Pole relocation
  - 03 Underground services
  - 04 Major transmission lines
- 03 Gas (VR)
  - 01 General
  - 02 Connections/disconnections
  - 03 Crossings
  - 04 Buried gas service
  - 05 Trunk pressure
- 04 Telephone (VR)
- 05 Cablevision (VR)

## 5200 - ENGINEERING AND PUBLIC WORKS - 5799

A SA FD

**5600 WATER SUPPLY AND DISTRIBUTION** SO nil P  
**FVRD manages the water supply/distribution service since February 2016**  
**Retention Group 6**

Includes records relating to the planning, design, construction, installation, operation and maintenance of water supply and distribution systems. Note: create separate primary subject headings for water supply and distribution matters when the volume of files warrants. For records relating to water districts, see Section 1, Administration.

See Legal Citation Number 84, Appendix A.

- 01 General
- 02 Fire hydrants, by location (VR)
- 03 Water meters (VR)
- 04 Water mains (VR)
- 05 Water quality (VR)
- 06 Water connections, by location (VR)
- 07 Pumping stations (VR)
- 08 Water consumption
- 09 Wells (VR)
- 10 Sprinkling regulations/restrictions
- 11 Water pressure
- 12 Reservoirs (VR) (SO=when infrastructure and facilities are updated)

**SECTION 12**

**PARKS ADMINISTRATION**

**PRIMARY NUMBERS 5800 - 6399**

Section 12 includes the subjects related to the administration and management of parks.

**5800 - PARKS ADMINISTRATION – 6399**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

5810 Parks Administration – General  
5830 Boulevards and Gardens  
5880 Concessions  
6030 Maintenance  
6100 Park Design  
6120 Park Planning  
6125 Parks – General  
6130 Sunnyside Campground  
6160 Vedder River Campground –The FVRD operates campground as of the 2017 season  
6200 Playgrounds  
6240 Projects  
6280 Street Amenities  
6300 Trees - Maintenance and Regulation  
6340 Waterfront/Riverfront Property  
6350 Public Wharves

## 5800 - PARKS ADMINISTRATION - 6399

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>5810</b>	<b>PARKS ADMINISTRATION – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records of a general nature related to the administration, development, operation and maintenance of parks within the Park, which do not appear elsewhere in this section.

-01 General

<b>5830</b>	<b>BOULEVARDS AND GARDENS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to the administration, development and maintenance of boulevards and gardens.

-01 General

-20 Boulevards and gardens, by location (VR)

<b>5880</b>	<b>CONCESSIONS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes records relating to the management of concession facilities within the parks. Includes lease arrangements, administration, etc. For cash management, see primary 1620. For individual parks, see primary 6140.

-01 General

-20 Concessions, by location  
(SO=when lease expires; retain leases permanently)

<b>6030</b>	<b>MAINTENANCE</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			

Includes general information relating to the maintenance of public park facilities which are not included in other headings in this section.

-01 General

-20 Maintenance projects, by title, date

## 5800 - PARKS ADMINISTRATION - 6399

	A	SA	FD
<b>6100 PARK DESIGN</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes general records relating to the design of parks which are not included in other headings in this section.

- 01 General
- 20 Design projects, by title, date

<b>6120 PARK PLANNING</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records of a general nature relating to park planning in the Park.

- 01 General
- 02 Master plan (VR)

<b>6125 PARKS – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes general records relating to the functions and activities of parks operations, including inspections, dog control, weed and pest controls, etc. Also includes records relating to individual parks.

- 01 General
- 02 Dog control
- 03 Inspections
- 04 Weed and pest control
- 05 Vandalism
- 20 Individual parks, by name (VR) (\*SO=until park property is disposed of)



## 5800 - PARKS ADMINISTRATION - 6399

		<b>A</b>	<b>SA</b>	<b>FD</b>	
<b>6130</b>	<b>SUNNYSIDE CAMPGROUND</b>		<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>				

Includes permanent records relating to the functions and activities of Sunnyside Campground operations, including inspections, utilities, playgrounds and facilities.  
For bylaws, see primary 3900.  
For legal claims, see primary 2300

- 01 Permits/Inspections
- 02 Surveying/Site Measurements/Mapping
- 03 Reservation Software
- 04 Utilities       - Sewer
- 05                   - Water
- 06                   - Electrical
- 07                   - Wi-Fi
- 08 Roads
- 09 Individual playgrounds, by name (VR)
- 10 Individual washrooms, (by number)

**SO    7y    D**

Includes records relating to maintenance, seasonal sites, reservations, complaints, bylaw enforcement, and facilities within Sunnyside Campground.

- 11 General
- 12 Advertising/Promotions
- 13 Bylaw Enforcement
- 14 Complaints
- 15 Equipment
- 16 Events
- 17 Firewood
- 18 Garbage/Recycling
- 19 Laundry
- 20 Policy and Procedures
- 21 Propane
- 22 Rec Bowl Playground
- 23 Seasonal Sites
  - 01 Issues
  - 02 Site Exchange
  - 03 Correspondence
  - 04 Evictions
  - 05 Surveys/Questionnaires
  - 06 Site Alteration Requests
  - 04 Seasonal Waitlist
- 24 Signage
- 25 Sunnyside Store
- 26 Vandalism
- 27 Work Orders

## 5800 - PARKS ADMINISTRATION - 6399

		A	SA	FD
<b>6160</b>	<b>VEDDER RIVER CAMPGROUND – FVRD operated as of 2017</b> <b>Retention Group 6</b>	<b>SO</b>	<b>nil</b>	<b>P</b>

Includes permanent records relating to the functions and activities of Vedder River Campground operations, including inspections, utilities, playgrounds and facilities.

For bylaws, see primary 3900.

For legal claims, see primary 2300

- 01 Permits/Inspections
- 02 Surveying/Site Measurements/Mapping
- 03 Reservation Software
- 04 Utilities       - Sewer
- 05                   - Water
- 06                   - Electrical
- 07                   - Wi-Fi
- 08 Roads
- 09 Individual playgrounds, by name (VR)
- 10 Individual washrooms, (by number)

<b>6200</b>	<b>PLAYGROUNDS</b> <b>Retention Group 6</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
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Includes general records relating to the administration, development, operation and maintenance of playgrounds.

For specific playgrounds, see primary 6130.

- 01 General
- 20 Projects, by date  
(SO= when project is completed)

<b>6240</b>	<b>PROJECTS</b> <b>Retention Group 6</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
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Includes records relating to the planning, designing and construction of all specific parks projects. Includes cost estimates, planning and design, project authorization, land acquisition, meetings, reports, design studies, consultants, contract preparation, contract award, purchase orders, work orders, etc.

- 01 General
- 20 Specific projects, by name, location (SO=when project is completed)

## 5800 - PARKS ADMINISTRATION - 6399

	A	SA	FD
<b>6280 STREET AMENITIES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the planning and maintenance of street amenities including hanging baskets, seating, banners, etc.			
For boulevards and gardens, see primary 5830.			
For streets and roads, see primary 5400.			
-01 General			
-20 Projects			
(*SO=until completed)			
<b>6300 TREES – MAINTENANCE AND REGULATION</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the maintenance and regulation of trees within the Park.			
Includes tree height, street trees, cutting of trees, etc.			
For bylaws respecting trees, see primary 3900.			
-01 General			
-20 Issues, by date			
(SO= when issue is concluded)			
<b>6340 WATERFRONT/RIVERFRONT PROPERTY</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the acquisition and development of waterfront and/or riverfront property for parks and public spaces. Includes issues relating to foreshore properties.			
For commercial development of waterfront, see primary number 6740.			
-01 General			
-20 Projects (VR) (SO=when completed)			
<b>6350 PUBLIC WHARVES</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the maintenance and regulation of public wharves within the Park.			
For private wharf records see 0870 – Properties (Leased)– Individual - Residential			
-01 General			
-20 Issues, by date			
(SO= when issue is concluded)			

# **SECTION 13**

## **PLANNING AND DEVELOPMENT**

### **PRIMARY NUMBERS 6400 - 6999**

Section 13 includes subjects relating to the planning and development of the Park.

For information on the bylaws governing regulation and legislation of local area development, see Section 9, Legislative and Regulatory Affairs.

For the technical and procedural aspects of land development, see Section 8, Land Administration.

## **6400 - PLANNING AND DEVELOPMENT – 6999**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

(Note: the Fraser Valley Regional District performs the planning functions for Cultus Lake Park since adoption of Cultus Lake Park Zoning Bylaw No. 1375 in February, 2018.)

6410	Planning and Development – General
6430	Strategic Planning - General
6480	Community Planning - Official Community Plan
6520	- Individual Areas
6600	Demographic Data
6630	Development - General
6650	- Commercial
6700	- Residential
6740	- Waterfront
6750	Economic Development
6800	Heritage Conservation
6830	Historic and Heritage Sites
6900	Tourism
6930	Redevelopment
6950	Revitalization
6970	Planning Reports and Statistics

## 6400 - PLANNING AND DEVELOPMENT - 6999

		A	SA	FD
<b>6410</b>	<b>PLANNING AND DEVELOPMENT – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			

Includes records relating to the planning and development of community resources not found elsewhere in this section.

-01 General

<b>6430</b>	<b>STRATEGIC PLANNING – GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to strategic planning functions and activities.

-01 General

-02 Other cities

-03 Departments

-04 Strategic Development

-05 Sustainable Development

(\*SO=until updated or changed; retain all policy and program records)

<b>6480</b>	<b>COMMUNITY PLANNING – OFFICIAL COMMUNITY PLAN</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to the development and administration of the official community plan(s) for the Park.

See Legal Citation Number 85, Appendix A.

-01 General

-20 Official Community Plan, by date (VR) (\*SO=until revised)

<b>6520</b>	<b>COMMUNITY PLANNING – INDIVIDUAL AREAS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to the community planning of individual neighbourhoods or areas within the Park.

-01 General

-20 Individual areas, by name (VR) (\*SO=until updated)

## 6400 - PLANNING AND DEVELOPMENT - 6999

		A	SA	FD
<b>6600</b>	<b>DEMOGRAPHIC DATA</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to demographic data and statistics about the Park.			
	-01	General		
	-02	Census data (Statistics Canada)		
<b>6630</b>	<b>DEVELOPMENT – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			
	Includes records relating to the general development activities, functions and proposals for the community.			
	-01	General		
<b>6650</b>	<b>DEVELOPMENT – COMMERCIAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes general records relating to commercial development of properties. For specific applications, see primary 3060 and 3090.			
	-01	General		
	-20	Projects (VR) (*SO=until completed)		
<b>6700</b>	<b>DEVELOPMENT – RESIDENTIAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes general records relating to residential development of properties. For specific applications, see the land section.			
	-01	General		
	-20	Projects (VR) (*SO=until completed)		
<b>6740</b>	<b>DEVELOPMENT – WATERFRONT</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes general records relating to planning and development of lakefront properties. For specific applications, see the land section.			
	For waterfront parks, see primary 6340.			
	-01	General		
	-20	Projects (VR) (*SO=until completed)		

## 6400 - PLANNING AND DEVELOPMENT – 6999

	A	SA	FD
<b>6750 ECONOMIC DEVELOPMENT</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the encouragement of growth of existing businesses and industries and the attraction of new investment and economic activity to the area.			
-01 General			
-20 Projects (VR) (*SO=until completed)			
<b>6800 HERITAGE CONSERVATION</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the identification, regulation and preservation of heritage properties within the Park. Individual heritage properties are located in the land section. Civic heritage properties are located in Section 2, Buildings, Facilities and Properties.			
See Legal Citation Number 86, 87, 124, Appendix A.			
-01 General			
-20 Heritage inventory, by location (VR)			
<b>6830 HISTORIC AND HERITAGE SITES</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the identification, regulation and preservation of historic and heritage, including archaeological, sites.			
-01 General			
-20 Projects (VR) (*SO=until completed)			
<b>6900 TOURISM</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to the encouragement and attraction of tourism related activities to the area.			
-01 General			
-20 Projects			
(*SO=until completed)			



## 6400 - PLANNING AND DEVELOPMENT - 6999

	A	SA	FD
<b>6930 REDEVELOPMENT</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the identification, regulation and reconstruction of neighbourhoods.

- 01 General
- 20 Areas, by name
- 30 Projects (VR) (\*SO=when completed)

<b>6950 REVITALIZATION</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the conceptual planning and renewal of areas designated for revitalization.

- 01 General
- 20 Areas, by name
- 30 Projects (VR) (\*SO=when completed)

<b>6970 PLANNING REPORTS AND STATISTICS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Records relating to reports, studies and statistics related to planning and development functions and activities.

- 01 General
- 20 Reports/statistics (VR) (\*SO=until updated)

## **SECTION 14**

### **PROTECTIVE SERVICES**

#### **PRIMARY NUMBERS 7000 - 7699**

Section 14 includes subjects related to the protective services provided by the Park. Emergency programs, fire protection and police protection are included in this section. This section is intended for general subjects of concern to the Park, but can be expanded for use by specialized agencies such as fire and police departments.

**7000 - PROTECTIVE SERVICES - 7699**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

7010	Protective Services – General
7060	Alarms
7100	Ambulance Service
7130	Emergency Measures - General
7140	- Business Recovery Plans
7200	Fire Protection - General
7220	- Arson
7260	- Devices
7280	- Fire Inspections
7300	- Fire Investigations
7320	- Fire Safety and Prevention Programs
7340	- Forest Fires
7360	- Pre-fire Planning
7380	- Reports and Statistics
7400	Police Services - General
7450	- Issues
7500	- Community Relations
7550	- Traffic Enforcement
7580	- Reports and Statistics

## 7000 - PROTECTIVE SERVICES - 7699

A SA FD

### **7010 PROTECTIVE SERVICES – GENERAL** **Retention Group 2**

**CY+1 6y D**

Includes records of a general nature relating to the protection of persons and property, which are not covered elsewhere in this section.

-01 General

### **7060 ALARMS** **Retention Group 2**

**CY+1 6y D**

Includes records relating to community issues associated with alarms – false alarms, alarm control bylaws, etc. For approved bylaws, see Primary 3900.

-01 General

### **7100 AMBULANCE SERVICES** **Retention Group 2**

**Cy+1 6y D**

Includes records relating to the monitoring and liaison of ambulance services with the Park.

-01 General

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>7130</b>	<b>EMERGENCY MEASURES - GENERAL</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to policies and plans for provision of assistance in emergency situations, for plans for the continuation of operations of the Park in case of emergency, civil defense planning actions and precautions, etc.

See Legal Citation Number 88, Appendix A.

- 01 Cultus Lake Park (VR)
  - 01 General
  - 02 Emergency Plan
- 02 Provincial (VR)
  - 01 General
  - 02 Provincial Emergency Plan
  - 03 Regional
- 03 Local Government (VR)
  - 01 General
  - 02 Preparation Plan
- 04 Civil defense (VR)
- 05 Dangerous goods and hazardous materials (VR)
- 06 Earthquake (VR)
- 07 Evacuation routes (VR)
- 08 Mutual Aid (VR)
- 09 Floods (VR)
- 10 Emergency relief (VR)
- 11 Contact personnel (VR)
- 13 Ambulance/paramedics (VR)

(\*SO=until updated)

<b>7140</b>	<b>EMERGENCY MEASURES – BUSINESS RECOVERY PLANS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			

Includes records relating to the development and coordination of the business recovery planning with Park planning.

See Legal Citation Number 89, Appendix A.

- 01 General
- 20 Plans, by date (VR) (\*SO=until updated)

## 7000 - PROTECTIVE SERVICES - 7699

		<b>A</b>	<b>SA</b>	<b>FD</b>
<b>7200</b>	<b>FIRE PROTECTION – GENERAL</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			
	Includes records of a general nature relating to the protection of persons and property from fire.			
	-01	General		
<b>7220</b>	<b>FIRE PROTECTION – ARSON</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
	<b>Retention Group 6</b>			
	Includes records relating to acts of arson.			
	See Legal Citation Number 90, Appendix A.			
	-01	General		
	-20	Incidents (VR)		
<b>7260</b>	<b>FIRE PROTECTION – DEVICES</b>	<b>CY+1</b>	<b>6y</b>	<b>D</b>
	<b>Retention Group 2</b>			
	Includes records relating to the design, installation and use of fire alarm systems, sprinklers and smoke detection systems.			
	-01	General		
	-20	Devices, by type		
<b>7280</b>	<b>FIRE PROTECTION – FIRE INSPECTIONS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
	<b>Retention Group 4</b>			
	Includes records relating to the routine inspection of dwellings undertaken in the Park for fire prevention.			
	For detailed information and inspection of fire hydrants, see primary number 5600-02.			
	For inspections of firefighting equipment, see primary number 1100.			
	-01	General		
	-20	Inspections, by address (VR) (SO = life of building)		

## 7000 - PROTECTIVE SERVICES - 7699

	A	SA	FD
<b>7300 FIRE PROTECTION – FIRE INVESTIGATIONS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the investigation of individual fire incidents

See Legal Citation Number 90, Appendix A.

- 01 General
- 20 Incidents, by address, date (VR)  
(SO=when incident investigation is complete)

<b>7320 FIRE PROTECTION – FIRE SAFETY AND PREVENTION PROGRAMS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to the development and delivery of fire safety and prevention programs. Also includes records relating to community education and fire safety awareness programs administered or sponsored by the fire department.

- 01 General
- 02 Fire drills
- 20 Programs, by name  
(\*SO=when program is replaced; retain policy and program records)

<b>7340 FIRE PROTECTION – FOREST FIRES</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			

Includes records relating to information about the occurrence, prevention and suppression of forest fires within the Park.

- 01 General
- 20 Incidents, by date (VR)  
(\*SO= when incident investigation is complete; retain critical incident information)

## 7000 - PROTECTIVE SERVICES - 7699

		A	SA	FD
<b>7360 FIRE PROTECTION – PRE-FIRE PLANNING</b>		<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>				
Includes records relating to the preparation of fire plans for all multiple family dwellings and public use buildings within the Park. Each file may include plot plan, floor layout and relevant data for each building.				
-01	General			
-20	Individual plans, by street address (VR) (SO = life of building)			
<b>7380 FIRE PROTECTION – REPORTS AND STATISTICS</b>		<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>				
Includes records relating to reports, studies and statistics generated by the fire department.				
-01	General			
-20	Reports/statistics (VR) (*SO=until Updated)			
<b>7400 POLICE SERVICES – GENERAL</b>		<b>CY+1</b>	<b>6y</b>	<b>D</b>
<b>Retention Group 2</b>				
Includes records of a general nature relating to the provision of police services to the Park which are not covered in other subjects in this section.				
-01	General			
<b>7450 POLICE SERVICES – ISSUES</b>		<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>				
Includes records relating to crime related issues such as street violence, youth gangs, vandalism, etc.				
See Legal Citation Number 91, Appendix A.				
-01	General			
-20	Issues, by name, date (SO = when completed)			



## 7000 - PROTECTIVE SERVICES - 7699

	A	SA	FD
<b>7500 POLICE SERVICES – COMMUNITY RELATIONS</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to the relationships between the police department and the community. Includes information on such programs as Neighbourhood Watch, Block Parents, Drinking/Driving Counterattack, etc.			
-01 General			
-20 Programs, by name			
(*SO=when program is replaced; retain policy and program records)			
<b>7550 POLICE SERVICES – TRAFFIC ENFORCEMENT</b>	<b>SO</b>	<b>7y</b>	<b>D</b>
<b>Retention Group 4</b>			
Includes records relating to police traffic enforcement programs. For information on traffic control devices, etc., see primary 5460.			
-01 General			
-20 Programs, by name, date			
(SO=when program is completed; retain policy information)			
<b>7580 POLICE SERVICES – REPORTS AND STATISTICS</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			
Includes records relating to reports, studies and statistics generated by the Police Department.			
-01 General			
-20 Reports/statistics (VR) (*SO=until updated)			

# **SECTION 15**

## **RECREATION AND CULTURAL SERVICES**

### **PRIMARY NUMBERS 7700 - 8299**

Section 15 includes subjects relating to the recreational and cultural services of the community. These include community recreation programs and services, and liaison with public library services, museums, theatres, performing arts activities, etc.

For information about the buildings and facilities see Section 2, Buildings, Facilities and Properties.

## **7700 - RECREATION AND CULTURAL SERVICES – 8299**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

7710 Recreation and Cultural Services – General  
7800 Cultural Activities  
8000 Recreation Programs - General  
8100 Special Events

## 7700 - RECREATION AND CULTURAL SERVICES - 8299

A SA FD

### 7710 RECREATION AND CULTURAL SERVICES – GENERAL Retention Group 2

CY+1 6y D

Includes general records relating to recreation and cultural services, programs and facilities available to the public which are not covered elsewhere in this section.

-01 General

### 7800 CULTURAL ACTIVITIES Retention Group 2

CY+1 6y D

Includes records of a general nature relating to arts and cultural activities.

-01 General

### 8000 RECREATION PROGRAMS – GENERAL Retention Group 2

CY+1 6y D

Includes records of a general nature relating to the administration, scheduling and offering of public recreation programs.

-01 General

### 8100 SPECIAL EVENTS Retention Group 4

SO 7y D

Includes records relating to board sponsorship or participation in recreation and cultural events, festivities, etc. For ceremonies and celebrations, see primary 0330.

-01 General

-20 Special events, by name

(\*SO=when completed; retain program material for significant events)

## **SECTION 16**

### **TRANSPORTATION AND TRANSIT SERVICES**

#### **PRIMARY NUMBERS 8300 - 8799**

Section 16 includes subjects related to the planning and administration of transportation and transit services.

For subjects related to streets and roads, see Section 11, Engineering and Public Works.

## **8300 - TRANSPORTATION AND TRANSIT SERVICES – 8799**

### **PRIMARY NUMBERS AND PRIMARY SUBJECTS**

8310 Transportation – General  
8330 Transportation Planning  
8500 Bus Transit - General  
8770 Transportation - Reports and Statistics

## 8300 - TRANSPORTATION AND TRANSIT SERVICES - 8799

	A	SA	FD
<b>8310 TRANSPORTATION – GENERAL</b>		<b>CY+</b>	<b>6y D</b>
<b>Retention Group 2</b>			

Includes records relating to the research, planning, design and operation of Park transportation systems. For information on streets, roads and traffic control see the Engineering and Public Works section.

-01 General

<b>8330 TRANSPORTATION PLANNING</b>	<b>SO</b>	<b>nil</b>	<b>P</b>
<b>Retention Group 6</b>			

Includes records relating to the planning and coordination functions of public transportation.

-01 General

-20 Plans, by date (VR) SO=when updated

### 8500 BUS TRANSIT – GENERAL

**SO 7y**

**D**

#### Retention Group 4

Includes records relating to the research, planning, design and operation of bus transit systems.

-01 General

-02 Park and ride

-03 Routes and schedules

-04 Shelters and stops

(\*SO = until updated or replaced; retain policy and program records, infrastructure information)

### 8770 TRANSPORTATION – REPORTS AND STATISTICS

**SO nil**

**P**

#### Retention Group 6

Includes records relating to reports, studies and statistics on transportation and transit issues.

-01 General

-20 Reports and Statistics, by date, title (VR) (SO=until updated or replaced)

## APPENDIX A

### Legal Retention Requirement for Records

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
1	0510	<p><b>Business Corporations Act</b>, S.B.C. 2002, c. 57 in section 196 requires that a company must keep adequate accounting records for each of its financial years and must retain the accounting records kept for a financial year for the prescribed period.</p> <p><b>Business Corporations Regulation</b> (B.C. Reg. 65/2004) under the <i>Business Corporations Act</i>, S.B.C. 2002, c. 57:</p> <ul style="list-style-type: none"> <li>• section 20 prescribes that accounting records be retained for 7 years;</li> <li>• section 21 prescribes that financial statements be prepared following generally accepted accounting principles and contain specific information.</li> </ul>
2	0580	<p><b>Freedom Of Information And Protection Of Privacy Act</b>, R.S.B.C. 1996, c. 165 in section 31 requires that an individual's personal information must be retained for at least 1 year after being used.</p>
3	0712	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492, in the Occupational Health And Safety Regulation (B.C. Reg. 296/97) in section 4.14(3) requires that an annual record of emergency drills must be kept.</p>
4	1060	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 25(2)(c), if there is an agreement between the employer and employees, for employers to retain for 2 years, the records of the agreement for employees to clean/maintain special clothing (these amounts deemed to be wages).</p>
5	1280	<p><b>Motor Vehicle Act Regulations</b> (B.C. Reg. 26/58) under the <i>Motor Vehicle Act</i>, R.S.B.C. 1996, c. 318 in section 25.18, subject to limitations specified in section 25.18(2), the owner of every vehicle must, during the last 3 years of ownership and for a period of 6 months following disposal of it, maintain in safe keeping a record of:</p> <ul style="list-style-type: none"> <li>(a) each inspection made of the vehicle and of every component of it to which the standards apply, and</li> <li>(b) every replacement and repair made to the vehicle and to each such component following each inspection.</li> </ul>



LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
6	1640	<p><b>Note:</b> The <i>Social Service Tax Act</i>, R.S.B.C. 1996, c. 431 and its Social Service Tax Act Regulations (B.C. Reg. 84/58) were in force until April 1, 2013 when they were repealed.</p> <p><b>Social Service Tax Act Regulations</b> (B.C. Reg. 84/58) in sections 5.14-15 required records to be retained for 7 years and standards of recordkeeping to be observed. After April 1, 2013, the <i>Social Service Tax Act</i> and the Social Service Tax Act Regulations (B.C. Reg. 84/58) were no longer were in force at law.</p> <p>From July 1, 2010 to April 1, 2013, the <i>Consumption Tax Rebate And Transition Act</i>, S.B.C. 2010, c. 5 (Bill 9) replaced the PST with the Harmonized Sales Tax (HST). The HST was a combination of 7% GST and 5% PST. The HST was administered by the federal government of Canada under the <i>Excise Tax Act</i>, [R.S., 1985, c. E-15].</p> <p>Following a public referendum, on April 1, 2013, the HST was repealed and replaced by a new PST. The <i>Provincial Sales Tax Transitional Provisions and Amendments Act</i>, 2013, S.B.C. 2013, c. 1 (Bill 2) repealed both the <i>Consumption Tax Rebate And Transition Act</i> and the</p> <p><i>Social Service Tax Act</i> effective April 1, 2013. Effective April 1, 2013, the <i>Provincial Sales Tax Act</i>, S.B.C. 2012, c. 35 (Bill 54) and the Provincial Sales Tax Regulation (B.C. Reg. 96/2013) regulate record-keeping requirements for BC records.</p> <p><b>Provincial Sales Tax Act</b>, S.B.C. 2012, c. 35 (Bill 54):</p> <ul style="list-style-type: none"> <li>• section 230(3) sets out offences regarding records, including destroying, altering, omitting, fraudulently creating or disposing of records;</li> <li>• section 230(4) prescribes, for offences listed in section 230(3), fines ranging from \$2,000 to \$10,000 plus unpaid tax and/or imprisonment for up to a maximum of 2 years.</li> </ul> <p><b>Provincial Sales Tax Regulation</b> (B.C. Reg. 96/2013) (in force April 1, 2013) under the <i>Provincial Sales Tax Act</i>, S.B.C. 2012, c. 35 (Bill 54):</p> <ul style="list-style-type: none"> <li>• section 93(1) mandates that a person required to keep records under the Act retain the records for a period of 5 years from the date the record is created;</li> <li>• section 93(2) person required to retain records may apply to Director to destroy records before 5 year retention period expires;</li> <li>• section 93(3) requires that records that might be necessary for appeals under section 211 (appeal to minister) or 212 (appeal to court) of the Act are required to be retained after the retention period and until the appeals have been exhausted.</li> </ul>
7	1830	<p><b>Financial Information Act</b>, R.S.B.C. 1996, c. 140 in section 2 requires that a corporation must prepare statements of financial information as specified by the Act.</p> <p><b>Financial Information Regulation</b> (B.C. Reg. 371/93) under the <i>Financial Information Act</i>, R.S.B.C. 1996, c. 140:</p> <ul style="list-style-type: none"> <li>• section 5 provides that the fee for a copy of the financial information provided under section 2(6) of the Act is \$5;</li> <li>• Schedule (Statements and Schedules of Financial Information) in: <ul style="list-style-type: none"> <li>▪ section 9(2) a Statement of Financial Information prepared by a municipality must be approved by its council and by the officer assigned responsibility for financial administration under the <i>Local Government Act</i>;</li> <li>▪ section 10(1) reasonable accommodation must be provided for any person who asks to examine the Statement of Financial Information;</li> </ul> </li> </ul>

## APPENDIX A

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>▪ section 10(2) requires a local government to keep copies of the financial information available for examination or purchase for 3 years after the end of the year reported on;</li> <li>▪ section 10(3) if a person so requests, a corporation may provide information contained in the Statement of Financial Information, severed from the Statement and furnished free of charge or subject to the duplication fees prescribed under the <i>Freedom of Information and Protection of Privacy Act</i>, if those fees do not exceed the fee prescribed under section 5 of this regulation.</li> </ul>
8	1920	<p><b><i>Employment Standards Act</i></b>, R.S.B.C. 1996, c. 113:</p> <ul style="list-style-type: none"> <li>• section 28(2) requires that employers must retain specified payroll records and retain them for 2 years after the employment terminates (section 28(2) includes records relating to the payment of employees, including personal identifying information, date employment began and ended, wages/salaries/benefits paid and deductions made, hours worked and vacation taken);</li> <li>• section 37(13) requires an employer who has entered into an agreement with an employee to average hours of work to retain an averaging agreement for 2 years after the employment terminates;</li> <li>• section 48(3) requires an employer who has entered into an agreement with an employee to substitute another day off for a statutory holiday to retain records of this agreement for 2 years.</li> </ul> <p>In Canadian (federal legislation), the <b><i>Employment Insurance Act</i></b>, [1996, c. 23] in:</p> <ul style="list-style-type: none"> <li>• section 87(3) employers are required to maintain books and records for 6 years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister;</li> <li>• section 87(3.1) and (3.2) every employer who keeps electronic records shall retain them in an electronically readable format for the retention period referred to in section 87(3);</li> <li>• section 87(4) if there is an appeal or a ruling, the employer shall retain records necessary for dealing with the ruling/appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired.</li> </ul> <p><b>Information Circular IC78-10R5 (June 2010) Books and Records Retention/Destruction</b> is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p><b>The Information Circular IC05-1R1 (June 2010) Electronic Record Keeping</b> is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p>

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
9	2000	<p><b>Note:</b> The <i>Social Service Tax Act</i>, R.S.B.C. 1996, c. 431 and its Social Service Tax Act Regulations (B.C. Reg. 84/58) were in force until April 1, 2013 when they were repealed.</p> <p>The Social Service Tax Act Regulations (B.C. Reg. 84/58) in sections 5.14-15 required records to be retained for 7 years and standards of recordkeeping to be observed. After April 1, 2013, the <i>Social Service Tax Act</i> and the Social Service Tax Act Regulations (B.C. Reg. 84/58) were no longer were in force at law.</p> <p>From July 1, 2010 to April 1, 2013, the <i>Consumption Tax Rebate And Transition Act</i>, S.B.C. 2010, c. 5 (Bill 9) replaced the PST with the Harmonized Sales Tax (HST). The HST was a combination of 7% GST and 5% PST. The HST was administered by the federal government of Canada under the <i>Excise Tax Act</i>, [R.S., 1985, c. E-15].</p> <p>Following a public referendum, on April 1, 2013, the HST was repealed and replaced by a new PST. The <i>Provincial Sales Tax Transitional Provisions and Amendments Act, 2013</i>, S.B.C. 2013, c. 1 (Bill 2) repealed both the <i>Consumption Tax Rebate And Transition Act</i> and the <i>Social Service Tax Act</i> effective April 1, 2013. Effective April 1, 2013, the <i>Provincial Sales Tax Act</i>, S.B.C. 2012, c. 35 (Bill 54) and the Provincial Sales Tax Regulation (B.C. Reg. 96/2013) regulate record-keeping requirements for BC records.</p> <p><b>Provincial Sales Tax Act</b>, S.B.C. 2012, c. 35 (Bill 54): in:</p> <ul style="list-style-type: none"> <li>• section 230(3) sets out offences regarding records, including destroying, altering, omitting, fraudulently creating or disposing of records;</li> <li>• section 230(4) prescribes, for offences listed in section 230(3), fines ranging from \$2,000 to \$10,000 plus unpaid tax and/or imprisonment for up to a maximum of 2 years.</li> </ul> <p><b>Provincial Sales Tax Regulation</b> (B.C. Reg. 96/2013) (in force April 1, 2013) under the <i>Provincial Sales Tax Act</i>, S.B.C. 2012, c. 35 (Bill 54) in:</p> <ul style="list-style-type: none"> <li>• section 93(1) mandates that a person required to keep records under the Act retain the records for a period of 5 years from the date the record is created;</li> <li>• section 93(2) person required to retain records may apply to Director to destroy records before 5 year retention period expires;</li> <li>• section 93(3) requires that records that might be necessary for appeals under section 211 (appeal to minister) or 212 (appeal to court) of the Act are required to be retained after the retention period and until the appeals have been exhausted.</li> </ul> <p>In Canadian (federal legislation), the <b>Excise Tax Act</b>, [R.S., 1985, c. E-15]:</p> <ul style="list-style-type: none"> <li>• section 2 defines “document” to include money, a security and a record;</li> <li>• section 2 defines “record” to include an account, an agreement, a book, a chart or table, a diagram, a form, an image, an invoice, a letter, a map, a memorandum, a plan, a return, a statement, a telegram, a voucher, and any other thing containing information, whether in writing or in any other form;</li> <li>• section 97.1 makes it an offence to destroy records and making false entries, punishable by summary conviction (\$25,000 maximum fine and double the amount of taxes to be paid, and/or 2 years in prison) or by indictment ((\$25,000 maximum fine and double the amount of taxes to be paid, and/or 5 years in prison);</li> <li>• section 98(2) requires books and records be maintained for 6 years until the expiration of six years from the end of the calendar year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister;</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 98(2.01) requires records that are kept electronically to be retained in an electronically readable format for the retention period set out in section 98(2);</li> <li>• section 98(2.02) permits the Minister to exempt a person from the requirement in section 98(2.01);</li> <li>• section 98(2.1) requires a party subject to an appeal to retain records necessary to verify the information therein until the objection or appeal has been finally disposed of by appeal or otherwise;</li> <li>• section 98(3) requires such records to be made available for inspection by government.</li> </ul> <p><b>Goods and Services Tax</b> being Part IX of the <i>Excise Tax Act</i>, [R.S., 1985, c. E-15]:</p> <ul style="list-style-type: none"> <li>• section 286(1) and (3) requires, that if required to keep proper records and books, such records and books must be retained until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed;</li> <li>• section 286(3.1) requires records that are kept electronically to be retained in an electronically readable format for the retention period set out in section 286(3);</li> <li>• section 286(3.2) permits the Minister to exempt a person from the requirement in section 286(3.1);</li> <li>• section 286(4) provides that, if there is an appeal or objection, a person shall retain, until the objection, appeal or reference and any appeal therefrom is finally disposed of, every record that pertains to the subject-matter of the objection, appeal or reference.</li> </ul> <p>The <b>GST/GST Memorandum 15.1, General Requirements for Books and Records</b> (Revised June 2005) provides guidelines regarding keeping books and records (available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p>The <b>GST/GST Memorandum 15.2, Computerized Records</b> (Revised June 2005) provides guidelines regarding keeping electronic records (available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p>In Canadian (federal legislation), the <b><i>Income Tax Act</i></b>, [R.S.C. 1985, c. 1 (5th Supp.)]:</p> <ul style="list-style-type: none"> <li>• section 230(4) requires keeping proper records and books until the expiration of six years after the end of the year to which they relate or for such other period as may be prescribed;</li> <li>• section 230(4.1) requires records that are retained electronically shall retain them in an electronically readable format for the retention period referred to in section 230(4);</li> <li>• section 230(4.2) permits the Minister to exempt persons from the requirement in section 230(4.1);</li> <li>• section 230(6) requires, where an appeal or objection is filed, for a person to keep records and books of account necessary for dealing with the objection or appeal until, in the case of the serving of a notice of objection, the time provided by section 169 to appeal has elapsed or, in the case of an appeal, until the appeal is disposed of and any further appeal in respect thereof is disposed of or the time for filing any such further appeal has expired;</li> <li>• section 230(8) permits dispose of records if written permission for their disposal is given by the Minister.</li> </ul>

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		<p><b>The Information Circular IC78-10R5 (June 2010) Books and Records Retention/Destruction</b> is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p><b>The Information Circular IC05-1R1 (June 2010) Electronic Record Keeping</b> is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p><b>Income Tax Regulations</b>, [C.R.C., c. 945] under the <i>Income Tax Act</i>, [R.S.C. 1985, c. 1 (5th Supp.)] in Regulation Part 5800(1):</p> <ul style="list-style-type: none"> <li>• subsections (a) and (b) require corporate records be retained 2 years after the day that the corporation is dissolved;</li> <li>• subsection (c) requires business records of a person not a corporation be retained 6 years after the last day of the taxation year of the person in which the business ceased;</li> <li>• subsections (d), (e) and (f) require specified records of registered charities or Canadian amateur athletic associations be retained 2 years after the date on which the registration of the charity or Canadian amateur athletic association is revoked.</li> </ul>
10	2020	<p><b>Unclaimed Property Act</b>, S.B.C. 1999, c. 48:</p> <ul style="list-style-type: none"> <li>• section 1 defines “property” broadly and includes employee benefits;</li> <li>• section 1 defines local government as a “public body” as defined by the <i>Freedom of Information and Protection of Privacy Act</i>;</li> <li>• section 6(3) requires a “public body” to retain records of unclaimed property;</li> <li>• section 9 requires holders of property to make reasonable efforts to locate and notify owners within 6 months after the applicable dates as prescribed;</li> <li>• section 10 provides that property becomes unclaimed within 12 months after the applicable dates referred to in section 9(1) (b).</li> </ul> <p><b>Unclaimed Property Regulation</b> (B.C. Reg. 463/99) under the <i>Unclaimed Property Act</i> specifies the following retention periods in section 5:</p> <ul style="list-style-type: none"> <li>• 6 years, if the amount of the deposit is under \$1,000;</li> <li>• 10 years, if the amount of the deposit is at least \$1,000 but is under \$25,000;</li> <li>• 30 years, if the amount of the deposit is \$25,000 or more.</li> </ul> <p><b>Note:</b> The British Columbia Unclaimed Property Society maintains a website: <a href="http://unclaimedpropertybc.ca/">http://unclaimedpropertybc.ca/</a>.</p>
11	2520	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>☐ section 54 provides that the employer must report to the Board within 3 days of its occurrence every injury to a worker that is or is claimed to be one arising out of and in the course of employment;</li> <li>☐ section 55(2), unless an application is filed, or an adjudication made, within 1 year after the date of injury, death or disablement from occupational disease, no compensation is payable, except as provided in subsections (3), (3.1), (3.2) and (3.3).</li> </ul>
12	2520	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492 in section 165, unless another time is established in the order, a variance order ceases to have effect 3 years from the date on which it first comes into effect.</p>

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13	2520	<p><i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 186.1(1) permits the Board to enter in a compliance agreement with an employer if the Board considers, among other things, that the employer has not complied with the Act's enforcement provisions or the regulations;</li> <li>• section 186.1(2) specifies the form and content for a compliance agreement;</li> <li>• section 186.1(3) requires that the employer must, as soon as practicable after entering into an agreement under subsection (1) provide a copy of the agreement to the joint committee or worker health and safety representative or post a copy of the report at the workplace as specified;</li> <li>• section 186.1(4) requires that the Board must rescind an agreement entered into under subsection (1) if the Board considers that the employer failed to comply with the compliance agreement;</li> <li>• section 186.1(5) provides that the Board may rescind an agreement entered into under subsection (1) if the Board considers that the agreement no longer adequately protects the health or safety of workers;</li> <li>• section 186.1(6) to (9) provides for notice and providing copies of the rescission of the compliance agreement to the employee and workers.</li> </ul>
14	2520	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 3.19 requires that first aid records: be kept confidential, be inspected by the Board and access given to workers about their own first aid records and must be kept for at least 3 years.</p>
15	2520	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 5.59(3), records confirming an investigation that an exposure to a hazardous substance may have occurred must be made available to workers, and maintained by the employer for a minimum of 10 years.</p>
16	2520	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 6.4(1) requires that the employer and owner prepare an inventory of all asbestos-containing materials in the workplace as specified;</li> <li>• section 6.4(2) provides that if a qualified person suspects that a material in the workplace contains asbestos but determines that the material is inaccessible or not practicable to sample, the material must be treated under this Part as asbestos-containing material unless a qualified person, in accordance with subsection (1), determines that the material is not asbestos-containing material;</li> <li>• section 6.4(3) provides that the employer or the owner satisfies his or her obligations under subsection (1) if the employer or the owner ensures that an existing inventory of all asbestos-containing materials in the workplace meets the requirements of subsection (1);</li> <li>• section 6.4(4) requires that the employer and the owner must <ul style="list-style-type: none"> <li>(a) keep the inventory current, and</li> <li>(b) make a record of any changes made to the inventory;</li> </ul> </li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>section 6.4(5) requires that the employer and the owner must provide each other with a copy of the inventory and record referred to in subsection (4) if the other does not already have a copy;</li> <li>section 6.4(6) requires that the employer must ensure that a copy of the current version of the inventory is readily available at the workplace;</li> <li>section 6.4(7) requires the employer and the owner must retain               <ul style="list-style-type: none"> <li>(a) the current version of the inventory until all the asbestos-containing materials are removed from the workplace, and</li> <li>(b) the record referred to in subsection (4)(b) (section 6.4 effective from May 1, 2017, B.C. Reg. B.C. Reg. 9/2017, App. E);</li> </ul> </li> <li>section 6.32, the employer must maintain, for at least 10 years, records regarding asbestos-containing materials:               <ul style="list-style-type: none"> <li>(a) risk assessments;</li> <li>(b) inspections;</li> <li>(c) air monitoring results;</li> <li>(d) instruction and training of workers;</li> <li>(e) incident investigation reports.</li> </ul> </li> </ul>
17	2520	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 7.9, the employer must keep records of:</p> <ul style="list-style-type: none"> <li>☐ the annual hearing test results for each worker, which must: be kept as long as the worker is employed by the employer and be kept confidential and not released to anyone without the written permission of the worker, or as otherwise required by law;</li> <li>☐ the education and training provided to workers; and</li> <li>☐ the results of noise exposure measurements taken under section 7.3 (noise measurement required).</li> </ul>
18	2520	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 7.25 the employer must:</p> <ul style="list-style-type: none"> <li>☐ maintain and make available to the Board, for at least 10 years, records of radiation surveys, and for the period that the worker is employed plus 10 years, records of exposure monitoring and personal dosimetry data; and</li> <li>☐ make the records available to workers.</li> </ul> <p><b>Note:</b> “G7.24 Radiation Surveys, Part 7 Noise, Vibration, Radiation &amp; Temperature” in the OHS Guidelines, Worksafe BC (Revised January 2005, Editorial Revision March 11, 2009) (available at: <a href="http://www2.worksafebc.com/">http://www2.worksafebc.com/</a>).</p> <p>The Canadian (federal) <b>Nuclear Safety and Control Act</b>, [1997, c. 9] in:</p> <ul style="list-style-type: none"> <li>☐ section 4, subject to any order made pursuant to section 5 (Orders excluding Department of National Defence, etc.), this Act is binding on Her Majesty in right of Canada or a province;</li> <li>☐ section 27, every licensee and every prescribed person shall keep the prescribed records, including a record of the dose of radiation received by or committed to each person who performs duties in connection with any activity that is authorized by this Act or who is present at a place where that activity is carried on, retain those records for the prescribed time and disclose them under the prescribed circumstances;</li> </ul>



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		<p><b>Nuclear Substances and Radiation Devices Regulations</b>, [SOR/2000-207] under the <i>Nuclear Safety and Control Act</i>, [1997, c. 9] in:</p> <ul style="list-style-type: none"> <li>section 31(1)(e) requires that a record of radiation doses be kept;</li> <li>section 36 requires that specified records regarding nuclear substances be retained for 3 years after the termination of employment of the worker, the expiration of the license or last test, as specified;</li> <li>section 37 requires that specified records regarding exposure devices be kept.</li> </ul>
19	2530	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 28(2) requires that employers must retain specified payroll records and retain them for 2 years after the employment terminates (section 28(2) includes records relating to the payment of employees, including personal identifying information, date employment began and ended, wages/salaries/ benefits paid and deductions made, hours worked and vacation taken).</p> <p>In Canadian (federal legislation), the <i>Employment Insurance Act</i>, [1996, c. 23]:</p> <ul style="list-style-type: none"> <li>section 87(3) employers are required to maintain books and records for 6 years after the year for which they are kept, or until written permission for their prior disposal is given by the Minister;</li> <li>section 87(3.1) and (3.2) every employer who keeps electronic records shall retain them in an electronically readable format for the retention period referred to in section 87(3);</li> <li>section 87(4) if there is an appeal or a ruling, the employer shall retain records necessary for dealing with the ruling/appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired;</li> </ul> <p><b>The Information Circular IC78-10R5 (June 2010) Books and Records Retention/Destruction</b> is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca">http://www.cra-arc.gc.ca</a>).</p> <p><b>The Information Circular IC05-1R1 (June 2010) Electronic Record Keeping</b> is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p>
20	2550	<p><b>Canada Pension Plan</b>, [R.S., 1985, c. C-8]:</p> <ul style="list-style-type: none"> <li>section 24(1) requires that every employer shall keep records and books of account at his place of business or residence in Canada;</li> <li>section 24(2) requires that every employer shall retain those records and books of account until the expiration of 6 years from the end of the year in respect of which those records and books of account are kept or until written permission for their prior disposal is given by the Minister;</li> <li>section 24(2.1) requires that every employer who keeps electronic records shall retain them in an electronically readable format for the retention period referred to in section 24(2);</li> <li>section 24(3) requires that, if the employer or an employee of the employer is subject to a ruling under section 26.1 or has made an appeal to the Minister</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<p>under section 27 or 27.1, the employer shall retain every record, book of account, account and voucher necessary for dealing with the ruling or the appeal until the ruling is made or the appeal is disposed of and any further appeal is disposed of or the time for filing a further appeal has expired;</p> <ul style="list-style-type: none"> <li>• section 25(1) defines “documents” to include money, securities and any of the following, whether computerized or not: books, records, letters, telegrams, vouchers, invoices, accounts and statements (financial or otherwise);</li> <li>• section 41(2) provides that every person who fails to comply with or contravenes section 24 or 25 is guilty of an offence punishable on summary conviction;</li> <li>• section 41(4) every person who: <ul style="list-style-type: none"> <li>(a) makes, or participates in, assents to or acquiesces in the making of, false or deceptive statements in a return, certificate, statement or answer filed or made as required by or under this Part or a regulation,</li> <li>(b) to evade payment of a contribution imposed by this Act, destroys, alters, mutilates, secretes or otherwise disposes of the records or books of account of an employer,</li> <li>(c) makes, or assents to or acquiesces in the making of, false or deceptive entries, or omits, or assents to or acquiesces in the omission, to enter a material particular, in records or books of account of an employer,</li> <li>(d) willfully, in any manner, evades or attempts to evade, compliance with this Act or payment of contributions imposed by this Act, or</li> <li>(e) conspires with any person to commit an offence described in any of paragraphs (a) to (d), is guilty of an offence and, in addition to any penalty otherwise provided, is liable on summary conviction to</li> <li>(f) a fine of not less than \$25 and not more than \$5,000 plus, in an appropriate case, an amount not exceeding double the amount of the contribution that should have been shown to be payable or that was sought to be evaded, or</li> <li>(g) both the fine described in paragraph (f) and imprisonment for a term not exceeding 6 months.</li> </ul> </li> </ul> <p>The <b>Information Circular IC78-10R5 (June 2010) Books and Records Retention/Destruction</b> is a guideline regarding records retention and destruction (IC78-10R5 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC78-10R5 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p> <p>The <b>Information Circular IC05-1R1 (June 2010) Electronic Record Keeping</b> is a guideline regarding keeping records electronically (IC05-1R1 applies to the <i>Income Tax Act</i>, <i>Employment Insurance Act</i> and <i>Canada Pension Plan</i>) (IC05-1R1 available at: <a href="http://www.cra-arc.gc.ca/">http://www.cra-arc.gc.ca/</a>).</p>
21	2640	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 125 requires an employer to establish a joint health and safety committee: <ul style="list-style-type: none"> <li>(a) in each workplace where 20 or more workers of the employer are regularly employed; and</li> <li>(b) in any other workplace for which a joint committee is required by order;</li> </ul> </li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>• section 133 requires an employer, on receipt of a written recommendation from the joint health and safety committee, to respond in writing to the committee within 21 days of receiving the request;</li> <li>• section 137, after each joint committee meeting, the committee must prepare a report of the meeting and provide a copy to the employer, including, in section 137(2)(b), requiring the employer to retain a copy of the reports for at least 2 years from the date of the joint committee meeting to which they relate;</li> <li>• section 138 requires the employer to post and keep posted: the names and work locations of the joint committee members, the reports of the 3 most recent joint committee meetings and copies of any applicable orders under this Division for the preceding 12 months.</li> </ul>
22	2640	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 3.26 requires the employer to conduct a written annual evaluation of the employer's joint committees as specified;</li> <li>☐ section 3.27(2) and (3) set minimum training requirements for new joint committee members or worker health and safety representatives; section 3.27(9) requires that the employer must, with respect to each person who receives instruction and training as set out in subsection (2) or (3), keep the person's training record until 2 years from the date the person ceases to be a member of the employer's joint committee or a worker health and safety representative, as applicable.</li> </ul> <p><b>Note:</b> The 2 year retention in section 3.27(9) applies to section 3.26. Section 3.26(3)(a)(xii) requires that the annual employer joint committee evaluation must contain information that every joint committee member received the instruction and training the employer required under section 3.27 of this regulation (sections 3.26 and 3.27 effective from April 3, 2017, B.C. Reg. 312/2016):</p> <ul style="list-style-type: none"> <li>☐ Section 6.32, the employer must maintain, for at least 10 years, records regarding asbestos-containing materials:             <ul style="list-style-type: none"> <li>(a) risk assessments;</li> <li>(b) inspections;</li> <li>(c) air monitoring results;</li> <li>(d) instruction and training of workers;</li> <li>(e) incident investigation reports (effective May 1, 2017, B.C. Reg. 9/2017, App. E);</li> </ul> </li> <li>☐ section 6.52(2) requires that employers must maintain exposure records for the duration of employment plus 10 years, and training records for 3 years from the date that the training occurred.</li> </ul>

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23	2642	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 6.1 (1.1) provides that a worker who is or has been a firefighter contracts primary site lung cancer, the disease must be presumed to be due to the nature of the worker's employment as a firefighter, unless the contrary is proved;</li> <li>• section 6.1 (2) provides that specified cancers and diseases suffered by firefighters are deemed due to the nature of the worker's employment as a firefighter and are prescribed as occupational diseases and compensable under the Act, unless the contrary is proved;</li> <li>• section 6.1(7) provides that if a worker is disabled as a result of a heart disease and was employed as a firefighter at or immediately before the date of disablement from the heart disease, the heart disease must be presumed to be due to the nature of the worker's employment as a firefighter, unless the contrary is proved.</li> </ul> <p><b>Firefighters' Occupational Disease Regulation</b> (B.C. Reg. 125/2009) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 2 sets out the list of 10 occupational diseases;</li> <li>• section 3 sets out the minimum cumulate periods for a firefighter to have worked in order to benefit under the Act for the specified occupational disease, these periods ranging from 5 to 25 years;</li> <li>• section 4 sets out the minimum non-smoking periods prescribed for previous smokers regarding the presumption for primary site lung cancer, these periods ranging from 6 to 28 years.</li> </ul> <p><b>Firefighters' Occupational Disease Regulation</b> (B.C. Reg. 125/2009) is further amended to add these prescribed occupational diseases:</p> <ul style="list-style-type: none"> <li>• section 2 adds primary site breast cancer with a 10-year minimum cumulative period;</li> <li>• section 2 adds primary site prostate cancer with a 15-year minimum cumulative period; and</li> <li>• section 3 adds multiple myeloma with a 15-year minimum cumulative period (all effective March 31, 2017, B.C. Reg. 131/2017).</li> </ul>
24	3170	<p><b>Forest Act</b>, R.S.B.C. 1996, c. 157 in:</p> <ul style="list-style-type: none"> <li>• section 142.21 permits a forest revenue official to inspect or conduct and audit of any record or require production of any record;</li> <li>• section 142.3(1) requires a person who is required to keep records under this Act to keep each record in a prescribed category of records for a period of 6 years after the date the record was created;</li> <li>• section 142.3(2) requires a person granting a waiver regarding an assessment to retain records for the longer of 6 years after the date the record was created or 90 days after the waiver ceases to have effect;</li> <li>• section 142.3(3) requires a person regarding an assessment to retain records for the longer of 6 years after the date the record was created or the time for all appeals of the assessment has elapsed;</li> <li>• section 142.3(4) permits, upon receipt of a written request, the commissioner to authorize the destruction of a record before the end of the period required.</li> </ul> <p><b>Forest Revenue Audit Regulation</b> (B.C. Reg. 319/2006) under the <i>Forest Act</i>, R.S.B.C. 1996, c. 157 in section 2 prescribes records that relate to the category of: ownership of</p>

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		timber, right to harvest timber, harvesting of timber, transportation or possession of timber, acquisition or disposition of timber, scaling of timber; ownership or operation of a scale site or records that relate to the ownership or operation of a timber processing facility.
25	4200	<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1:</p> <p><b>Electors</b></p> <ul style="list-style-type: none"> <li>• section 77(2) makes designated local government officer responsible for maintaining the register of electors;</li> <li>• section 77(3) requires list of registered electors must be available for public inspection at the local government offices during its regular office hours;</li> <li>• section 77(4) requires, before inspecting the list of registered electors, a person other than a local government officer or employee acting in the course of duties must sign a statement that the person will not inspect the list or use the information included in the list except for the purposes of this Part;</li> <li>• section 77(5) requires designated local government officer to ensure that the statements referred to in subsection 77(4) are kept until after general voting day for the next general local election;</li> <li>• section 77(6) requires, at least 6 but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection 77(3), notice must be given in accordance with section 50 (newspaper publication) that: <ul style="list-style-type: none"> <li>(a) a copy of the list of registered electors will be available for public inspection at the local government offices during its regular office hours from the date specified in the notice until the close of general voting for the election;</li> <li>(b) an elector may request that personal information respecting the elector be omitted from or obscured on the list in accordance with section 78 (protection of privacy); and</li> <li>(c) an objection to the registration of a person as an elector may be made in accordance with section 79 (objections) before 4 p.m. on the 36th day before general voting day;</li> </ul> </li> <li>• section 77(10) provides that person entitled to inspect a copy of the list of registered electors is not entitled to obtain a copy of the list;</li> <li>• section 78 requires the chief election officer to protect elector privacy on request by an elector to protect the privacy or security of the elector, by amending a list of registered electors that is to be available for public inspection, or that is to be provided under section 77(8) (list provided to candidates), by omitting or obscuring the address of the elector or other information about the elector;</li> </ul> <p><b>Nomination Documents</b></p> <ul style="list-style-type: none"> <li>• section 87 requires a nomination for local government office to be in writing and must include specified information;</li> </ul> <p><b>Nomination Deposits</b></p> <ul style="list-style-type: none"> <li>• section 88 permits a local government, by bylaw, to require nomination for mayor, councillor or electoral area director be accompanied by a nomination deposit;</li> </ul> <p><b>Nomination by Delivery of Nomination Documents</b></p>

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		<ul style="list-style-type: none"> <li>• section 89(4) permits delivery of nomination documents as specified;</li> <li>• section 89(5) deems the nomination withdrawn if originals of nomination documents are not received by the chief election officer as specified;</li> <li>• section 89(6) requires the chief election officer, after receiving nomination documents, to review the list under section 60 [Elections BC to maintain disqualification lists] of the <i>Local Elections Campaign Financing Act</i> to determine whether an application must be made under section 91.5 [challenge required if candidate appears to be disqualified] of the Act;</li> <li>• section 89(7), nomination documents delivered to the chief election officer:               <ul style="list-style-type: none"> <li>(a) must be available for public inspection in the local government offices during its regular office hours from the time of delivery until 30 days after the declaration of the election results under section 146; and</li> <li>(b) if a bylaw under subsection 89(7) applies, must be made available to the public in accordance with the bylaw;</li> </ul> </li> <li>• section 89(8), a local government may, by bylaw, provide for public access to nomination documents, during all or part of the period referred to in subsection 89(7), in any manner the local government considers appropriate, including by the Internet or other electronic means;</li> <li>• section 89(8) provides that a person who inspects or otherwise accesses nomination documents under this section must not use the information included in them except for the purposes of this Act or purposes authorized by section 63 [restrictions on use of personal information] of the <i>Local Elections Campaign Financing Act</i>;</li> </ul> <p><b>Other Information To Be Provided By Candidate</b></p> <ul style="list-style-type: none"> <li>• section 90 requires a person nominated for local government office, before the end of the nomination period, to provide specified information to the chief election officer;</li> </ul> <p><b>Challenge of Nomination</b></p> <ul style="list-style-type: none"> <li>• section 91 permits a court challenge of a nomination;</li> <li>• section 91(6) requires that the document filed with the court to commence a challenge must briefly set out the facts on which the challenge is based and must be supported by affidavit as to those facts;</li> </ul> <p><b>Part 3: Division 7 – Candidate Endorsement by Elector Organization</b></p> <ul style="list-style-type: none"> <li>• section 92 permits candidate endorsement by elector organization to be included on ballot;</li> <li>• sections 93 and 94 requires an elector organization to file with chief election officer before the end of the nomination period, specified endorsement documents in order to endorse a candidate;</li> <li>• section 95 permits an elector organization to withdraw a ballot endorsement by delivering a written withdrawal to the chief election officer;</li> <li>• section 96 permits a challenge of elector organization endorsement in Provincial Court by filing specified documents in Provincial Court;</li> </ul> <p><b>Voting</b></p> <ul style="list-style-type: none"> <li>• section 126(5) requires the presiding election official to keep a record if there is a challenge of an elector indicating: that the person was challenged, the name of the person who made the challenge, and how the person challenged satisfied the requirement of subsection 126(3);</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 127(3) requires the presiding election official to keep a record if another person has already voted under an elector's name indicating:               <ul style="list-style-type: none"> <li>(a) that a second ballot was issued in the name of the elector; and</li> <li>(b) any challenge under section 126 of the person who obtained the second ballot;</li> </ul> </li> <li>• section 128 requires the presiding election official to immediately mark as spoiled a ballot replaced under section 128(1) and retain the spoiled ballot for return to the chief election officer;</li> </ul> <p><b>Counting of the Vote</b></p> <ul style="list-style-type: none"> <li>• section 138(4) requires that the vote counting must proceed as continuously as is practicable and the votes must be recorded;</li> <li>• section 141 requires ballot accounts to be prepared and signed by the presiding election official and included with the election materials under section 143;</li> <li>• section 142 requires packaging of ballots;</li> <li>• section 143 requires delivery of election materials as specified to chief election officer;</li> </ul> <p><b>Report of Election Results</b></p> <ul style="list-style-type: none"> <li>• section 158 requires the chief election officer, within 30 days after the declaration of official election results, to submit a report of the election results to the local government;</li> </ul> <p><b>Publication of Election Results</b></p> <ul style="list-style-type: none"> <li>• section 159 requires the designated local government officer, within 30 days after elected candidates have taken office, to submit the names of the elected officials to the Gazette for publication and then within 30 days after persons appointed to local government have taken office, the designated local government officer must submit the names of the appointed officials to the Gazette for publication;</li> </ul> <p><b>Retention And Destruction Of Election Materials</b></p> <ul style="list-style-type: none"> <li>• section 160(1) requires that, until the end of the period for conducting a judicial recount, the chief election officer:               <ul style="list-style-type: none"> <li>(a) must keep the sealed ballot packages delivered under section 143 [delivery of election materials to chief election officer] in the officer's custody;</li> <li>(b) is responsible for retaining the nomination documents and endorsement documents for the election, other than the written disclosure under the <i>Financial Disclosure Act</i>; and</li> <li>(c) is responsible for retaining the remainder of the election materials delivered under section 143;</li> </ul> </li> <li>• section 160(2) requires that, after the end of the period for conducting a judicial recount, the designated local government officer:               <ul style="list-style-type: none"> <li>(a) is responsible for retaining the materials referred to in section 160(1)(a) to (c); and</li> <li>(b) must retain the nomination documents and endorsement documents referred to in section 160(1) (b) until 5 years after the general voting day for the election to which the documents relate.</li> </ul> </li> <li>• section 160(2.1) requires that, section 160(2)(b) applies to documents retained in respect of the 2014 general local election and all subsequent elections;</li> <li>• section 160(2.2) provides that, the designated local government official is not in contravention of section 160(2)(b) if, under section 76 [additional specific powers to</li> </ul>

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		<p>require information] of the <i>Local Elections Campaign Financing Act</i>, the local government is required to provide the documents to the BC chief electoral officer;</p> <ul style="list-style-type: none"> <li>• section 160(3) requires that, from the time of the declaration of the official election results under section 146 until 30 days after that date, specified election materials must be available for public inspection at the local government offices during regular office hours;</li> <li>• section 160(4) requires that, before inspecting materials referred to in section 160(3), a person other than a local government officer or employee acting in the course of duties must sign a statement that the person will not inspect the materials except for the purposes of this Part;</li> <li>• section 160(5) requires that the designated local government officer must ensure that the statements referred to in section 160(4) are kept until after general voting day for the next general local election;</li> <li>• section 160(6) requires that a person who inspects materials referred to in section 160(3) must not use the information in them except for the purposes of this Part;</li> <li>• section 160(7) requires that, despite section 95(3) of the <i>Community Charter</i> and section 27(7) of the <i>Interpretation Act</i>, a person who is entitled to inspect the materials referred to in section 160(3) of this section is not entitled to obtain a copy of those materials;</li> <li>• section 160(8) requires that specified materials must be destroyed as soon as practicable following 56 days after the declaration of the official election results under section 146: <ul style="list-style-type: none"> <li>(a) the ballots used in the election;</li> <li>(b) any stubs for ballots used in the election;</li> <li>(c) any copies of the list of registered electors used for the purposes of voting proceedings;</li> <li>(d) the voting books used in the election;</li> <li>(e) any solemn declarations and any written statements or declarations in relation to voting proceedings, other than those used for the registration of electors;</li> </ul> </li> <li>• section 160(9) provides that, as exceptions, section 160(8) does not apply: <ul style="list-style-type: none"> <li>(a) if otherwise ordered by a court; or</li> <li>(b) if the materials relate to an election that is the subject of an application under section 153 [application to court respecting validity of election], until the final determination of that application or the court authorizes their destruction;</li> </ul> </li> <li>• section 160(10) requires that, unless otherwise provided under this Act, a person may not inspect a ballot.</li> </ul> <p><b><i>Local Elections Campaign Financing Act</i>, S.B.C. 2014, c. 18 (Bill 20) (Act in force on Royal Assent May 29, 2014):</b></p> <ul style="list-style-type: none"> <li>• Schedule to the Act: <ul style="list-style-type: none"> <li>“designated local authority officer”, in relation to a matter, means, <ul style="list-style-type: none"> <li>(a) the local authority official assigned responsibility for the matter by the local authority; or</li> <li>(b) if no such assignment has been made, whichever of the following is applicable:</li> </ul> </li> </ul> </li> </ul>



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		<p>(i) in relation to a municipality other than the City of Vancouver, the municipal corporate officer;</p> <p>(ii) in relation to the City of Vancouver or the Vancouver Park Board, the City Clerk;</p> <p>(iii) in relation to a regional district, the regional district corporate officer;</p> <p>(iv) in relation to the Islands Trust, the secretary;</p> <p>(v) in relation to a board of education, the secretary treasurer;</p> <p>(vi) in relation to any other jurisdiction, the official designated by regulation;</p> <p>“local authority” means the local authority of a jurisdiction to which this Act applies under section 1 (elections to which this Act applies or 2 (assent voting to which this Act applies);</p> <p>“local authority offices” means,</p> <p>(a) in relation to a local government, the local government offices; and</p> <p>(b) in relation to another form of local authority, the location of the regular office of the designated local authority officer;</p> <p>“local election officer”, in relation to a jurisdiction means,</p> <p>(a) the chief election officer for the jurisdiction, or</p> <p>(b) if at the applicable time no individual is appointed as that official, the designated local authority officer;</p> <ul style="list-style-type: none"> <li>• section 54(2)(b) was amended by section 18(a) of the <i>Local Elections Campaign Financing (Election Expenses) Amendment Act, 2016</i>, S.B.C. 2016, c. 9 (Bill 17) (in force on Royal Assent May 19, 2016);</li> <li>• section 54(2)(b)(ii) and (iii) requires that the BC chief electoral officer must provide notice of a supplementary report in relation to a candidate or an elector organization to the designated local authority officer;</li> <li>• section 59(1) requires the local authority to make at least one of the following available to the public without charge at the local authority offices during its regular office hours: <ul style="list-style-type: none"> <li>(a) internet access to information that is related to the jurisdiction and is required to be publicly available under section 58(1)(a) (public access to disclosure information — Elections BC responsibilities);</li> <li>(b) a copy of that information available for public inspection;</li> </ul> </li> <li>• section 59(2) requires the local authority to provide a copy or other record of information referred to in subsection 1, subject to a local authority bylaw imposing a fee for providing same;</li> <li>• section 59(3) requires the local authority to make available to the public, on request, a report respecting how the fee was determined under the local authority bylaw;</li> <li>• section 59(4) permits the local authority to require an individual seeking access to agree, in writing, to comply with section 63;</li> <li>• section 61(2) requires that the designated local authority officer must prepare a report regarding a specified notice for noncompliance received from the BC chief electoral officer and that report must be presented at an open meeting of the local authority;</li> <li>• section 63 imposes restrictions on use of personal information regarding disclosure, public inspection or other use of or access to records containing personal information;</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 73 was amended by section 33 of the <i>Local Elections Campaign Financing (Election Expenses) Amendment Act, 2016</i>, S.B.C. 2016, c. 9 (Bill 17)(in force on Royal Assent May 19, 2016);</li> <li>• section 73 requires that, if an elected member of a local authority becomes subject to a penalty under specified sections, the BC chief electoral officer must report to the local authority, as applicable, that the seat of the member has become vacant or that the member has become disqualified to hold office;</li> <li>• section 76(c) empowers the BC chief electoral officer to require a local authority to provide to the BC chief electoral officer the originals or copies, as requested by the BC chief electoral officer, of records received or obtained by a local authority under this Act or other local elections legislation, or created by a local authority official in relation to this Act or other local elections legislation, including records that include personal information;</li> <li>• sections 92(1), (2), (4) and (5) requires the local election officer to provide to the BC chief electoral officer specified information regarding candidates and/or endorsement documents for an elector organization;</li> <li>• section 92(3) requires the local election officer to ensure that any updated information received regarding any of the information or material to be provided to the BC chief electoral officer under this section is provided to the BC chief electoral officer as soon as practicable.</li> </ul> <p><b>Local Elections Campaign Financing Transitional Regulation</b> (B.C. Reg. 107/2014) under the <i>Local Elections Campaign Financing Act</i>, S.B.C. 2014, c. 18 (Bill 20) as amended by B.C. Reg. 208/2014 and effective November 21, 2014 by adding:</p> <p><b>Nomination documents and endorsement documents respecting the 2014 general local election</b></p> <ul style="list-style-type: none"> <li>• section 5.2(1) requires that, after the end of the period for conducting a judicial recount, the designated local government officer, under the <i>Local Government Act</i>, and the City Clerk, under the <i>Vancouver Charter</i>, must retain all nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, until December 31, 2015, for:             <ul style="list-style-type: none"> <li>(a) the 2014 general local election; and</li> <li>(b) any by-election with a general voting day before December 31, 2015;</li> </ul> </li> <li>• section 5.2(2) provides that, for the purposes of subsection (1):             <ul style="list-style-type: none"> <li>(a) section 150(6)(f) [retention and destruction of election materials under the former R.S.B.C. 1996 <i>Local Government Act</i>, now section 160(8)(e) of the 2015 <i>Local Government Act</i> Revision of the <i>Local Government Act</i>] does not apply to nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, for                 <ul style="list-style-type: none"> <li>(i) the 2014 general local election, or</li> <li>(ii) any by-election with a general voting day before December 31, 2015, in respect of elections under the <i>Local Government Act</i>, and</li> </ul> </li> <li>(b) section 122(6)(f) [retention and destruction of election materials] of the <i>Vancouver Charter</i> does not apply to nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, for                 <ul style="list-style-type: none"> <li>(i) the 2014 general local election, or</li> </ul> </li> </ul> </li> </ul>

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		<p>(ii) any by-election with a general voting day before December 31, 2015, in respect of elections under the <i>Vancouver Charter</i>;</p> <ul style="list-style-type: none"> <li>Section 5.2(3) provides that, for certainty, if the BC chief electoral officer requires, under section 76(c) [additional specific powers to require information] of the <i>Local Elections Campaign Financing Act</i>, a local authority to provide to the BC chief electoral officer the original of a record and the local authority complies with that requirement, the local authority is not in contravention of any record keeping obligations under the Act, the <i>Local Elections Campaign Financing Act</i>, the <i>Local Government Act</i> or the <i>Vancouver Charter</i>.</li> </ul>
26	4250	<p><b>Forest Planning and Practices Regulation</b> (B.C. Reg. 14/2004) under the <i>Forest and Range Practices Act</i>, S.B.C. 2002, c. 69 in section 77(2) requires that, subject to subsection (3), a woodlot licence holder responsible for maintaining a road must retain a copy of inspection records for a bridge or major culvert associated with the road for at least one year after the bridge or major culvert is removed from the site.</p> <p><b>Woodlot Licence Planning and Practices Regulation</b> (B.C. Reg. 21/2004) under the <i>Forest and Range Practices Act</i>, S.B.C. 2002, c. 69 in section 66(2) requires that, subject to subsection (3), a woodlot licence holder responsible for maintaining a road must retain a copy of inspection records for a bridge or major culvert associated with the road for at least one year after the bridge or major culvert is removed from the site.</p> <p><b>Water Sustainability Act</b>, S.B.C. 2014, c. 15 (Bill 18) in section 116 that requires records to be kept as set by regulation and reporting requirements.</p> <p><b>Dam Safety Regulation</b> (B.C. Reg. 40/2016)(effective February 29, 2016) under the <i>Water Sustainability Act</i>, S.B.C. 2014, c. 15 (Bill 18):</p> <ul style="list-style-type: none"> <li>section 26(1) requires that a dam owner must retain records specified by section 116(1)(a), (b) or (c) of the Act, being: <ul style="list-style-type: none"> <li>(a) any information or records required to be obtained, prepared or retained by the person under this Act,</li> <li>(b) the prescribed information and records, and</li> <li>(c) any other information or records that the comptroller, a water manager or an engineer directs;</li> </ul> </li> <li>section 26(1)(a) and (b) requires that a dam owner must retain records from the date on which the information or record is obtained or prepared by the person, and the date that is 10 years after the date on which written notice is given to a dam safety officer, by a person who is an owner of the dam when the dam is decommissioned, stating that the decommissioning of the dam is complete and the dam has been completely removed;</li> <li>section 26(2) provides that section 26(1) does not apply to a person in relation to information or a record if another person has been designated under section 22 [owners' designate] for the purpose of retaining the information or record;</li> <li>section 26(3) requires that, for the purposes of section 116(1)(b) of the Act, an owner of a dam must, in addition to the records referred to in section 116(1)(a) or (c) of the Act, keep all other information and records in relation to the dam that, under this regulation, the owner is, or may be, required to submit to the comptroller, a water manager, an engineer or a dam safety officer.</li> </ul>
27	4250	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 4.9(1) requires, for machines or</p>

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		equipment that are required by this Regulation, to have a permanent recording system for inspection and maintenance records as specified, these records are to be retained for the duration of the service life of the machine or equipment and must be reasonably available to the workplace and made available, upon request, to the operator and to anyone else involved in the operation, inspection, testing or maintenance of the equipment.
28	4750	<p><b>Child Care Licensing Regulation</b> (B.C. Reg. 332/2007) under the <i>Community Care and Assisted Living Act</i>, S.B.C. 2002, c. 75:</p> <ul style="list-style-type: none"> <li>• section 1 defines “criminal record check” to mean: <ul style="list-style-type: none"> <li>(a) for an employee who is not a volunteer, a criminal record check under the <i>Criminal Records Review Act</i>; and</li> <li>(b) for an employee who is a volunteer, including a parent, a criminal record check under the <i>Criminal Records Review Act</i> or specified municipal police force;</li> </ul> </li> <li>• section 3(1)(f) exempt from the <i>Community Care and Assisted Living Act</i> is a program for children that is: operated, in respect of each group of children who attend the program, for 2 hours or less each day and directly operated and funded by a municipality;</li> <li>• section 3(2) for greater certainty, a program that is described in subsection 3(1) is not exempt if the program is delivered in a place that is regulated under the Act as a program of residential care;</li> </ul> <p><b>Character And Skill Requirements</b></p> <ul style="list-style-type: none"> <li>• section 19 a licensee must not employ a person in a community care facility unless the licensee or, in the case of a person who is not the manager, the manager has first met with the person and obtained all of the following: <ul style="list-style-type: none"> <li>(a) a criminal record check for the person;</li> <li>(b) character references in respect of the person;</li> <li>(c) a record of the person’s work history ;</li> <li>(d) copies of any diplomas, certificates or other evidence of the person’s training and skills;</li> <li>(e) repealed (effective July 19, 2016, B.C. Reg. 178/2016, Sch. 1);</li> <li>(f) evidence that the person has complied with the Province’s immunization and tuberculosis control programs;</li> </ul> </li> <li>• section 19(2) a licensee must not employ a person in a community care facility unless the licensee is satisfied, based on the information available to the licensee under subsection 19(1) and the licensee’s or, in the case of an employee who is not the manager, the manager’s own observations on meeting the person, that the person: <ul style="list-style-type: none"> <li>(a) is of good character,</li> <li>(b) has the personality, ability and temperament necessary to manage or work with children, and</li> <li>(c) has the training and experience and demonstrates the skills necessary to carry out the duties assigned to the manager or employee;</li> </ul> </li> <li>• section 19(3) without limiting subsection 19(2), if the duties of an employee include care for a child who requires extra support, a licensee must ensure that the employee has the training and experience and demonstrates the skills necessary to care for that child;</li> <li>• section 19(4) a licensee must not employ a person in a community care facility as:</li> </ul>

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		<p>(a) an educator or an assistant unless the person holds a certificate issued under Division 2 [Employee Qualifications], which must be verified by the licensee using a system established and maintained by the director of the early childhood educator registry (effective July 19, 2016, B.C. Reg. 178/2016, Sch. 1);</p> <p>(b) a responsible adult unless the person has the qualifications required under Division 2;</p> <p><b>Additional Criminal Record Checks</b></p> <ul style="list-style-type: none"> <li>section 20(1), the licensee must not permit a person over the age of 12 to be ordinarily present on the premises of a community care facility while children are present, unless the person is of good character and the licensee has obtained a criminal record check for that person.</li> <li>section 20(2) for the purposes of subsection 20(1), a parent who is only picking up or dropping off a child at a community care facility is not “ordinarily present”;</li> </ul> <p><b>Community Care Facility Records</b></p> <ul style="list-style-type: none"> <li>section 56(1) a licensee must keep current records of each of the following: <ul style="list-style-type: none"> <li>(a) written policies and procedures for the safe release of children;</li> <li>(b) for each employee, the records required under section 19(1) (character and skill requirements);</li> <li>(c) a record respecting compliance with section 22(2)(b) and (c) (emergency training and equipment);</li> <li>(d) written policies and procedures that are intended to guide employees in the care and supervision of children;</li> <li>(d.1) in the case of a licensee who provides a care program described as Child-minding, written policies and procedures that are intended to guide employees in: <ul style="list-style-type: none"> <li>(i) monitoring the premises where the child-minding service operates to ensure that a parent of each child is present and accessible, and</li> <li>(ii) responding if a parent is found not to be present or accessible (both effective December 1, 2011, B.C. Reg. 202/2011);</li> </ul> </li> <li>(e) written policies and procedures respecting food and drink to be given to children;</li> <li>(f) a log of minor accidents, illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents described in Schedule H;</li> </ul> </li> <li>section 56(2) a licensee must ensure that the policies and procedures referred to in subsection (1) are implemented by employees (effective July 19, 2016, B.C. Reg. 178/2016, Sch. 1);</li> </ul> <p><b>Repayment Agreements</b></p> <ul style="list-style-type: none"> <li>section 56.1 added by B.C. Reg. 110/2012, effective May 31, 2012;</li> <li>section 56.1 requires a licensee to keep a copy of the repayment agreement and a current record of the statement, arising out of the repayment agreement, setting out the terms and conditions on which a refund of all or any of the prepayment will be made;</li> </ul> <p><b>Records for Each Child</b></p> <ul style="list-style-type: none"> <li>section 57(1) a licensee must keep current records for each child as specified;</li> <li>section 57(2) a licensee must keep, for each child, a record showing the following information:</li> </ul>

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		<ul style="list-style-type: none"> <li>(a) name, sex, date of birth, medical insurance plan number and immunization status;</li> <li>(b) date of enrolment in the community care facility;</li> <li>(c) daily attendance record , indicating for each day whether the child is absent or, if the child is present, the time of arrival and departure;</li> <li>(d) name and telephone number of a parent, medical practitioner and emergency contact;</li> <li>(e) any illness, allergy or medical disability disclosed to the licensee by the child or his or her parent or medical practitioner;</li> <li>(f) any medication administered to the child, including the amount and the time at which the medication was administered;</li> <li>(g) any notification of a parent, emergency contact or medical health officer made under section 55 (notification of illness or injury);</li> <li>(h) any special instruction respecting the child's diet, medication, participation in a program of activities, or other matter relevant to the child's care: given by the child's parent to the licensee in writing, and agreed to by the licensee;</li> <li>(i) a photograph or digital image of the child, and other information that can be used to readily identify the child in an emergency;</li> <li>(j) a record of any person who is not permitted access to the child;</li> <li>(k) the date on which the child stops attending the community care facility;</li> <li>• section 57(2.1) requires that a licensee who provides a care program described as Child-minding must record the child's health information as specified;</li> <li>• section 57(2.2) requires that a licensee who provides a care program described as Child-minding must have written agreements with the parent of a child as specified;</li> <li>• section 57(2.3) requires that a licensee who provides a care program described as Child-minding to retain records in (2.1) and (2.2) at the community care facility;</li> <li>• section 57(3) a licensee must have in writing from a parent, and maintain at the community care facility, consent: <ul style="list-style-type: none"> <li>(a) to call a medical practitioner or ambulance in case of accident or illness if the parent cannot immediately be reached, and</li> <li>(b) to release a child to someone other than the parent;</li> </ul> </li> </ul> <p><b>Care Plans</b></p> <ul style="list-style-type: none"> <li>• section 58(1) a licensee must keep, for each child requiring extra support, a current care plan showing the following information: <ul style="list-style-type: none"> <li>(a) the diagnoses relevant to the child's requirement for extra support, as made by health care professionals;</li> <li>(b) the courses of action recommended by health care professionals to address the needs of the child requiring extra support;</li> <li>(c) the resources to be made available to the child requiring extra support by the licensee, including: any adaptation of the community care facility necessary to ensure the child's safety or comfort, and any modification to the program of activities necessary to enable the child to participate in or benefit from the program;</li> </ul> </li> <li>• section 58(2) the licensee must: <ul style="list-style-type: none"> <li>(a) develop the care plan in consultation, and</li> </ul> </li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<p>(b) review the care plan at least once each year with a parent of the child requiring extra support and any person requested by the parent;</p> <ul style="list-style-type: none"> <li>section 58(3) the licensee must record compliance with the care plan of a child requiring extra support in respect of each of the following that are applicable to the child: <ul style="list-style-type: none"> <li>(a) any therapeutic diet given to the child by the licensee;</li> <li>(b) any medication administered to the child by the licensee, including the amount and the time at which the medication was administered;</li> <li>(c) any modification to the program of activities for the child's benefit;</li> <li>(d) any behavioural guidance provided to the child, and its effect;</li> <li>(e) any other matter for which the licensee has agreed with the parent of the child to record compliance;</li> </ul> </li> </ul> <p><b>Records Must Be Available</b></p> <ul style="list-style-type: none"> <li>section 59 in respect of a record referred to in this Division, a licensee must: <ul style="list-style-type: none"> <li>(a) keep in a single place at the community care facility the records referred to in sections 56 to 58;</li> <li>(b) keep a record other than one referred to in paragraph (a) in a place from which it can be retrieved within a reasonable time, on request; and</li> <li>(c) produce records, on demand, to the medical health officer;</li> </ul> </li> </ul> <p><b>How Long Records Must Be Kept</b></p> <ul style="list-style-type: none"> <li>section 60(1) subject to subsections (2) to (5), a licensee must keep all records referred to in this Division for at least 1 year;</li> <li>section 60(2) a licensee must retain for at least 5 years all signed original forms authorizing criminal record checks to be done;</li> <li>section 60(3) a licensee must keep: <ul style="list-style-type: none"> <li>(a) in the case of employees, all records required under section 19 (1) (character and skill requirements) for the entire time that the subject of the records is an employee of the community care facility; and</li> <li>(b) in any other case, all criminal record check results and character references for the entire time that the subject of the criminal record check or character reference is ordinarily present on the premises;</li> </ul> </li> <li>section 60(4) immediately after a person who was the subject of a character reference is no longer employed by or ordinarily present at the community care facility, a licensee must return all character references to the person, or destroy the character references; section 60(5) a licensee must keep a record referred to in section 57 (records for each child) for at least 2 years from the date the child who is the subject of the record is discharged from the community care</li> </ul>
29	4780	<p><b>Residential Care Regulation</b> (B.C. Reg. 96/2009) under the <i>Community Care and Assisted Living Act</i>, S.B.C. 2002, c. 75 in:</p> <ul style="list-style-type: none"> <li>section 78(1) requires that a licensee must keep specified records for each person in care;</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 78(1.1) requires that, in addition to the requirements under subsection (1), a licensee must keep, for each person in care who receives a type of care described in section 2(1)(a) or (b), a record that the information required to be provided under section 24.1 was provided to the person in care (effective July 19, 2016, B.C. Reg. 178/2016, Sch. 3);</li> <li>• section 78(2) requires that a licensee must keep, for each person in care, a medication administration record showing: <ul style="list-style-type: none"> <li>(a) all medication administered to the person in care, and</li> <li>(b) the date, amount and time at which the medication was administered;</li> </ul> </li> <li>• section 79 requires that a licensee must keep specified records regarding money and valuables of persons in care;</li> <li>• section 80 requires that a licensee must create a short term care plan on admission;</li> <li>• section 81 requires that a licensee must create a care plan if more than 30 day stay;</li> <li>• section 82 requires that a licensee must implement care plans;</li> <li>• section 83 requires that a licensee must create and review nutrition plans;</li> <li>• section 84 requires that a licensee must record use of restraints in care plans;</li> <li>• section 85 requires that a licensee must create additional records regarding policies and procedures;</li> <li>• section 85.1 requires a licensee to keep a copy of the repayment agreement and a current record of the statement, arising out of the repayment agreement, setting out the terms and conditions on which a refund of all or any of the prepayment will be made (effective May 31, 2012, B.C. Reg. 110/2012);</li> <li>• section 86 requires that a licensee must keep specified records respecting employees;</li> <li>• section 87 requires that a licensee must keep food services records;</li> <li>• section 88 requires that a licensee must keep records of minor and reportable incidents;</li> <li>• section 89 requires that a licensee must keep records of complaints and compliance;</li> <li>• section 90 requires that a licensee must maintain financial records and audits;</li> <li>• section 91 requires that a licensee must keep records current and available;</li> <li>• section 92(1) subject to subsections 92(2) to (5), a licensee must keep all records referred to in this regulation for at least 1 year;</li> <li>• section 92(2) a licensee must keep for at least 5 years all signed original forms authorizing criminal record checks to be done;</li> <li>• section 92(3) a licensee must keep: <ul style="list-style-type: none"> <li>(a) in the case of employees, all records required under section 37(1) (character and skill requirements) for the entire time that the subject of the records is an employee of the community care facility, and</li> <li>(b) in any other case, all criminal record check results and character references for the entire time that the subject of the criminal record check or character reference is ordinarily present on the premises;</li> </ul> </li> <li>• section 92(4) requires that a licensee must, immediately after a person who was the subject of a character reference is no longer employed by or ordinarily present at the community care facility, a licensee, return all character references to the person, or destroy the character references;</li> <li>• section 92(5) a licensee must keep a record referred to in section 78 (records for each person in care) for at least 2 years from the date the person in care who is the subject of the record is discharged from the community care facility;</li> </ul>
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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>section 92(6) a licensee must keep a record referred to in section 89 (1) (record of complaints) for at least 2 years;</li> <li>section 93 a licensee must, to the greatest extent possible while maintaining the health, safety and dignity of persons in care, keep the records and personal information of persons in care confidential.</li> </ul>
30	4830	<p><b>Residential Care Regulation</b> (B.C. Reg. 96/2009) under the <i>Community Care and Assisted Living Act</i>, S.B.C. 2002, c. 75 in:</p> <ul style="list-style-type: none"> <li>section 78(1) requires that a licensee must keep specified records for each person in care;</li> <li>section 78(1.1) requires that, in addition to the requirements under subsection (1), a licensee must keep, for each person in care who receives a type of care described in section 2(1)(a) or (b), a record that the information required to be provided under section 24.1 was provided to the person in care (effective July 19, 2016, B.C. Reg. 178/2016, Sch. 3);</li> <li>section 78(2) requires that, a licensee must keep, for each person in care, a medication administration record showing: <ul style="list-style-type: none"> <li>(a) all medication administered to the person in care, and</li> <li>(b) the date, amount and time at which the medication was administered;</li> </ul> </li> <li>section 79 requires that a licensee must keep specified records regarding money and valuables of persons in care;</li> <li>section 80 requires that a licensee must create a short term care plan on admission;</li> <li>section 81 requires that a licensee must create a care plan if more than 30 day stay;</li> <li>section 82 requires that a licensee must implement care plans;</li> <li>section 83 requires that a licensee must create and review nutrition plans;</li> <li>section 84 requires that a licensee must record use of restraints in care plans;</li> <li>section 85 requires that a licensee must create additional records regarding policies and procedures;</li> <li>section 85.1 requires a licensee to keep a copy of the repayment agreement and a current record of the statement, arising out of the repayment agreement, setting out the terms and conditions on which a refund of all or any of the prepayment will be made (effective May 31, 2012, B.C. Reg. 110/2012);</li> <li>section 86 requires that a licensee must keep specified records respecting employees;</li> <li>section 87 requires that a licensee must keep food services records;</li> <li>section 88 requires that a licensee must keep records of minor and reportable incidents;</li> <li>section 89 requires that a licensee must keep records of complaints and compliance;</li> <li>section 90 requires that a licensee must maintain financial records and audits;</li> <li>section 91 requires that a licensee must keep records current and available;</li> <li>section 92(1) subject to subsections 92(2) to (5), a licensee must keep all records referred to in this regulation for at least 1 year;</li> <li>section 92(2) a licensee must keep for at least 5 years all signed original forms authorizing criminal record checks to be done;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>section 92(3) a licensee must keep: <ul style="list-style-type: none"> <li>(a) in the case of employees, all records required under section 37(1) (character and skill requirements) for the entire time that the subject of the records is an employee of the community care facility, and</li> <li>(b) in any other case, all criminal record check results and character references for the entire time that the subject of the criminal record check or character reference is ordinarily present on the premises;</li> </ul> </li> <li>section 92(4) requires that a licensee must, immediately after a person who was the subject of a character reference is no longer employed by or ordinarily present at the community care facility, a licensee, return all character references to the person, or destroy the character references;</li> <li>section 92(5) a licensee must keep a record referred to in section 78 (records for each person in care) for at least 2 years from the date the person in care who is the subject of the record is discharged from the community care facility;</li> <li>section 92(6) a licensee must keep a record referred to in section 89 (1) (record of complaints) for at least 2 years;</li> <li>section 93 a licensee must, to the greatest extent possible while maintaining the health, safety and dignity of persons in care, keep the records and personal information of persons in care confidential.</li> </ul>
31	5210	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in:</p> <ul style="list-style-type: none"> <li>section 22.7(5) the employer must retain Underground Record for 5 years after completion of underground working project and have these records available for inspection;</li> <li>section 22.67(1) requires that the employer must ensure that each underground working supervisor is provided with current development plans for the underground working supervisor's assigned area of responsibility which indicate the size, inclination and length of all development openings and drill holes, and points where openings are or will be within 8 m (25 ft) of a breakthrough;</li> <li>section 22.67(2) provides that, if an active heading is within 8 m (25 ft) of another underground opening or drill hole, the underground working supervisor must, before any round is fired, <ul style="list-style-type: none"> <li>(a) or the nearest point of intersection,</li> <li>(b) ensure that the heading can be safely advanced, and</li> <li>(c) ensure that access to the nearest point of intersection with the other opening or drill hole is guarded;</li> </ul> </li> <li>section 22.67(2.1) requires that the underground working supervisor must ensure that all findings, and any corrective actions taken, under subsection (2) are documented in the Underground Record referred to in section 22.7 (effective May 1, 2017, B.C. Reg. 9/2017, App. M);</li> <li>section 22.67(3) requires that, if 2 headings are expected to connect and are within 8 m (25 ft) of connecting, all work must cease in one of the headings, and all previously blasted holes must be examined for remnants of explosives.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
32	5380	<b>Organic Matter Recycling Regulation</b> (B.C. Reg. 18/2002) under the <i>Environmental Management Act</i> , S.B.C. 2003, c. 53 in Schedule 6 for dischargers or composting facilities or those otherwise required to follow the provisions of this regulation temperature and retention time records for specified biosolids and compost must be kept at the facility for at least 36 months and must be made available for inspection by an officer upon request.
33	8400	<p><b>Aeronautics Act</b>, R.S.C., 1985, c. A-2 in section 4.9(s) permits regulations to be made regarding recordkeeping regarding aerodromes, aeronautics and related services.</p> <p><b>Canadian Aviation Regulations</b> SOR/96-433 under the <i>Aeronautics Act</i> R.S.C., 1985, c. A-2 in:</p> <ul style="list-style-type: none"> <li>• section 302.202(3) requires that a copy of emergency plan be maintained;</li> <li>• section 302.202(4) requires that the emergency plan must be reviewed at least once a year and updated as needed;</li> <li>• section 302.203 specifies the content of the emergency plan;</li> <li>• section 302.207(3) requires that personnel training records be retained for 3 years;</li> <li>• section 302.208(13) requires that exercise records be retained for 10 years after the day on which the record is made;</li> <li>• section 302.303 requires an annual report for wildlife strikes;</li> <li>• section 302.305 requires that the airport wildlife management plan be reviewed every 2 years and updated as needed;</li> <li>• section 302.307 requires that the wildlife management plan training records be retained for 5 years;</li> <li>• section 302.503(4) requires quality assurance program records be retained for longer of 2 years or 2 audit cycles;</li> <li>• section 303.06(7) requires that statistics on passengers be retained for 5 years;</li> <li>• section 303.16(2) requires that aircraft firefighter training records be retained for 3 years;</li> <li>• section 303.18(5) requires that response test records be retained for 2 years;</li> <li>• section 305.20 requires that a heliport record in their heliport operations manual, the heliport operational limitations;</li> <li>• section 305.45(7) requires that a heliport must review annually of emergency response plan and update as needed;</li> <li>• section 305.45(8) requires that a heliport have a test of emergency response plan every 3 years;</li> <li>• section 305.54 requires that a heliport record in its manual specified heliport data;</li> <li>• section 305.57 requires that a heliport record specified information regarding heliport standards.</li> </ul> <p><b>Canadian Aviation Security Regulations, 2012</b> SOR/2011-318 under the <i>Aeronautics Act</i> R.S.C., 1985, c. A-2 in:</p> <ul style="list-style-type: none"> <li>• section 455 requires a Class 3 aerodrome operator to establish and implement an airport security program, including keeping specified records;</li> <li>• section 456 requires a Class 3 aerodrome operator to keep documentation related to its airport security program for at least 5 years.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL RETENTION REQUIREMENT
		<p><b>Aerodrome Standards and Recommended Practices</b> (TP 312 Fifth Edition (effective September 15, 2015) in section 9.1.1.1 requires that a maintenance program be created to maintain the aerodrome components in a condition of compliance with standards.</p> <p><b>Standard 323 - Aircraft Fire Fighting at Airports and Aerodromes</b> (2001/06/01) in section 323.16 requires that specific training records for firefighters be maintained.</p> <p><b>Advisory Document 343 Complementing Regulations And Standards Respecting Aircraft Fire Fighting At Aerodromes And Airports</b> (2014) in:</p> <ul style="list-style-type: none"> <li>• section 343.08 recommends that airport should record and maintain results of the test for complementary agents on file for each fire fighting outlet tested;</li> <li>• section 343.16 recommends that individual firefighter training records should contain proof of all of the essential training received;</li> <li>• section 343.18(4) recommends that specific records be made regarding response tests;</li> <li>• section 343.19(4) (g) recommends that the airport authority maintain a log or a recording of all emergency communications on the established discreet radio frequency regarding the communication and alerting system.</li> </ul>

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### Legal Requirement to Prepare and Maintain Records with No Specified Retention Period

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
34	0110	<b>Local Government Act</b> , R.S.B.C. 2015, c. 1 in section 780 requiring a local government to publish its letters patent.
35	0230	<p><b>Note:</b> Effective November 28, 2016, the <i>Society Act</i>, R.S.B.C. 1996, c. 433 is repealed and replaced by the <i>Societies Act</i>, S.B.C. 2015, c. 18 (Bill 24). Sections 1 to 263, 265 to 268, 270 to 274, 279, 281 to 288, 291 to 295, 297 to 299, 201 to 322, 324, 325, 327 to 338, 340 to 349, 351 to 354 and 356 to 365 of Bill 24 are in force November 28, 2016 (B.C. Reg. 216/2015).</p> <p><b>Societies Act</b>, S.B.C. 2015, c. 18 (Bill 24) in:</p> <ul style="list-style-type: none"> <li>• section 20 requires a society to keep specified records;</li> <li>• section 21 provides that a society is not required to keep a record under section 20 if: <ul style="list-style-type: none"> <li>(a) the record is no longer relevant to the activities or internal affairs of the society, and</li> <li>(b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered;</li> </ul> </li> <li>• section 22 specifies records required to be kept under section 20 must be located in BC at the society's registered office or otherwise as specified;</li> <li>• section 23 permits a society to may keep a record it is required to keep under section 20 in any form that allows the record to be inspected and copied in accordance with sections 24 [inspection of records] to 28 [copies of financial statements];</li> <li>• section 24 requires a society to permit inspection of records it is required to keep under section 20 as specified;</li> <li>• section 25 permits a society to restrict inspection of its register of members;</li> <li>• section 26 prohibits a person from using contact information that the person obtains from an inspection of a society's register of directors referred to in section 20 as specified except in connection with matters related to the activities or internal affairs of the society;</li> <li>• section 27 permits the society to charge reasonable fees for providing copies of its records;</li> <li>• section 28 permits the society to charge reasonable fees for providing copies of its financial statements;</li> <li>• section 29 sets out rules for how a record is sent;</li> <li>• section 30 sets out rules for how a record is delivered;</li> <li>• section 31 sets out rules for when a society receives a record;</li> <li>• section 32 sets out rules for how a record is served on a society (all in force November 28, 2016).</li> </ul> <p><b>Societies Regulation</b> (B.C. Reg. 216/2015) under the <i>Societies Act</i>, S.B.C. 2015, c. 18 (Bill 24) in sections 4 to 6 set out the maximum fees a society can charge for records inspection, copies of records and copies of financial statements (effective November 28, 2016).</p>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
36	0290	<p><b>Community Charter</b>, S.B.C. 2003, c. 26 in section 90(1)(b)) meetings that may or must be closed to the public if personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.</p> <p><b>Freedom Of Information And Protection Of Privacy Act</b>, R.S.B.C. 1996, c. 165 in section 27(1) (c) public body must collect personal information or cause personal information to be collected directly from the individual the information is about unless the information is collected for the purpose of determining suitability for an honour or award including an honorary degree, scholarship, prize or bursary.</p>
37	0510	<p><b>Business Corporations Act</b>, S.B.C. 2002, c. 57:</p> <ul style="list-style-type: none"> <li>• section 42 requires that specific records be maintained at the company's records office;</li> <li>☐ section 43 permits records to be kept at other locations;</li> <li>☐ section 44 specifies how records are to be maintained;</li> <li>☐ section 45 sets out the procedure for the courts to follow regarding missing records;</li> <li>• section 46 permits inspection of the company's records by specified persons at the company's records office;</li> <li>• section 48 permits specified persons to make copies of the company's records after paying the copy fee, if any, set by the company;</li> <li>☐ section 49 requires the company to provide a list of shareholders to persons requesting same;</li> <li>☐ section 50 permits a person denied access to, or copies of, records by a company to seek an order from the registrar ordering the company to provide access to, or copies of, records;</li> <li>☐ section 51 requires a company to file its annual report with the registrar as specified;</li> <li>☐ section 217 requires the company to provide access to its records to auditors;</li> <li>☐ sections 351 and 352 require that records of dissolved companies be inspected;</li> <li>☐ section 385 requires enforcement of a duty to file records for extraprovincial companies.</li> </ul> <p><b>Business Corporations Regulation</b> (B.C. Reg. 65/2004) under the <i>Business Corporations Act</i>, S.B.C. 2002, c. 57:</p> <ul style="list-style-type: none"> <li>☐ section 11 permits records to be kept in electronic, microfilmed, bound or loose-leaf form;</li> <li>☐ section 12 permits the fee for inspection of records to be \$10 per day;</li> <li>• section 13 requires that the time during which a person may inspect a company's records is for a period of at least 2 consecutive hours per day within statutory business hours;</li> <li>☐ section 14 sets the fee for a copy of records at \$0.50 per page;</li> <li>• section 26 requires that the time during which a person may inspect a dissolved company's records is for a period of at least 2 consecutive hours per day within statutory business hours;</li> <li>• section 27 sets the fee for inspection of dissolved company's records is \$10 per day;</li> <li>☐ section 28 sets the fee for copy of records of a dissolved company at \$0.50 per page.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
38	0530	<p><b><i>Community Charter</i></b>, S.B.C. 2003, c. 26:</p> <p><b>Alternative approval process</b></p> <ul style="list-style-type: none"> <li>• section 86(1) permits approval of the electors by alternative approval process regarding a bylaw, agreement or other matter;</li> <li>• section 86(3) requires council to: establish elector response forms (and make these forms available at the municipal hall) and make a fair determination of the total number of electors of the area to which the approval process applies;</li> <li>• section 86(4) requires council to make available to the public, on request, a report regarding the basis on which the determination of the total number of electors of the area to which the approval process applies was made;</li> </ul> <p><b>Public Notice and Access to Records</b></p> <ul style="list-style-type: none"> <li>• section 94 sets requirements for public notice, including permitting council to provide notice by the Internet or other electronic means;</li> <li>• section 95 in addition to the public access provided by the <i>Freedom of Information and Protection of Privacy Act</i>, a council may, by bylaw, provide for public access to its records and establish procedures respecting that access;</li> <li>• section 97 provides that public access must be provided for specified records, or copies of them, including section 97(1)(b) which requires public inspection of all minutes of council meetings, other than a meeting or part of a meeting that is closed to the public and section 97(1)(c) which requires public inspection of all minutes of meetings of bodies referred to in section 93 (application of rules to other bodies), other than a meeting or part of a meeting that is closed to the public;</li> </ul> <p><b>Procedure Bylaws</b></p> <ul style="list-style-type: none"> <li>• section 124(2)(c) requires council to pass bylaws to provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;</li> <li>• section 148 requires that a municipal officer must be assigned the responsibility to ensure that accurate minutes of the meetings of the council and council committees are prepared; further this officer must ensure that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe and that access is provided to records of the council and council committees, as required by law or authorized by the council;</li> <li>• section 149 requires that a municipal officer must be assigned the responsibility of financial administration, ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;</li> <li>• section 168(1) at least once a year, council must have prepared a report separately listing the following for each council member by name regarding council remuneration, expenses and contracts.</li> </ul> <p><b><i>Local Government Act</i></b>, R.S.B.C. 2015, c. 1 in:</p> <ul style="list-style-type: none"> <li>• section 223 requires minutes of board meetings and board committee meetings to be kept;</li> <li>• section 236 requires that an officer must be assigned the responsibility to ensure that accurate minutes of the meetings of the board and board committees are prepared; further this officer must ensure that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe and that access is provided to records of the board and board committees, as required by law or authorized by the board;</li> </ul>

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		<ul style="list-style-type: none"> <li>section 237 requires that an officer must be assigned the responsibility of financial administration, ensuring that that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;</li> <li>section 461(7) if an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.</li> </ul>
39	0540	<p><b>Community Charter</b>, S.B.C. 2003, c. 26:</p> <p><b>Alternative approval process</b></p> <ul style="list-style-type: none"> <li>section 86(1) permits approval of the electors by alternative approval process regarding a bylaw, agreement or other matter;</li> <li>section 86(3) requires council to: establish elector response forms (and make these forms available at the municipal hall) and make a fair determination of the total number of electors of the area to which the approval process applies;</li> <li>section 86(4) requires council to make available to the public, on request, a report regarding the basis on which the determination of the total number of electors of the area to which the approval process applies was made;</li> </ul> <p><b>Public Notice and Access to Records</b></p> <ul style="list-style-type: none"> <li>section 94 sets requirements for public notice, including permitting council to provide notice by the Internet or other electronic means;</li> <li>section 95 in addition to the public access provided by the <i>Freedom of Information and Protection of Privacy Act</i>, a council may, by bylaw, provide for public access to its records and establish procedures respecting that access;</li> <li>section 97 provides that public access must be provided for specified records, or copies of them, including section 97(1)(b) which requires public inspection of all minutes of council meetings, other than a meeting or part of a meeting that is closed to the public;</li> <li>section 97(1)(c) requires public inspection of all minutes of meetings of bodies referred to in section 93 (application of rules to other bodies), other than a meeting or part of a meeting that is closed to the public;</li> </ul> <p><b>Procedure Bylaws</b></p> <ul style="list-style-type: none"> <li>section 124(2)(c) requires council to pass bylaws to provide for the taking of minutes of council meetings and council committee meetings, including requiring certification of those minutes;</li> <li>section 148 requires that a municipal officer must be assigned the responsibility to ensure that accurate minutes of the meetings of the council and council committees are prepared; further this officer must ensure that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe and that access is provided to records of the council and council committees, as required by law or authorized by the council;</li> <li>section 149 requires that a municipal officer must be assigned the responsibility of financial administration, ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;</li> <li>section 168(1) at least once a year, council must have prepared a report separately listing the following for each council member by name regarding council remuneration, expenses and contracts.</li> </ul>



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		<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1 in:</p> <ul style="list-style-type: none"> <li>section 223 requires minutes of board meetings and board committee meetings to be kept;</li> <li>section 236 requires that an officer must be assigned the responsibility to ensure that accurate minutes of the meetings of the board and board committees are prepared; further this officer must ensure that the minutes, bylaws and other records of the business of the board and board committees are maintained and kept safe and that access is provided to records of the board and board committees, as required by law or authorized by the board;</li> <li>section 237 requires that an officer must be assigned the responsibility of financial administration, ensuring that that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;</li> <li>section 461(7) if an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.</li> </ul>
40	0550	<p><b>Community Charter</b>, S.B.C. 2003, c. 26 in section 91(3) minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.</p>
41	0580	<p><b>Freedom Of Information And Protection Of Privacy Act</b>, R.S.B.C. 1996, c. 165:</p> <ul style="list-style-type: none"> <li>section 10 permits a public body to seek permission of the Information and Privacy Commissioner to extend the time as specified for responding to an access request if the period is longer than 30;</li> <li>section 27.1 provides when personal information is not collected for the purposes of the Act;</li> <li>section 28 requires a public body to the public body to make every reasonable effort to ensure that the personal information is accurate and complete;</li> <li>section 29 requires a public body to correct personal information;</li> <li>section 30 requires a public body to protect personal information in its custody or control;</li> <li>section 30.1 requires a public body to ensure storage and access in Canada;</li> <li>section 30.2 requires a public body duty to report foreign demand for disclosure;</li> <li>section 30.3 provides whistle-blower protection for breach of the Act;</li> <li>section 30.4 prohibits unauthorized disclosure;</li> <li>section 31.1 provides that specified provisions of the Act apply to employees and others of public bodies;</li> <li>section 32 limits use of personal information by a public body;</li> <li>section 33 regulates disclosure of personal information in custody and control by a public body;</li> <li>section 33.1 permits disclosure inside or outside Canada by a public body, including information disclosed on a social media site by the individual the information is about and collected by the public body for the purposes of public discussion regarding activities of the public body or regarding legislation relating to the public body;</li> <li>section 33.2 regulates disclosure inside Canada only by a public body, including to an officer or employee of a public body, if the information is necessary for the purposes of planning or evaluating a program or activity of a public body;</li> <li>section 33.3 permits disclosure of personal information in records available to public without request;</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 34 applies a definition of consistent purposes;</li> <li>• section 36 permits disclosure for archival or historical purposes;</li> <li>• section 36.1 requires that public body participating in a new or significantly revised data-linking initiative must comply with the regulations;</li> <li>• section 69 requires the head of a public body to make available for public inspection and copying a directory that lists the public body's personal information banks and requires the head of a public body to conduct a privacy impact assessment regarding a proposed system, project, program or activity or a data-linking initiative;</li> <li>• section 70 requires policy manuals of a public body to be made publicly available without a formal request for access;</li> <li>• section 71 permits the head of a public body to designate categories of records that are available to the public, on demand, without a formal request for access but must not establish a category of records unless the information may be disclosed under section 33.1 or 33.2, or would not constitute, if disclosed, an unreasonable invasion of the personal privacy of the individual the information is about;</li> <li>• section 73.1 permits a public body to demand recovery of personal information that is in the custody or under the control of the public body is in the possession of a person or an entity not authorized by law to possess that information;</li> <li>• section 73.2 permits a public body to seek a court order for return of personal information where a person or entity does not comply with a demand under section 73.1 by the Act;</li> <li>• Schedule 1 "employee", in relation to a public body, includes a volunteer.</li> </ul> <p><b>Freedom Of Information And Protection Of Privacy Regulation</b> (B.C. Reg. 155/2012) under the <i>Freedom Of Information And Protection Of Privacy Act</i>, R.S.B.C. 1996, c. 165:</p> <ul style="list-style-type: none"> <li>• section 12 prescribes the written documentation that confirms that a program or activity is a common or integrated program or activity;</li> <li>• section 13 provides the maximum fees that can be charged for services provided as set out in Schedule 1;</li> <li>• section 15 prescribes social media sites as set out in Schedule 3.</li> </ul>

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42	0582	<p><b><i>An Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the Canadian Radio-television and Telecommunications Commission Act, the Competition Act, the Personal Information Protection and Electronic Documents Act and the Telecommunications Act</i></b>, S.C. 2010, c. 23 (CASL):</p> <ul style="list-style-type: none"> <li>Canadian Radio-television and Telecommunications Commission (CRTC)'s Frequently Asked Questions about Canada's Anti-Spam Legislation provides that CASL applies to municipal governments (<a href="http://crtc.gc.ca/eng/com500/faq500.htm">http://crtc.gc.ca/eng/com500/faq500.htm</a>);</li> <li>section 90 provides that anti-spam messaging provisions are in force July 1, 2014 (being sections 1 to 7, 9 to 46, 52 to 54, 56 to 67 and 69 to 82 of CASL, subsections 12(2) and 12.2(2) of the <i>Personal Information Protection and Electronic Documents Act</i>, as enacted by section 83 of CASL, subsection 86(2), section 88 and subsection 89(1) of CASL by 81000-2-1795 (SI/TR));</li> <li>section 90 provides section 8 (anti-spyware/malware) is in force January 15, 2015;</li> <li>section 90 provides that the private cause of action provisions, including permitting class action lawsuits, are in force July 1, 2017 (being sections 47 to 51 and 55 of CASL by 81000-2-1795 (SI/TR)) but this private cause of action July 1, 2017 in force date has been suspended by Order in Council (PC Number: 2017-0580 ordered on June 2, 2017);</li> <li>section 20(4) provides for a maximum \$1 million fines for an individual and maximum \$10 million fines for organization for violation of CASL;</li> <li>section 33 provides no liability for violation of CASL if a person proves that the person exercised due diligence to prevent the commission of the violation;</li> <li>Due diligence explained in Compliance and Enforcement Information Bulletin CRTC 2014-326 (June 19, 2014)(<a href="http://crtc.gc.ca/eng/archive/2014/2014-326.htm">http://crtc.gc.ca/eng/archive/2014/2014-326.htm</a>), see Record keeping sections 9 and 10 for list of records an organization may wish to consider to maintain;</li> <li>section 51(1) permits a court to order, for a violation of section 47, for the: <ul style="list-style-type: none"> <li>(a) actual loss, damages and expenses incurred by the applicant;</li> <li>(b) an award capped at \$1 million per day for breach of CASL and an award capped at \$1 million for each act of aiding, inducing, or procuring a breach of CASL.</li> </ul> </li> </ul>
43	0584	<p><b><i>Ombudsperson Act</i></b>, R.S.B.C. 1996, c. 340:</p> <ul style="list-style-type: none"> <li>section 35, item 4, a municipality is added as an authority under the <i>Ombudsperson Act</i>;</li> <li>section 14(1) requires the Ombudsperson to notify an authority in the event of investigation of that authority;</li> <li>section 14(3) requires that, if before making a decision respecting a matter being investigated, the Ombudsperson receives a request for consultation from the authority, the Ombudsperson must consult with the authority;</li> <li>section 15 provides the Ombudsperson with broad powers to obtain information from an authority, including receiving documents or receiving copies of information or documents;</li> </ul>

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		<ul style="list-style-type: none"> <li>section 32 makes it an offence for failing to comply with the Ombudsperson's powers, including intentionally making a false statement to the Ombudsperson.</li> </ul> <p><b>Note:</b> The <i>Ombudsman Amendment Act, 2009</i>, S.B.C. 2009, c. 21 (Bill 12) changed the name of this statute to the <i>Ombudsperson Act</i>. Section 2 of Bill 12 struck out "Ombudsman" wherever it appears and substituted "Ombudsperson" (in force October 29, 2009 on Royal Assent).</p>
44	0590	<p>The Canadian (federal) <b>Copyright Act</b>, [R.S., 1985, c. C-42]:</p> <ul style="list-style-type: none"> <li>section 6, the term of copyright is life of the author, the remainder of the calendar year in which the author dies, and a period of 50 years following the end of that calendar year;</li> <li>section 6.1 provides that for anonymous and pseudonymous works, the term of copyright is for whichever of the following terms ends earlier:               <ol style="list-style-type: none"> <li>a term consisting of the remainder of the calendar year of the first publication of the work and a period of fifty years following the end of that calendar year, and</li> <li>a term consisting of the remainder of the calendar year of the making of the work and a period of seventy-five years following the end of that calendar year, but where, during that term, the author's identity becomes commonly known, the term provided in section 6 applies;</li> </ol> </li> <li>section 6.2 provides that for anonymous and pseudonymous works of joint authorship, the term of copyright is for whichever of the following terms ends earlier:               <ol style="list-style-type: none"> <li>a term consisting of the remainder of the calendar year of the first publication of the work and a period of fifty years following the end of that calendar year, and</li> <li>a term consisting of the remainder of the calendar year of the making of the work and a period of seventy-five years following the end of that calendar year, but where, during that term, the identity of one or more of the authors becomes commonly known, copyright shall subsist for the life of whichever of those authors dies last, the remainder of the calendar year in which that author dies, and a period of fifty years following the end of that calendar year;</li> </ol> </li> <li>section 13(3) an employee can be the author and the employer can be the owner of the copyright and the term of copyright is the employee's life plus 50 years.</li> </ul> <p>The Canadian (federal) <b>Industrial Design Act</b>, [R.S., 1985, c. I-8] in section 10 the term limited for the duration of an exclusive right for an industrial design is 10 years beginning on the date of registration of the design.</p> <p>The Canadian (federal) <b>Patent Act</b>, [R.S., 1985, c. P-4] in section 44, where an application for a patent is filed under this Act on or after October 1, 1989, the term limited for the duration of the patent is 20 years from the filing date.</p> <p>The Canadian (federal) <b>Trade-marks Act</b>, [R.S., 1985, c. T-13]:</p> <ul style="list-style-type: none"> <li>section 17(2) provides that registration is incontestable in court proceedings commenced after the expiration of 5 years from the date of registration of a trade-mark unless it is established that the person who adopted the registered trade-mark in Canada did so with knowledge of that previous use or making known;</li> <li>section 46(1) registration of a trade-mark that is on the register is subject to renewal within a period of 15 years from the day of the registration or last renewal.</li> </ul>

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45	0680	<p><b><i>Criminal Records Review Act, R.S.B.C. 1996, c. 86:</i></b></p> <ul style="list-style-type: none"> <li>• section 1 defines “specified organization” to mean an organization that, in the opinion of the registrar, provides a benefit or service to children or vulnerable adults, a “specified organization” includes a municipality;</li> <li>• section 1 defines a “volunteer” as an individual who, for no monetary compensation, voluntarily provides services to a registered specified organization;</li> <li>• section 7(2)(c) Part 3 (Employers and Employees) applies to employers and employees other than a municipality or an employee of a municipality;</li> <li>• section 8(1) requires an employer to ensure that every individual who is hired for employment involving work with children or work with vulnerable adults and every employee who works with children or works with vulnerable adults undergoes a criminal record check or a criminal record check verification;</li> <li>• section 8(2) permits an employer to require an applicant for employment or an employee to undergo a criminal record check even if the applicant or employee could undergo a criminal record check verification;</li> <li>• section 24.3 requires a registered specified organization to ensure that every individual who will work with children or work with vulnerable adults as a volunteer with the registered specified organization and every volunteer who works with children or works with vulnerable adults with the registered specified organization undergoes a criminal record check or a criminal record check verification;</li> <li>• section 28 provides that those who do not comply with specified provisions of the Act commit an offence and are liable to a maximum \$5,000 fine or \$50 per day for each day on which the contravention continues;</li> <li>• section 28.1 permits the registrar to require a person, who has duty under section 8, 13, 17.1, 17.5, 19 or 24.3 of the Act to ensure that criminal record checks are undergone, to submit records or information if the registrar considers it necessary in determining whether the person’s duty is being performed and a person who receives this request must comply.</li> </ul>
46	1100	<p><b>Occupational Health and Safety Regulation (B.C. Reg. 296/97)</b> under the <i>Workers Compensation Act, R.S.B.C. 1996, c. 492</i> in section 31.9 requires that the employer must keep the test and inspection records required by Part 31 (Fire fighting) available at the workplace for inspection by an officer or the joint committee or worker health and safety representative, as applicable.</p>
47	1240	<p><b>Occupational Health and Safety Regulation (B.C. Reg. 296/97)</b> under the <i>Workers Compensation Act, R.S.B.C. 1996, c. 492:</i></p> <ul style="list-style-type: none"> <li>☐ section 4.9 requires recording system for inspection and maintenance records regarding equipment;</li> <li>☐ section 16.3 (3) requires maintenance records for mobile equipment to be available;</li> <li>☐ section 16.3(8) requires that a record of inspections and maintenance meeting the requirements of section 4.9 must be kept by the operator of a variable reach rough terrain forklift truck, as defined in section 2 of the standard adopted by reference under section 16.7(e), and any other persons inspecting and maintaining that truck.</li> </ul>

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48	1335	<p><b><i>Freedom of Information and Protection of Privacy Act</i></b>, R.S.B.C. 1996, c. 165 in section 6(2), a public body must create a record for an applicant if:</p> <ul style="list-style-type: none"> <li>the record can be created from a machine readable record in the custody or under the control of the public body using its normal computer hardware and software and technical expertise; and</li> <li>creating the record would not unreasonably interfere with the operations of the public body.</li> </ul>
49	1680	<p><b><i>Auditor General for Local Government Act</i></b>, S.B.C. 2012, c. 5:</p> <ul style="list-style-type: none"> <li>section 1 defines “local government” to mean: <ul style="list-style-type: none"> <li>(a) a municipality,</li> <li>(b) a regional district,</li> <li>(c) a greater board,</li> <li>(d) a board, a commission, a corporation or another organization that, under generally accepted accounting principles, is considered to be controlled by one or more municipalities, regional districts or greater boards, and</li> <li>(e) another local body prescribed by regulation;</li> </ul> </li> <li>section 1 defines “municipality” to mean “the corporation into which the residents of an area are incorporated as a municipality under the <i>Local Government Act</i> or under any other Act, and the City of Vancouver”;</li> <li>section 13 requires a local government or a municipality, as specified, to provide to the Auditor General for Local Government access to records, information and things unless there is a claim based on solicitor-client privilege;</li> <li>section 14 provides a power to the Auditor General for Local Government to compel persons to answer questions and order disclosure, including producing records or things in the person’s possession or control;</li> <li>section 15 provides a power to the Auditor General for Local Government to sue a person who does not cooperate as required by section 14 for contempt in Supreme Court, including failure of a person to produce records or things in the person’s possession or control.</li> </ul>
50	1810	<p><b><i>Community Charter</i></b>, S.B.C. 2003, c. 26:</p> <p><b>Fees</b></p> <ul style="list-style-type: none"> <li>section 194(4) a municipality must make available to the public, on request, a report on how municipal fees imposed under this section was determined;</li> </ul> <p><b>Parcel Tax</b></p> <ul style="list-style-type: none"> <li>section 1 Schedule (Definitions and Rules of Interpretation) “parcel tax” means a tax imposed on the basis of a single amount for each parcel, the taxable area of a parcel or the taxable frontage of a parcel and “collector “ means the municipal officer assigned responsibility as collector of taxes for the municipality;</li> <li>section 200(4) a municipality must make available to the public, on request, a report regarding how parcel tax amounts or rates were determined; section 203(3) once it has been prepared by the collector, the parcel tax roll must be available for public inspection;</li> <li>section 203(4) if requested by an owner, the collector must amend a parcel tax roll that is to be available for public inspection by omitting or obscuring the address of the owner or other information about the owner in order to protect the privacy or security of the owner;</li> </ul>

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		<ul style="list-style-type: none"> <li>section 207(5)(a) in an appeal to Supreme Court from review panel decision, the collector must produce before the court the parcel tax roll and all records in that officer's possession affecting the matter.</li> </ul>
51	1830	<p><b>Community Charter</b>, S.B.C. 2003, c. 26:</p> <ul style="list-style-type: none"> <li>section 167 requires the municipality to prepare annual financial statements for acceptance by council;</li> <li>section 167(3) requires the municipality to provide information requested by the inspector;</li> <li>section 167(4) requires the municipality to submit to the inspector its audited financial statements for the preceding year and any other financial information requested by the inspector by May 15 in each year;</li> <li>section 167(5) in addition to any requirement under subsection 167(4), the municipal financial officer must compile and supply information on the financial affairs of the municipality requested by the inspector.</li> </ul>
52	1880	<p><b>Community Charter</b>, S.B.C. 2003, c. 26 in section 165 requires a municipality to have a financial plan.</p>
53	1920	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 27 requires employers to provide written wage statements to employees containing specified information.</p> <p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492 in section 38 requires the employer to furnish to the Board an estimate of the employer's payrolls or be subject to monetary penalties.</p>
54	1940	<p><b>Note:</b> While not applicable to local governments, the following statutory retention period requires financial institutions to retain microfilm records for specified numbers of years. As such, it may be analogous of, and as such, of assistance to municipal governments who choose to microfilm records regarding signing authorities.</p> <p><b>Financial Institutions Act</b>, R.S.B.C. 1996, c. 141 in section 85(7) requires credit unions to keep all related signature cards and signing authorities or microfilm copies of them for a prescribed period after which the credit union may destroy them.</p> <p><b>Inactive Deposit Regulation</b> (B.C. Reg. 322/90) under the <i>Financial Institutions Act</i> in section 3 set prescribed record retention periods for keeping signature cards and signing authorities or microfilm copies of them:</p> <ul style="list-style-type: none"> <li>(a) if they relate to a debt treated as income under section 85(2) of the Act, 6 years from the date the debt, including interest, became an inactive deposit;</li> <li>(b) if they relate to an amount paid to the administrator under section 85(4) of the Act, until the credit union concerned is notified that copies of the signature cards and signing authorities submitted by it under section 2.1 of this regulation have been received by the administrator.</li> </ul>
55	2430	<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1 in section 748, the corporate seal, tools, machinery, equipment and records, office furniture, fixtures and fittings of a municipality are exempt from forced seizure or sale by any process of law.</p>

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56	2520	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>sections 172 to 177 in Division 10 (Accident Reporting and Investigation) requires, among other things, immediate notice by employer to WorkSafeBC of certain workplace accidents, including accidents involving serious injury or death to a worker;</li> <li>section 175 requires employers to start preliminary investigation within 48 hours of an incident with copy to WorkSafeBC if WorkSafeBC requests;</li> <li>section 176 require employers to submit a full investigation report to WorkSafeBC within 30 days of an incident, unless WorkSafeBC grants an extension;</li> <li>section 178 to 186 in Division 11 (Inspections, Investigations and Inquiries) lists requirements imposed on the employer;</li> <li>section 215 permits the employer to plead a defence of due diligence to avoid liability;</li> <li>section 216 provides a due diligence defence for workers to avoid liability.</li> </ul> <p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492 in section 3.28 requires specified participation by the employer or representative of the employer and worker representative including assisting the investigation in gathering and analyzing related information and then identifying corrective action (B.C. Reg. 312/2016).</p>
57	2540	<p><b>Community Charter</b>, S.B.C. 2003, c. 26 in section 90(1)(b)) meetings that may or must be closed to the public if personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.</p> <p><b>Freedom Of Information And Protection Of Privacy Act</b>, R.S.B.C. 1996, c. 165 in section 27(1) (c) public body must collect personal information or cause personal information to be collected directly from the individual the information is about unless the information is collected for the purpose of determining suitability for an honour or award including an honorary degree, scholarship, prize or bursary.</p>
58	2560	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 5.59(3), records confirming an investigation that an exposure to a hazardous substance may have occurred must be made available to workers, and maintained by the employer for a minimum of 10 years;</li> <li>section 6.33 defines “occupational exposure”;</li> <li>section 6.34 requires an employer, if a worker has or may have occupational exposure, to develop and implement an exposure control plan, based on the precautionary principle, that meets the requirements of section 5.54 and that includes the following: <ul style="list-style-type: none"> <li>(a) a risk assessment conducted by a qualified person to determine if there is a potential for occupational exposure by any route of transmission;</li> <li>(b) a list of all work activities for which there is a potential for occupational exposure;</li> </ul> </li> </ul>



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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>(c) engineering controls and administrative controls to eliminate or minimize the potential for occupational exposure;</li> <li>(d) standard or routine infection control precautions and transmission-based precautions for all work activities that have been identified as having a potential for occupational exposure, including: <ul style="list-style-type: none"> <li>(i) housekeeping practices designed to keep the workplace clean and free from spills, splashes or other accidental contamination,</li> <li>(ii) work procedures to ensure that contaminated laundry is isolated, bagged and handled as little as possible, and</li> <li>(iii) work procedures to ensure that laboratory or other samples containing a biological agent designated as a hazardous substance in section 5.1.1 are handled in accordance with the Laboratory Biosafety Guidelines 3rd edition, 2004, issued by the Public Health Agency of Canada;</li> </ul> </li> <li>(e) a description of personal protective equipment designed to eliminate or minimize occupational exposure;</li> <li>(f) a program to inform workers about the contents of the exposure control plan and to provide them with adequate education, training and supervision to work safely with, and in proximity to, a biological agent designated as a hazardous substance in section 5.1.1;</li> <li>(g) a record of all training and education provided to workers in the program described in paragraph (f);</li> <li>(h) a record of all workers who have been exposed, while performing work activities, to a biological agent designated as a hazardous substance in section 5.1.1.</li> </ul>
59	2590	<p><b>Human Rights Code</b>, R.S.B.C. 1996, c. 210:</p> <ul style="list-style-type: none"> <li>• section 7 prohibits a person from making a discriminatory publication as specified;</li> <li>• section 8 prohibits discrimination in accommodation, service and facility as specified;</li> <li>• section 9 prohibits discrimination in purchase of property;</li> <li>• section 11 prohibits discrimination in employment advertisements as specified;</li> <li>• section 12 prohibits discrimination in wages as specified;</li> <li>• section 13 requires that a person must not refuse to employ or refuse to continue to employ a person, or discriminate against a person regarding employment or any term or condition of employment because of the race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person;</li> <li>• section 14 prohibits discrimination by trade unions, employers' organizations or occupational associations as specified;</li> <li>• section 42 provides that special employment equity programs are not discriminating.</li> </ul> <p><b>Note:</b> Sections 7(1), 8(1), 9, 11, 13(1), 14, 42(1)(a) were amended to add "gender identity or expression" as a prohibited ground of discrimination by the <i>Human Rights Code Amendment Act</i>, 2016, S.B.C. 2016, c. 26 (Bill 28)(effective on Royal Assent July 28, 2016).</p>
60	2640	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492):</p> <ul style="list-style-type: none"> <li>• section 3.1 requires an occupational health and safety program as outlined in section 3.3 by each employer that has a workforce of 20 or more workers (as specified) or by each employer that has a workforce of 50 or more workers;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>• section 3.3 requires an occupational health and safety program to be maintained and records of meetings kept;</li> <li>• section 3.25 requires records of all orientation and training provided under sections 3.23 and 3.24 to be retained for young and new workers;</li> <li>• section 3.26 requires an employer to conduct an annual written evaluation for its joint committees;</li> <li>• section 4.17(1) requires that an employer having at a workplace hazardous products covered by WHMIS, explosives, pesticides, radioactive material, consumer products or hazardous wastes in quantities which may endanger firefighters, must ensure the local fire department is notified of the nature and location of the hazardous materials or substances and methods to be used in their safe handling;</li> <li>• section 4.17(2) provides, that section 417(1) does not apply to a workplace:               <ul style="list-style-type: none"> <li>(a) where materials are kept on site for less than 15 days if the employer ensures an alternative effective means for notification of fire departments is in place in the event of fire or other emergency; or</li> <li>(b) which is not within the service area of a fire department;</li> </ul> </li> <li>• section 4.21, a worker required to work in isolation or alone and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being;</li> <li>• section 4.22, worker described in section 4.21(1) and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being;</li> <li>• section 4.30 employers must train employees regarding violence in the workplace;</li> <li>• section 4.31 employers must ensure that a worker reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the worker's choice for treatment or referral;</li> <li>• section 4.51 the employer must provide education and training for risk to employees of "musculoskeletal injury or MSI";</li> <li>• section 4.52, the employer must monitor the effectiveness of the measures taken to comply with the Ergonomics (MSI) Requirements and ensure they are reviewed at least annually;</li> <li>• section 4.53(1) requires the employer to consult as specified with the joint committee or the work health and safety representative, as applicable, regarding Ergonomics (MSI) Requirements;</li> <li>• sections 5.3 to 5.18 are Part 5: Workplace Hazardous Materials Information System (WHMIS);</li> <li>• section 5.53 requires an employer, regarding the results of workplace exposure monitoring and assessment, or a summary of the results, must provide these results to workers at their request without undue delay;</li> <li>• section 5.54(1) requires that, if an exposure control plan must be implemented, it must have specified elements in section 5.54(2);</li> <li>• section 5.54(3) requires the plan must be reviewed at least annually and updated as necessary by the employer, in consultation with the joint committee or the worker health and safety representative, as applicable;</li> <li>• section 5.76 requires, if an employer produces, stores, handles or disposes of a hazardous waste at a workplace, the employer applied a label as specified;</li> <li>• section 577 permits an employer to identify a hazardous waste with a placard as specified;</li> <li>• section 5.78 requires an employer to prepare an SDS for the hazardous waste or fugitive emission unless a hazardous waste profile sheet or its equivalent which addresses composition, hazards and safe measures for the waste or fugitive</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<p>emission is readily available;</p> <ul style="list-style-type: none"> <li>• section 5.79 specifies how an employer is to sell or dispose of hazardous waste;</li> <li>• section 5.94, the employer must ensure that workers receive emergency eyewash training;</li> <li>• section 5.97(1) requires that a workplace must have a written emergency plan, appropriate to the hazards of the workplace, that addresses the requirements of sections 5.98 to 5.102;</li> <li>• section 5.97(2) requires that the plan must address emergency conditions which may arise from within the workplace and from adjacent workplaces;</li> <li>• section 5.97(3) requires that the plan must be developed, implemented and annually reviewed in consultation with the joint committee or the worker health and safety representative, as applicable;</li> <li>• section 5.98 requires that an inventory as specified must be maintained which identifies all hazardous substances at the workplace in quantities that may endanger workers in an emergency including hazardous products covered by WHMIS, explosives, pesticides, radioactive materials, hazardous wastes, and consumer products;</li> <li>• section 5.99 require that an employer must ensure that an assessment is conducted of the risks posed by hazardous substances from accidental release, fire or other such emergency;</li> <li>• section 5.100 the employer must have written evacuation procedures appropriate to the risk posed by hazardous substances from accidental release, fire or other such emergency;</li> <li>• section 5.101, if workers are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the employer must provide: adequate written safe work procedures, appropriate personal protective equipment which is readily available to workers and is adequately maintained and material or equipment necessary for the control and disposal of the hazardous substance;</li> <li>• section 5.102, the employer must provide training in the appropriate emergency procedures to all workers who may be affected;</li> <li>• section 6.37 requires specified labels and identification on a container holding a known or suspected biological agent designated as a hazardous substance in section 5.1.1;</li> <li>• section 29.3, the employer must provide training regarding hazards from aircraft operations;</li> <li>• section 30.17(5), employer must provide training regarding laboratory hazards.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
61	2641	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 5.1 recognizes that bullying or harassment can cause a medical disorder which qualifies a worker for compensation under the Act;</li> <li>• section 111 permits WorkSafeBC to create reasonable standards for the protection of the health and safety of workers and the occupational environment in which they work;</li> <li>• section 115 requires the employer to ensure the health and safety of all workers working for that employer.</li> </ul> <p><b>WorkSafeBC Policy D3-115-2</b> Guidelines Workers Compensation Act Part 3 Division 3 (effective November 1, 2013):</p> <ul style="list-style-type: none"> <li>• Employer must take reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;</li> <li>• Employer must develop a policy statement that workplace bullying and harassment not being acceptable or tolerated;</li> <li>• Employer must implement procedures for reporting incidents or complaints of workplace bullying and harassment;</li> <li>• Employer must implement procedures for investigating incidents or complaints of workplace bullying and harassment;</li> <li>• Employer must report on incidents or complaints of workplace bullying and harassment;</li> <li>• Employer must investigate incidents or complaints of bullying and harassment, including findings;</li> <li>• Employer must annually review: <ul style="list-style-type: none"> <li>(a) policy statement,</li> <li>(b) steps taken to prevent where possible, or otherwise minimize, workplace bullying and harassment,</li> <li>(c) reporting procedures, including if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser and</li> <li>(d) investigating procedures.</li> </ul> </li> </ul>
62	2660	<p><b>Labour Relations Regulation</b> (B.C. Reg. 7/93) under the <i>Labour Relations Code</i>, R.S.B.C. 1996, c. 244 in section 10, regarding votes directed by the Labour Relations Board (Board) or Minister, imposes duties on employers, employees and trade unions to cooperate with the returning officer and deputy returning officer appointed by the Board and to comply with any direction validly given by either of them, including a direction to the employer to supply information and records and to make available the use of facilities owned by the employer.</p>
63	2830	<p><b>Freedom of Information and Protection of Privacy Act</b>, R.S.B.C. 1996, c. 165 in schedule 1 "employee", in relation to a public body, includes a volunteer.</p>
64	3010	<p><b>Home Owner Grant Act</b>, R.S.B.C. 1996, c. 194, in section 13 provides for inspection of municipal records during business hours.</p> <p><b>Homeowner Protection Act</b>, S.B.C. 1998, c. 31:</p> <ul style="list-style-type: none"> <li>• section 9(4) requires that a municipality or regional district must provide reports respecting building regulation compliance by persons required to be licensed under the Act;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>section 23(5) provides that, legal action must commence within 10 years after the date of first occupancy of the new home or, in respect of common property, common facilities and other assets of a strata corporation, the date the strata plan is deposited in a land title office in accordance with the Act;</li> <li>section 23(6) provides that nothing in section 23 subjects a municipality or regional district to any greater liability than if this section were not in force;</li> <li>section 30(1) provides that a municipality or regional district must not issue a building permit for a proposed new home unless the applicant provides evidence, in the prescribed form respecting insurance coverage for the home;</li> <li>section 30(2), provides that, if a municipality or regional district issues a building permit for a proposed new home, relying in good faith on the evidence provided under subsection (1), the municipality or regional district is not liable, either directly or vicariously, for any damages or other loss, including economic loss, sustained by any person as set out in section 30(2);</li> <li>section 30(3) provides that the registrar may request a municipality or regional district to forward to the registrar information provided by applicants for building permits under subsection (1).</li> </ul> <p><b>Notice to Mediate (Residential Construction) Regulation</b> (B.C. Reg. 152/99) under the <i>Homeowner Protection Act</i>, S.B.C. 1998, c. 31 in section 6 requires a municipality or regional district as a “government body” to participate in pre-mediation conference unless exempted under the regulation.</p>
65	3015	<p><b>Agricultural Land Commission Act</b>, S.B.C. 2002, c. 36 permits a member of the commission or an official in:</p> <ul style="list-style-type: none"> <li>section 49(1)(d) to make any inspection of records, things or activities reasonably related to the purpose of the inspection;</li> <li>section 49(1)(e) to make copies of any records or documents reasonably related to the purpose of the inspection; and</li> <li>section 49(1) (f) to make an order requiring a person to produce for the member or official a record or thing in the person’s possession or control.</li> </ul>
66	3170	<p><b>Forest Act</b>, R.S.B.C. 1996, c. 157:</p> <ul style="list-style-type: none"> <li>section 142.21 permits a forest revenue official to inspect or conduct and audit of any record or require production of any record;</li> <li>section 142.31 requires delivery of records as demanded by a forest revenue official.</li> </ul> <p><b>Forest and Range Practices Act</b>, S.B.C. 2002, c. 69:</p> <ul style="list-style-type: none"> <li>section 59(4)(2)(ii) permits an official to enter land or premises and copy or inspect records required to be kept under the: <i>Forest and Range Practices Act</i>, <i>Forest Act</i>, or the <i>Range Act</i> or their regulations;</li> <li>section 61 permits the Minister or official to require an agreement holder to produce records for inspection or copying;</li> <li>section 63 requires a motor vehicle or vessel operator to stop when required by a peace officer or official and produce records as required.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<p><b>Private Managed Forest Land Act</b>, S.B.C. 2003, c. 80:</p> <ul style="list-style-type: none"> <li>section 22 requires an owner or a contractor, an employee or an agent of the owner to submit records in that person's custody or control if the council considers it necessary regarding contravention of the Act;</li> <li>section 23(2)(b)(ii) permits a person authorized by the council to inspect or copy a record required by the Act or the regulations to be kept;</li> <li>section 24(2) (b) (ii) permits a person authorized by the Minister to inspect or copy a record required by the Act or the regulations to be kept.</li> </ul>
67	3360	<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1:</p> <ul style="list-style-type: none"> <li>section 536(1) a local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance;</li> <li>section 539(4) a board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during normal business hours.</li> </ul>
68	3760	<p><b>Pool Regulation</b> (B.C. Reg. 296/2010) under the <i>Public Health Act</i>, S.B.C. 2008, c. 28:</p> <ul style="list-style-type: none"> <li>section 10(2) requires that an operator must meet specified requirements regarding water in the pool;</li> <li>section 10(4) provides that, in addition to any other power that may be exercised under the Act, a health officer may require an operator to test for chemical, physical or biological characteristics of water in a pool;</li> <li>section 13 requires an operator to prepare a written pool safety plan, as specified, and review and update the pool safety plan at least once each year;</li> <li>section 19(1) requires that an operator must ensure that, for each pool operated by the operator, a daily record is kept of the following: <ul style="list-style-type: none"> <li>(a) all injuries sustained at or within the pool;</li> <li>(b) all occurrences of contamination by feces or vomit at or within the pool;</li> <li>(c) the amount and types of chemicals added to the pool water;</li> <li>(d) the results of all tests performed as required under section 10(2) and (4) [pool water];</li> </ul> </li> <li>section 19(2) requires that the operator must ensure that the records required under subsection (1) are available for inspection by a health officer on request.</li> </ul>
69	3800	<p><b>Community Charter</b>, S.B.C. 2003, c. 26:</p> <ul style="list-style-type: none"> <li>section 57 permits a building inspector to recommend to council to make a note against property in the Land Title Office if building regulations contravened;</li> <li>section 57(4) corporate officer must ensure that all records are available for inspection at the municipal hall regarding any council resolution accepting building inspector's recommendations.</li> </ul>
70	4050	<p><b>Local Government Bylaw Notice Enforcement Act</b>, S.B.C. 2003, c. 60 (the "Act") permits local governments designated by regulation to create bylaw courts to adjudicate minor matters, like traffic tickets, with a fine value of under \$500.</p> <p><b>Bylaw Notice Enforcement Regulation</b> (B.C. Reg. 175/2004) under the <i>Local Government Bylaw Notice Enforcement Act</i>, S.B.C. 2003, c. 60 provides that the Act applies to the following local governments:</p> <ul style="list-style-type: none"> <li>District of West Vancouver, City of North Vancouver and District of North Vancouver (all effective May 3, 2004 (B.C. Reg. 175/2004));</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<p>☐ City of Chilliwack, City of Coquitlam, City of Richmond, City of Surrey, District of Hope, District of Kent (all effective December 13, 2005 (B.C. Reg. 368/2005));</p> <p>☐ Fraser Valley Regional District, City of Duncan, The Municipality of the Village of Lions Bay, Bowen Island Municipality (all effective February 1, 2006 (B.C. Reg. 10/2006));</p> <p>☐ District of Tofino (effective September 24, 2009 (B.C. Reg. 230/2009));</p> <p>☐ Cities of Kelowna, Penticton, Districts of Peachland, Summerland, West Kelowna, Regional District of Okanagan-Similkameen (all effective January 1, 2010 (B.C. Reg. 306/2009));</p> <p>☐ District of Lake Country (effective February 1, 2010 (B.C. Reg. 6/2010));</p> <p>☐ Denman Island, Galiano Island, Gambier Island, North Pender Island, Salt Spring Island, Saturna Island Local Trust Committees (all effective February 1, 2010 (B.C. Reg. 7/2010));</p> <p>☐ Town of Oliver (effective February 1, 2010 (B.C. Reg. 8/2010));</p> <p>☐ Towns of Gibsons and Vernon (all effective May 1, 2010 (B.C. Reg. 109/2010));</p> <p>☐ City of Nelson (effective October 1, 2010 (B.C. Reg. 272/2010));</p> <p>☐ Sun Peaks Mount Resort Municipality (effective November 30, 2010 (B.C. Reg. 316/2010));</p> <p>☐ Sunshine Coast Regional District and Town of Creston (all effective November 30, 2010 (B.C. Reg. 317/2010));</p> <p>☐ City of Vancouver (effective February 1, 2011 (B.C. Reg. 366/2010));</p> <p>☐ District of Maple Ridge, Gabriola Island Local Trust Committee, Hornby Island Local Trust Committee, Lasqueti Island Local Trust Committee, Mayne Island Local Trust Committee, South Pender Island Local Trust Committee and Thetis Island Local Trust Committee (all effective May 1, 2011 (B.C. Reg. 72/2011));</p> <p>☐ Northern Rockies Regional Municipality (effective May 16, 2011 (B.C. Reg. 76/2011));</p> <p>☐ Peace River Regional District (effective August 1, 2011 (B.C. Reg. 136/2011));</p> <p>☐ The Corporation of Delta (effective September 1, 2011 (B.C. Reg. 159/2011));</p> <p>☐ District of Barriere and Village of Valemount (effective June 21, 2012 (B.C. Reg. 134/2012));</p> <p>☐ District of Sechelt and City of Nanaimo (effective September 26, 2012 (B.C. Reg. 282/2012));</p> <p>☐ Town of Golden (effective November 26, 2012 (B.C. Reg. 341/2012));</p> <p>☐ Regional District of Central Okanagan (effective February 4, 2013 (B.C. Reg. 28/2013));</p> <p>☐ Thompson-Nicola Regional District, District of Coldstream, Regional District of Central Kootenay, City of Williams Lake; , all effective September 30, 2013 (B.C. Reg. 202/2013);</p> <p>☐ The Corporation of the Village of Fruitvale (effective November 25, 2013 (B.C. Reg. 230/2013));</p> <p>☐ Corporation of the Township of Esquimalt (effective May 26, 2014 (B.C. Reg. 97/2014));</p> <p>☐ City of Port Alberni (effective July 14, 2014 (B.C. Reg. 142/2014));</p> <p>☐ District of Wells (effective December 22, 2014 (B.C. Reg. 256/2014));</p> <p>☐ Village of Anmore (effective March 1, 2017 (B.C. Reg. 37/2017)).</p>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		Section 15 of the Bylaw Notice Enforcement Regulation (B.C. Reg. 175/2004) under the Act requires that the local government must create and maintain a hearing record.
71	4100	<p><b><i>Cremation, Interment And Funeral Services Act</i></b>, S.B.C. 2004, c. 35:</p> <ul style="list-style-type: none"> <li>• section 3 provides that an operator and a funeral provider must maintain records of a prescribed category in accordance with requirements established by regulation;</li> <li>• section 16 provides that, if a licensed funeral provider or a licensed operator is a corporation, the funeral provider or operator must report to the director in writing within 14 days of the change occurring: <ul style="list-style-type: none"> <li>(a) a change in the senior officers, as defined in the <i>Business Corporations Act</i>, of the corporation, and</li> <li>(b) a material change in the beneficial ownership of the shares of the corporation;</li> </ul> </li> <li>• section 30(1) provides that the director may: <ul style="list-style-type: none"> <li>(a) audit a care fund, or</li> <li>(b) order an operator of a place of interment to have a care fund audited by a person within a class of persons prescribed by the Lieutenant Governor in council;</li> </ul> </li> <li>• section 30(2) provides that an operator of a place of interment must maintain records related to the maintenance of the care fund in a manner that is satisfactory to a director;</li> <li>• section 37(2) provides that, if a municipality, a regional district or an improvement district proposes to own or operate a place of interment or crematorium, the local government must: <ul style="list-style-type: none"> <li>(a) incorporate a company subject to section 265 of the <i>Local Government Act</i>,</li> <li>(b) establish itself as a board of trustees, or</li> <li>(c) appoint a board of trustees to own or operate the place of interment or crematorium;</li> </ul> </li> <li>• section 39(1) requires that an operator of a place of interment must have bylaws;</li> <li>• section 39(3) provides that an operator must submit to a director a copy of the bylaws relating to the place of interment or crematorium: <ul style="list-style-type: none"> <li>(a) if the director requests the operator to do so, or</li> <li>(b) in prescribed circumstances;</li> </ul> </li> <li>• section 44(c) requires that, before an operator of a place of interment ceases selling rights of interment, the operator must notify a director of the operator's intention and provide the director with the methods that the operator intends to adopt to ensure continued access to records of interment and rights of interment.</li> <li>• section 56(2) provides that the following sections of the <i>Business Practices and Consumer Protection Act</i>, S.B.C. 2004, c. 2 apply for the purposes of this Act: sections 150 ([inspection powers]) to 153 (records or things retained); <b>Note:</b> The administrative penalties under the <i>Business Practices and Consumer Protection Act</i> for committing an offense: are \$5,000 for an individual (s.165(1)) and \$50,000 for a corporation (s.165(2)) and section 170 of the <i>Business Practices and Consumer Protection Act</i> provides that the time limit for giving a notice imposing an administrative penalty is 2 years after the date on which the contravention occurred;</li> <li>• section 61(2)(p) provides that a person who contravenes section 30 commits an offence;</li> <li>• section 64 requires that information or records under the Act be kept confidential subject to specified exceptions.</li> </ul>



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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<p><b>Cremation, Interment and Funeral Services Regulation</b> (B.C. Reg. 298/2004) under the <i>Cremation, Interment And Funeral Services Act</i>:</p> <ul style="list-style-type: none"> <li>• section 27 specified records related to interments;</li> <li>• section 30 specified records related to cremation;</li> <li>• section 43 specified records a funeral provider must keep.</li> </ul> <p><b>Vital Statistics Act</b>, R.S.B.C. 1996, c. 479:</p> <ul style="list-style-type: none"> <li>• section 22 requires that the vital statistics registrar must prepare a disposition permit and issue it to the funeral director and no one must bury or otherwise dispose of a dead body without this permit;</li> <li>• section 23 requires that an operator of a cemetery, mausoleum or crematorium must not permit the interment or cremation of a dead body unless the operator holds the appropriate copy of the disposition permit or other document described under section 22.</li> </ul>
72	4200	<p><b>Local Elections Campaign Financing Act</b>, S.B.C. 2014, c. 18 (Bill 20)(Act in force on Royal Assent May 29, 2014):</p> <ul style="list-style-type: none"> <li>• Schedule to the Act: <ul style="list-style-type: none"> <li>“designated local authority officer”, in relation to a matter, means: <ul style="list-style-type: none"> <li>(a) the local authority official assigned responsibility for the matter by the local authority; or</li> <li>(b) if no such assignment has been made, whichever of the following is applicable: <ul style="list-style-type: none"> <li>(i) in relation to a municipality other than the City of Vancouver, the municipal corporate officer;</li> <li>(ii) in relation to the City of Vancouver or the Vancouver Park Board, the City Clerk;</li> <li>(iii) in relation to a regional district, the regional district corporate officer;</li> <li>(iv) in relation to the Islands Trust, the secretary;</li> <li>(v) in relation to a board of education, the secretary/treasurer;</li> <li>(vi) in relation to any other jurisdiction, the official designated by regulation;</li> </ul> </li> </ul> </li> <li>“local authority” means the local authority of a jurisdiction to which this Act applies under section 1 (elections to which this Act applies or 2 (assent voting to which this Act applies);</li> <li>“local authority offices” means, <ul style="list-style-type: none"> <li>(a) in relation to a local government, the local government offices; and</li> <li>(b) in relation to another form of local authority, the location of the regular office of the designated local authority officer;</li> </ul> </li> <li>“local election officer”, in relation to a jurisdiction, means <ul style="list-style-type: none"> <li>(a) the chief election officer for the jurisdiction, or</li> <li>(b) if at the applicable time no individual is appointed as that official, the designated local authority officer;</li> </ul> </li> <li>• section 54(2)(b) was amended by section 18(a) of the <i>Local Elections Campaign Financing (Election Expenses) Amendment Act, 2016</i>, S.B.C. 2016, c. 9 (Bill 17)(in force on Royal Assent May 19, 2016);</li> </ul> </li></ul>

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		<ul style="list-style-type: none"> <li>• section 54(2)(b)(ii) and (iii) requires that the BC chief electoral officer must provide notice of a supplementary report in relation to a candidate or an elector organization to the designated local authority officer;</li> <li>• section 59(1) requires the local authority to make at least one of the following available to the public without charge at the local authority offices during its regular office hours: <ul style="list-style-type: none"> <li>(a) internet access to information that is related to the jurisdiction and is required to be publicly available under section 58(1)(a) (public access to disclosure information – Elections BC responsibilities);</li> <li>(b) a copy of that information available for public inspection;</li> </ul> </li> <li>• section 59(2) requires the local authority to provide a copy or other record of information referred to in subsection 1, subject to a local authority bylaw imposing a fee for providing same;</li> <li>• section 59(3) requires the local authority to make available to the public, on request, a report respecting how the fee was determined under the local authority bylaw;</li> <li>• section 59(4) permits the local authority to require an individual seeking access to agree, in writing, to comply with section 63;</li> <li>• section 61(2) requires that the designated local authority officer must prepare a report regarding a specified notice for noncompliance received from the BC chief electoral officer and that report must be presented at an open meeting of the local authority;</li> <li>• section 63 imposes restrictions on use of personal information regarding disclosure, public inspection or other use of or access to records containing personal information;</li> <li>• section 73 was amended by section 33 of the <i>Local Elections Campaign Financing (Election Expenses) Amendment Act</i>, 2016, S.B.C. 2016, c. 9 (Bill 17)(in force on Royal Assent May 19, 2016);</li> <li>• section 73 requires that, if an elected member of a local authority becomes subject to a penalty under specified sections, the BC chief electoral officer must report to the local authority, as applicable, that the seat of the member has become vacant or that the member has become disqualified to hold office;</li> <li>• section 76(c) empowers the BC chief electoral officer to require a local authority to provide to the BC chief electoral officer the originals or copies, as requested by the BC chief electoral officer, of records received or obtained by a local authority under this Act or other local elections legislation, or created by a local authority official in relation to this Act or other local elections legislation, including records that include personal information;</li> <li>• sections 92(1), (2), (4) and (5) requires the local election officer to provide to the BC chief electoral officer specified information regarding candidates and/or endorsement documents for an elector organization;</li> <li>• section 92(3) requires the local election officer to ensure that any updated information received regarding any of the information or material to be provided to the BC chief electoral officer under this section is provided to the BC chief electoral officer as soon as practicable.</li> </ul> <p><b>Local Elections Campaign Financing Transitional Regulation</b> (B.C. Reg. 107/2014) under the <i>Local Elections Campaign Financing Act</i>, S.B.C. 2014, c. 18 (Bill 20) as amended by B.C. Reg. 208/2014 and effective November 21, 2014 by adding:</p>

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		<p><b>Nomination documents and endorsement documents respecting the 2014 general local election</b></p> <ul style="list-style-type: none"> <li>section 5.2(1) requires that, after the end of the period for conducting a judicial recount, the designated local government officer, under the <i>Local Government Act</i>, and the City Clerk, under the <i>Vancouver Charter</i>, must retain all nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, until December 31, 2015, for: <ul style="list-style-type: none"> <li>(a) the 2014 general local election; and</li> <li>(b) any by-election with a general voting day before December 31, 2015;</li> </ul> </li> <li>section 5.2(2) provides that, for the purposes of subsection (1): <ul style="list-style-type: none"> <li>(a) section 150(6)(f) [retention and destruction of election materials under the former R.S.B.C. 1996 <i>Local Government Act</i>, now section 160(8)(e) of the 2015 <i>Local Government Act</i> Revision of the <i>Local Government Act</i>] does not apply to nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, for <ul style="list-style-type: none"> <li>(i) the 2014 general local election, or</li> <li>(ii) any by-election with a general voting day before December 31, 2015, in respect of elections under the <i>Local Government Act</i>, and</li> </ul> </li> <li>(b) section 122(6)(f) [retention and destruction of election materials] of the <i>Vancouver Charter</i> does not apply to nomination documents and endorsement documents that were filed with the chief election officer, or a person designated by the chief election officer, for <ul style="list-style-type: none"> <li>(i) the 2014 general local election, or</li> <li>(ii) any by-election with a general voting day before December 31, 2015, in respect of elections under the <i>Vancouver Charter</i>;</li> </ul> </li> </ul> </li> <li>section 5.2(3) provides that, for certainty, if the BC chief electoral officer requires, under section 76(c) [additional specific powers to require information] of the <i>Local Elections Campaign Financing Act</i>, a local authority to provide to the BC chief electoral officer the original of a record and the local authority complies with that requirement, the local authority is not in contravention of any record keeping obligations under the Act, the <i>Local Elections Campaign Financing Act</i>, the <i>Local Government Act</i> or the <i>Vancouver Charter</i>.</li> </ul>
73	4250	<b>Workers Compensation Act</b> , R.S.B.C. 1996, c. 492 in section 183 requires an employer to post inspection reports made by an officer under the Act at the workplace and give a copy of this report to the joint committee or worker health and safety representative, as applicable.
74	4750 and 4780	<p><b>Criminal Records Review Act</b>, R.S.B.C. 1996, c. 86:</p> <ul style="list-style-type: none"> <li>section 1 defines “specified organization” to mean an organization that, in the opinion of the registrar, provides a benefit or service to children or vulnerable adults, a “specified organization” includes a municipality;</li> <li>section 1 defines a “volunteer” as an individual who, for no monetary compensation, voluntarily provides services to a registered specified organization;</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 7(2)(c) Part 3 (Employers and Employees) applies to employers and employees other than a municipality or an employee of a municipality;</li> <li>• section 8(1) requires an employer to ensure that every individual who is hired for employment involving work with children or work with vulnerable adults and every employee who works with children or works with vulnerable adults undergoes a criminal record check or a criminal record check verification;</li> <li>• section 8(2) permits an employer to require an applicant for employment or an employee to undergo a criminal record check even if the applicant or employee could undergo a criminal record check verification;</li> <li>• section 24.3 requires a registered specified organization to ensure that every individual who will work with children or work with vulnerable adults as a volunteer with the registered specified organization and every volunteer who works with children or works with vulnerable adults with the registered specified organization undergoes a criminal record check or a criminal record check verification;</li> <li>• section 28 provides that those who do not comply with specified provisions of the Act commit an offence and are liable to a maximum \$5,000 fine or \$50 per day for each day on which the contravention continues;</li> <li>• section 28.1 permits the registrar to require a person, who has duty under section 8, 13, 17.1, 17.5, 19 or 24.3 of the Act to ensure that criminal record checks are undergone, to submit records or information if the registrar considers it necessary in determining whether the person's duty is being performed and a person who receives this request must comply.</li> </ul> <p><b><i>Community Care and Assisted Living Act</i>, S.B.C. 2002, c. 75:</b></p> <ul style="list-style-type: none"> <li>• section 4(1)(b) gives director power to inspect records of community care facility;</li> <li>• section 9 requires licensee to have records available for inspection;</li> <li>• section 25(2) (b), if the registrar believes that an unregistered assisted living residence is being operated or that the health or safety of a resident is at risk, the registrar may inspect records.</li> </ul> <p><b><i>Representative for Children and Youth Act</i>, S.B.C. 2006, c. 29:</b></p> <ul style="list-style-type: none"> <li>• section 1 defines "public body" as having the same meaning as in the <i>Freedom of Information and Protection of Privacy Act</i>;</li> <li>• section 10 gives the representative right to any information in the custody or control of a public body that is necessary to enable the representative to exercise his or her powers or perform his or her functions or duties under the Act, unless there is a claim based on solicitor-client privilege;</li> <li>• section 11(1) gives the representative the right to review critical deaths or injuries of children arising out of a reviewable service provided by a public body and requires the public body to provide information about those deaths or injuries to the representative;</li> <li>• section 11(2) permits the public body to compile information about those deaths or injuries and provide that information to the representative;</li> <li>• section 12 gives the representative the right to investigate critical deaths or injuries of children arising out of a reviewable service provided by a public body;</li> <li>• section 14 provides a power to the representative to compel persons to answer questions and order disclosure, including producing records or things in the person's possession or control;</li> </ul>

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		<ul style="list-style-type: none"> <li>section 14.1 provides a power to the representative to sue a person who does not cooperate as required by section 14 for contempt in Supreme Court, including failure of a person to produce records or things in the person's possession or control.</li> </ul>
75	4790	<b>Child, Family and Community Service Act</b> , R.S.B.C. 1996, c. 46, in section 65, gives director right to seek a court order if denied a record about a child by an organization.
76	4830	<b>Community Care and Assisted Living Act</b> , S.B.C. 2002, c. 75 in: <ul style="list-style-type: none"> <li>section 4(1)(b) gives director power to inspect records of community care facility;</li> <li>section 9 requires licensee to have records available for inspection;</li> <li>section 25(2) (b), if the registrar believes that an unregistered assisted living residence is being operated or that the health or safety of a resident is at risk, the registrar may inspect records.</li> </ul>
77	4900	<b>Public Health Act</b> , S.B.C. 2008, c. 28 (Bill 23): <ul style="list-style-type: none"> <li>section 3, if the Minister orders, requires a municipality or any other public body, in order to promote and protect health and well-being, to make, in respect of a specific issue or geographic area, a public health plan;</li> <li>section 4 requires the public body to submit this plan to the Minister for approval.</li> </ul>
78	5120	<b>Criminal Records Review Act</b> , R.S.B.C. 1996, c. 86: <ul style="list-style-type: none"> <li>section 1 defines "specified organization" to mean an organization that, in the opinion of the registrar, provides a benefit or service to children or vulnerable adults, a "specified organization" includes a municipality;</li> <li>section 1 defines a "volunteer" as an individual who, for no monetary compensation, voluntarily provides services to a registered specified organization;</li> <li>section 7(2)(c) Part 3 (Employers and Employees) applies to employers and employees other than a municipality or an employee of a municipality;</li> <li>section 8(1) requires an employer to ensure that every individual who is hired for employment involving work with children or work with vulnerable adults and every employee who works with children or works with vulnerable adults undergoes a criminal record check or a criminal record check verification;</li> <li>section 8(2) permits an employer to require an applicant for employment or an employee to undergo a criminal record check even if the applicant or employee could undergo a criminal record check verification;</li> <li>section 24.3 requires a registered specified organization to ensure that every individual who will work with children or work with vulnerable adults as a volunteer with the registered specified organization and every volunteer who works with children or works with vulnerable adults with the registered specified organization undergoes a criminal record check or a criminal record check verification;</li> <li>section 28 provides that those who do not comply with specified provisions of the Act commit an offence and are liable to a maximum \$5,000 fine or \$50 per day for each day on which the contravention continues;</li> <li>section 28.1 permits the registrar to require a person, who has duty under section 8, 13, 17.1, 17.5, 19 or 24.3 of the Act to ensure that criminal record checks are undergone, to submit records or information if the registrar considers it necessary in determining whether the person's duty is being performed and a person who receives this request must comply.</li> </ul>

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		<p><b><i>Community Care and Assisted Living Act</i></b>, S.B.C. 2002, c. 75 in:</p> <ul style="list-style-type: none"> <li>• section 4(1)(b) gives director power to inspect records of community care facility;</li> <li>• section 9 requires licensee to have records available for inspection;</li> <li>• section 25(2) (b), if the registrar believes that an unregistered assisted living residence is being operated or that the health or safety of a resident is at risk, the registrar may inspect records.</li> </ul> <p><b><i>Representative for Children and Youth Act</i></b>, S.B.C. 2006, c. 29:</p> <ul style="list-style-type: none"> <li>• section 1 defines “public body” as having the same meaning as in the <i>Freedom of Information and Protection of Privacy Act</i>;</li> <li>• section 10 gives the representative right to any information in the custody or control of a public body that is necessary to enable the representative to exercise his or her powers or perform his or her functions or duties under the Act, unless there is a claim based on solicitor-client privilege;</li> <li>• section 11(1) gives the representative the right to review critical deaths or injuries of children arising out of a reviewable service provided by a public body and requires the public body to provide information about those deaths or injuries to the representative;</li> <li>• section 11(2) permits the public body to compile information about those deaths or injuries and provide that information to the representative;</li> <li>• section 12 gives the representative the right to investigate critical deaths or injuries of children arising out of a reviewable service provided by a public body;</li> <li>• section 14 provides a power to the representative to compel persons to answer questions and order disclosure, including producing records or things in the person’s possession or control;</li> <li>• section 14.1 provides a power to the representative to sue a person who does not cooperate as required by section 14 for contempt in Supreme Court, including failure of a person to produce records or things in the person’s possession or control.</li> </ul>
79	5225	<p><b><i>Dike Maintenance Act</i></b>, R.S.B.C. 1996, c. 95 in:</p> <ul style="list-style-type: none"> <li>• section 1 defines “diking authority” to mean a regional district, a municipality or an improvement district; section 1 is amended by 2007-36-51;</li> <li>• section 2(2) (f) permits the dike inspector to inspect or make an order for the inspection of any books or records in connection with the construction or maintenance of dikes in the possession or control of a diking authority.</li> </ul>

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80	5280	<p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 6.75 requires that an employer must make readily available to workers an SDS or its written equivalent for all pesticides used at the workplace;</li> <li>• section 6.76 requires the employer must inform workers as specified regarding the application of pesticide;</li> <li>• section 6.78 requires that an employer must develop and implement written safe work procedures for the: <ul style="list-style-type: none"> <li>(a) handling, mixing, storage and application of pesticides;</li> <li>(b) cleanup and disposal of spilled pesticides; and</li> <li>(c) summoning of first aid and medical assistance for workers overexposed to pesticides;</li> </ul> </li> <li>• section 6.79 requires that, where, in the opinion of the board, it is necessary to provide health monitoring for workers exposed to pesticides, employers and workers must participate as required by the board, and records must be maintained in a manner acceptable to the board;</li> <li>• section 6.94 requires that employers must maintain a record of pesticide applications as specified;</li> <li>• section 6.108 requires that employers must keep records and SDSs on all previously used antisapstain materials if a change of chemical has occurred and the equipment or work areas have not been adequately decontaminated, and this information must be readily available to workers.</li> </ul>
81	5340	<p><b>Environmental Management Act</b>, S.B.C. 2003, c. 53 in section 22(2)(j) permits the Minister to make regulations or codes of practice requiring the keeping of records and authorizing the inspection of records.</p> <p><b>Municipal Wastewater Regulation</b> (B.C. Reg. 87/2012) under the <i>Environmental Management Act</i>, S.B.C. 2003, c. 53:</p> <ul style="list-style-type: none"> <li>• section 1 defines “discharger” to mean “a person authorized under this regulation to discharge”;</li> <li>• section 62 requires a discharger using a septic tank must provide pump out records to a director;</li> <li>• section 63 requires a discharger to retain for inspection by an officer at any time a copy of, as applicable: <ul style="list-style-type: none"> <li>(a) the information and records submitted on registration under Division 2 (Registration) of Part 2,</li> <li>(b) a record prepared under section 42(2) (overflows),</li> <li>(c) all outfall inspection reports,</li> <li>(d) municipal effluent flow and municipal effluent quality monitoring data, and</li> <li>(e) receiving environment monitoring data.</li> </ul> </li> <li>• section 65 requires a discharger, coverage by an assurance plan, to provide to the director an annual report regarding assurance plans;</li> <li>• section 66 requires a discharger to make reports regarding discharge to ground and water;</li> <li>• section 67 requires a provider of reclaimed water to provide to the director and a health officer an annual report regarding reclaimed water as specified;</li> </ul>

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		<ul style="list-style-type: none"> <li>section 120(1) provides that a person who contravenes any of sections 23, 32, 33, 40, 45(a), (b) or (c), 47, 48, 50(1) or (2), 53, 63, 67(c), 105(1) or 117 (2) or (3) commits an offence;</li> <li>section 120(2) provides that a person commits an offence if the person, with intent to mislead,               <ul style="list-style-type: none"> <li>(a) submits false monitoring data,</li> <li>(b) fails to retain monitoring data under section 63(d) or (e) (information and records to be retained),</li> <li>(c) makes a false report, or</li> <li>(d) fails to submit a report under section 66(1) (reports respecting discharge to ground and water), or a report containing the information required under section 66(2)(a) or (3)(c);</li> </ul> </li> <li>section 120(3) provides that a person who commits an offence as described in subsection (1) or (2) is liable to a penalty not exceeding \$200,000.</li> </ul>
82	5360	<p><b><i>Environmental Management Act</i></b>, S.B.C. 2003, c. 53:</p> <ul style="list-style-type: none"> <li>section 25(3)(f), permits a regional district to make bylaws to regulate the management of municipal solid waste or recyclable material including, the operation, closure or post-closure of sites, including requirements for: recording and submission of information, audited statements respecting the municipal solid waste or recyclable material received at and shipped from a site and the installation and maintenance of works;</li> <li>section 26 permits a regional district to create bylaws requiring waste haulers to maintain records and make these records available for inspection and copying by employee/agent of the regional district;</li> <li>section 32(2)(c), for disposal of municipal solid waste in Greater Vancouver, permits the Greater Vancouver Sewerage and Drainage District to make bylaws to require the keeping of records and the provision of information respecting municipal solid waste and its discharge;</li> <li>section 107 sets out the enforcement powers of conservation officers to include: in subsection (2), the right of the conservation officer to inspect records or in subsection (3) to obtain a warrant to inspect records;</li> <li>section 109(4) provides that, regarding the production, treatment, storage, handling, transportation or discharge of waste, the right of conservation officers to access information and take away copies of records as specified.</li> </ul> <p><b><i>Occupational Health And Safety Regulation</i></b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 12.182 requires records of inspection for each roll-on/roll-off container used with hoist vehicle regarding wastes and recyclable materials to be kept that includes all of the following:               <ul style="list-style-type: none"> <li>(a) the date of each inspection made under sections 12.180 (inspection following repair) and 12.181 (periodic inspection);</li> <li>(b) details of any tests conducted, including testing methods and results;</li> <li>(c) details of any repairs made;</li> <li>(d) the date before which the next inspection must occur under section 12.181.</li> </ul> </li> </ul>



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83	5480	<p><b>Motor Vehicle Act Regulations</b> (B.C. Reg. 26/58) under the <i>Motor Vehicle Act</i>, R.S.B.C. 1996, c. 318:</p> <ul style="list-style-type: none"> <li>section 38.02 permits a municipality to issue disabled parking permit;</li> <li>section 38.05 permits a municipality to cancel disabled parking permit with cause as specified.</li> </ul>
84	5600	<p><b>Note:</b> The <i>Water Act</i>, R.S.B.C. 1996, c. 483 had its title changed to <i>Water Users' Communities Act</i> by the <i>Water Sustainability Act</i>, S.B.C. 2014, c. 15 (effective February 29, 2016). Except for Part 3 (Water Users' Communities), the <i>Water Users' Communities Act</i> has been repealed and replaced by the <i>Water Sustainability Act</i>.</p> <p><i>Water Sustainability Act</i>, S.B.C. 2014, c. 15 (Bill 18) in section 9(c) permits a municipality to acquire licenses regarding water.</p> <p>The <b>Water Sustainability Fees, Rentals And Charges Tariff Regulation</b> (B.C. Reg. 37/2016) under the <i>Water Sustainability Act</i>, S.B.C. 2014, c. 15 in:</p> <ul style="list-style-type: none"> <li>section 1 "local provider" means any of the following: <ul style="list-style-type: none"> <li>(a) the Greater Vancouver Water District under the <i>Greater Vancouver Water District Act</i>;</li> <li>(b) a municipality;</li> <li>(c) a regional district;</li> <li>(d) an improvement district;</li> <li>(e) a water utility under the <i>Water Utility Act</i>;</li> <li>(f) a development district;</li> </ul> </li> <li>section 5(2) requires a local provider to provide a report as specified to the controller for the purposes of determining rental payable in relation to irrigation purposes and waterworks purposes under licences held by a local provider.</li> </ul>
85	6480	<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1 (2015):</p> <ul style="list-style-type: none"> <li>section 446 requires that regional context statements be placed in municipal official community plans if a regional growth strategy applies;</li> <li>section 465(5) requires a written report of each public hearing be prepared and maintained as a public record, containing a summary of the nature of the representations respecting the bylaw that were made at the hearing;</li> <li>section 466 requires a local government to give notice of a public hearing as specified;</li> <li>section 473(1) requires specified requirements for an official community plan.</li> </ul>
86	6800	<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1:</p> <ul style="list-style-type: none"> <li>section 591(1) permits the Ombudsperson to investigate complaints about decisions made by a local government under Part 15 (Heritage Conservation) or about procedures used by a local government under Part 15;</li> <li>section 591(2), subsection 591(1) does not authorize the Ombudsperson to investigate an issue involving compensation for reduction in the market value of real property caused by a designation under section 611 [heritage designation protection];</li> <li>section 591(3), the <i>Ombudsperson Act</i>, other than section 11(1)(a) of that Act, applies to investigations under this section and, for that purpose, a local government is deemed to be an authority as defined in that Act;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<ul style="list-style-type: none"> <li>• section 591(4) provide that, during an investigation under this section and for up to 6 months after the completion of the investigation if the Ombudsperson considers the matter to be unresolved, the Ombudsperson may direct that a local government or the complainant, or both, must not take any action on matters specified by the Ombudsperson;</li> <li>• section 591(5) if the Ombudsperson makes a recommendation under section 23 or 24 of the <i>Ombudsperson Act</i> regarding an investigation under this section and no action that the Ombudsperson believes adequate or appropriate is taken by a local government within a reasonable time, the Ombudsperson may make a report to the Lieutenant Governor in council of the recommendation and such additional comments as the Ombudsperson considers appropriate;</li> <li>• section 591(6) on receipt of a report from the Ombudsperson, the Lieutenant Governor in council may make an order that the Lieutenant Governor in council believes is in the public interest, and the order is binding on a local government;</li> <li>• section 591(7) nothing in this section diminishes the authority of the Ombudsperson under the <i>Ombudsperson Act</i>.</li> </ul> <p><b><i>Ombudsperson Act</i>, R.S.B.C. 1996, c. 340:</b></p> <ul style="list-style-type: none"> <li>• section 35, item 4, a municipality is added as an authority under the <i>Ombudsperson Act</i>;</li> <li>• section 14(1) requires the Ombudsperson to notify an authority in the event of investigation of that authority;</li> <li>• section 14(3) requires that, if before making a decision respecting a matter being investigated, the Ombudsperson receives a request for consultation from the authority, the Ombudsperson must consult with the authority;</li> <li>• section 15 provides the Ombudsperson with broad powers to obtain information from an authority, including receiving documents or receiving copies of information or documents;</li> <li>• section 32 makes it an offence for failing to comply with the Ombudsperson's powers, including intentionally making a false statement to the Ombudsperson.</li> </ul> <p><b>Note:</b> The <i>Ombudsman Amendment Act, 2009</i>, S.B.C. 2009, c. 21 (Bill 12) changed the name of this statute to the <i>Ombudsperson Act</i>. Section 2 of Bill 12 struck out "Ombudsman" wherever it appears and substituted "Ombudsperson" (in force October 29, 2009 on Royal Assent).</p>
87	6800	<p><b><i>Local Government Act</i>, R.S.B.C. 2015, c. 1</b> in section 598(1) permits the local government to establish a community heritage register.</p> <p><b>Community Heritage Register</b></p> <ul style="list-style-type: none"> <li>• section 598(2) requires that a community heritage register: <ul style="list-style-type: none"> <li>(a) must indicate the reasons why property included in a community heritage register is considered to have heritage value or heritage character; and</li> <li>(b) may distinguish between heritage properties of differing degrees and kinds of heritage value or heritage character.</li> </ul> </li> </ul> <p><b>Heritage Inspection</b></p> <ul style="list-style-type: none"> <li>• section 600(1) permits a local government to order a heritage inspection;</li> <li>• section 600(2) specifies content of order under section 600(1);</li> </ul>

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		<ul style="list-style-type: none"> <li>• section 600(5) permits a person conducting a heritage inspection to perform tests and remove material samples that are necessary for the purposes of the heritage inspection, but must do this in such a manner that any alterations are as minor and inconspicuous as reasonably possible given the requirements of the heritage inspection;</li> <li>• section 600(6) requires a local government to notify the owner of the property that a heritage inspection has been conducted and make a report to the owner;</li> <li>• section 600(7) a person whose property is damaged by a heritage inspection is entitled to have the damage repaired at the expense of a local government or, if the damage cannot be repaired, to compensation from the local government.</li> </ul> <p><b>Impact Assessment May Be Required</b></p> <ul style="list-style-type: none"> <li>• section 602(1) permits a local government to undertake studies at the expense of the local government;</li> <li>• section 602(2) a requirement under section 602(1) must be communicated to the applicant in writing and include specifications of the information to be provided and of the qualifications of any persons undertaking studies to produce the information;</li> <li>• section 602(3) specifications referred to in section 602(2) must not be changed by the local government or its delegate without the agreement of the applicant;</li> </ul> <p><b>Orders For Temporary Protection</b></p> <ul style="list-style-type: none"> <li>• section 606(1) permits a local government to order that real property is subject to temporary protection;</li> <li>• section 606(3) provide that, an order under section 606(1) may do one or more of the following: <ul style="list-style-type: none"> <li>(a) identify landscape features that are subject to the order;</li> <li>(b) specify types of alterations to property that are allowed without obtaining a heritage alteration permit;</li> <li>(c) establish policies regarding the issuance of a heritage alteration permit in relation to the property;</li> </ul> </li> </ul> <p><b>Heritage Control Periods For Temporary Protection</b></p> <ul style="list-style-type: none"> <li>• section 608(1), for the purposes of heritage conservation planning for an area identified in the bylaw, permits the local government, by bylaw, to declare a heritage control period with respect to the area;</li> <li>• section 608(2), a bylaw under section 608(1) must specify the length of the heritage control period, which period may not be longer than one year from the date of adoption of the bylaw;</li> <li>• section 608(3), a bylaw under section 608(1) may do one or more of the following: <ul style="list-style-type: none"> <li>(a) identify types of landscape features that are included in the protection under this section;</li> <li>(b) specify types of alterations to property that are allowed without obtaining a heritage alteration permit;</li> <li>(c) establish policies regarding the issuance of a heritage alteration permit in relation to property within the area covered by the bylaw;</li> </ul> </li> <li>• section 608(4), during a heritage control period under subsection (1), property within the area covered by the bylaw is subject to temporary protection in accordance with section 609;</li> <li>• section 608(5), a heritage control period under this section may be declared once only during any 10 year period for an area or portion of an area;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
		<p><b>Heritage Revitalization Agreements</b></p> <ul style="list-style-type: none"> <li>section 610(1), a local government may, by bylaw, enter into a heritage revitalization agreement under this section with the owner of heritage property;</li> </ul> <p><b>Heritage Designation Protection</b></p> <ul style="list-style-type: none"> <li>section 611(1), a local government may, by bylaw, on terms and conditions it considers appropriate, designate real property in whole or in part as protected under this section if the local government considers that: <ul style="list-style-type: none"> <li>(a) the property has heritage value or heritage character; or</li> <li>(b) designation of the property is necessary or desirable for the conservation of a protected heritage property.</li> </ul> </li> <li>section 612 sets out the procedure to be followed, including notice and a report required to be prepared by the local government regarding the heritage property;</li> </ul> <p><b>Heritage Conservation Areas</b></p> <ul style="list-style-type: none"> <li>sections 614 and 615 sets out procedures to be followed for how an official community plan may designate an area as a heritage conservation area;</li> </ul> <p><b>Heritage Alteration Permits</b></p> <ul style="list-style-type: none"> <li>section 617 permits a local government, or its delegate, to issue a heritage alteration permit authorizing alterations or other specified actions.</li> </ul>
88	7130	<p><b><i>Emergency Program Act</i>, R.S.B.C. 1996, c. 111:</b></p> <ul style="list-style-type: none"> <li>section 1 defines “jurisdictional area” to mean any of the following for which there is a local authority: <ul style="list-style-type: none"> <li>(a) a municipality;</li> <li>(b) an electoral area;</li> <li>(c) a national park;</li> </ul> </li> <li>section 1 defines “local authority” to mean: <ul style="list-style-type: none"> <li>(a) for a municipality, the municipal council;</li> <li>(b) for an electoral area in a regional district, the board of the regional district; or</li> <li>(c) for a national park, the park superintendent or the park superintendent’s delegate if an agreement has been entered into with the government of Canada under section 4(2)(e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;</li> </ul> </li> <li>☐ section 6 requires a local authority to prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.</li> </ul> <p><b>Local Authority Emergency Management Regulation (B.C Reg. 380/95) under the <i>Emergency Program Act</i>, R.S.B.C. 1996, c. 111:</b></p> <ul style="list-style-type: none"> <li>☐ section 2 requires a local government to create and maintain a specified local emergency plan;</li> <li>☐ section 4 specifies duties of a local authority, including providing update plans to the Minister.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
89	7140	<p><b>Compensation and Disaster Financial Assistance Regulation</b> (B.C. Reg. 124/95) under the <i>Emergency Program Act</i>, R.S.B.C. 1996, c. 111:</p> <ul style="list-style-type: none"> <li>Part 3 (Disaster Financial Assistance for Local Government Body) permits the Lieutenant Governor in council or the Minister may determine that disaster financial assistance may be provided to a local government body for specified eligible local government body expenses;</li> <li>section 20 defines “local government body”;</li> <li>section 22 sets out the definition of “eligible local government body expenses” in Schedule 5 to the regulation, including: <ul style="list-style-type: none"> <li>structural repair to or replacement of a public facility;</li> <li>repair to or replacement of eligible local government body materials including books, papers and other records essential to local government body functions and operation;</li> <li>clean up and debris removal;</li> <li>emergency response measures;</li> <li>deductible amounts for insurance costs;</li> <li>costs of inspection, appraisal, planning or design;</li> <li>general administrative costs;</li> <li>replacing damaged/destroyed local government body stores or materials;</li> <li>payment by the local government body of compensation required under Part 1 of the regulation.</li> </ul> </li> </ul>
90	7220 and 7300	<p><b>Fire Services Act</b>, R.S.B.C. 1996, c. 144:</p> <ul style="list-style-type: none"> <li>section 6 defines “local assistants” to the fire commissioner as follows: <ol style="list-style-type: none"> <li>in a municipality that maintains a fire department, the fire chief and persons authorized in writing by the fire chief to exercise the powers of a local assistant;</li> <li>in a municipality that does not maintain a fire department, the mayor of the municipality or another person appointed as a local assistant by the fire commissioner;</li> <li>in any other part of British Columbia, a person appointed as a local assistant by the fire commissioner.</li> </ol> </li> <li>section 9 requires the local assistant (usually the municipal fire chief or delegate) to provide a report of investigation of fires to the fire commissioner;</li> <li>section 13 requires the fire chief or local assistant to make preliminary report of a suspicious fire to the fire commissioner;</li> <li>section 18 requires that a fire commissioner must report to the Attorney General evidence of arson;</li> <li>section 20 provides that a fire commissioner must keep statistical records of all fires reported to a fire commissioner and make this record available to the public.</li> </ul> <p><b>British Columbia Fire Code Regulation</b> (B.C. Reg. 263/2012) under the <i>Fire Services Act</i>, R.S.B.C. 1996, c. 144 in section 3 permits inspection as specified for the purpose to inspect a building or facility to comply with the British Columbia Fire Code, including records.</p>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY REGARDING RECORDS TO BE PREPARED AND MAINTAINED WITH NO SPECIFIED LEGAL RETENTION REQUIREMENT
91	7450	<p><b><i>Armoured Vehicle and After-Market Compartment Control Act</i></b>, S.B.C. 2010, c. 8 in section 7(2) requires that a person who installs an after-market compartment in a vehicle must immediately contact the officer in charge of the nearest Provincial or municipal police office and provide to that officer all of the following information:</p> <ul style="list-style-type: none"> <li>(a) the name and address of the owner of the vehicle;</li> <li>(b) the make, model and year of the vehicle;</li> <li>(c) where in the vehicle the compartment has been placed and how the compartment can be opened.</li> </ul>
92	7510	<p><b><i>Missing Persons Act</i></b>, S.B.C. 2014, c. 2 (Bill 3)(in force June 9, 2015 (B.C. Reg. 111/2015)):</p> <ul style="list-style-type: none"> <li>• section 1 defines “person” to include a public body;</li> <li>• section 1 also defines a “public body” to be public body as defined in the <i>Freedom of Information and Protection of Privacy Act</i>;</li> <li>• section 4 permits police, without court order, to seek emergency demand for records from a person;</li> <li>• sections 13, 16 and 17 permit police to seek compliance with emergency demand for records in Provincial Court (sections 13, 16 and 17);</li> <li>• section 6 permits police to seek a missing person record access order from the Provincial Court;</li> <li>• section 7 permits police to seek a third party record access order for minors or vulnerable persons from the Provincial Court;</li> <li>• section 8 requires that, a person against whom an order is made under section 6 or 7 must, within the time specified in the order: <ul style="list-style-type: none"> <li>(a) give access to the records specified in the order, and</li> <li>(b) if the person is unable to locate a record specified in the order, provide members of the police force with a description of the efforts made by the person to locate that record;</li> </ul> </li> <li>• section 9 provides a list of records to be disclosed;</li> <li>• section 10 permits police to seek a third party record access order for persons at risk from the Provincial Court;</li> <li>• sections 11 and 12 permit police to seek search orders from the Provincial Court;</li> <li>• section 23 provides that no legal action may be brought against a member of a police force or any other person in respect of anything done or omitted to be done in good faith;</li> <li>• section 24(4) provides that an individual who commits an offence under the Act is liable to maximum fines of \$10,000 and if the offence continues for more than one day, section 24(5) provides that separate fines, each to a maximum of \$10,000, may be imposed for each day the offence continues.</li> </ul> <p><b>Missing Persons Regulation</b> (B.C. Reg. 111/2015) under the <i>Missing Persons Act</i>, S.B.C. 2014, c. 2 (Bill 3) (in force June 9, 2015 (B.C. Reg. 111/2015)) provides, among other things, requirements for emergency demand for records.</p>

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93	8400	<p><b>Canadian Aviation Regulations</b> SOR/96-433 under the <i>Aeronautics Act</i> R.S.C., 1985, c. A-2 in section 103.04 permits recording systems not comprising paper entries may be used to comply with the record-keeping requirements if measures are taken to ensure that these records are protected against inadvertent loss, destruction and tampering and a copy of these records can be printed on paper and provided to the Minister on reasonable notice given by the Minister.</p> <p><b>Occupational Health And Safety Regulation</b> (B.C. Reg. 296/97) under the <i>Workers Compensation Act</i>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 29.3 requires that the employer must: <ul style="list-style-type: none"> <li>(a) provide written safe work procedures for workers who are exposed to hazards from aircraft operations;</li> <li>(b) ensure that workers are provided with adequate pre-job instruction and that the instruction is documented; and</li> <li>(c) ensure that workers can demonstrate the ability to safely perform their tasks as required;</li> </ul> </li> <li>• section 29.10 the employer must ensure that effective traffic control measures are employed as required by Part 18 (Traffic Control) wherever airlifted loads will be flown over travelled roadways.</li> </ul>

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### Legal Limitation Periods

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
94	0230	<b><i>Societies Act</i></b> , S.B.C. 2015, c. 18 (Bill 24) in section 227 provides that the limitation period for an offence under the Act is 3 years after the commission of the offence.
95	0510	<b><i>Business Corporations Act</i></b> , S.B.C. 2002, c. 57 in section 430 provides that the limitation period for an offence under the Act is 3 years after the commission of the offence.
96	0580	<b><i>Freedom Of Information And Protection Of Privacy Act</i></b> , R.S.B.C. 1996, c. 165 in section 74.1(6) and (7) time limit for laying an information to commence a prosecution for an offence is: <ul style="list-style-type: none"> <li>(a) one year after the date on which the act or omission that is alleged to constitute the offence occurred, or</li> <li>(b) if the minister responsible for this Act issues a certificate under section 74.1(7), one year after the date on which the minister learned of the act or omission referred to in section 74.1(6)(a).</li> </ul>
97	0582	<b><i>An Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the Canadian Radio-television and Telecommunications Commission Act, the Competition Act, the Personal Information Protection and Electronic Documents Act and the Telecommunications Act</i></b> , S.C. 2010, c. 23 (CASL): <ul style="list-style-type: none"> <li>• section 23 provides that no proceeding in respect of a violation may be commenced later than 3 years after the day on which the subject matter of the proceeding became known to a person designated under section 14 of CASL by the Canadian Radio-television and Telecommunications Commission;</li> <li>• section 28(2) provides that a proceeding to recover a debt owed to the government of Canada may not be commenced later than 5 years after the day on which the debt becomes payable;</li> <li>• section 47(2) provides that, unless the court decides otherwise, no application may be brought later than 3 years after the day on which the subject matter of the proceeding became known to the applicant regarding a private right of action under section 47.</li> </ul>
98	0590	The Canadian (federal) <b><i>Copyright Act</i></b> , [R.S., 1985, c. C-42]: <ul style="list-style-type: none"> <li>• section 43.1 provides that the limitation period for civil remedies is 3 years;</li> <li>• section 42(4) sets the limitation period for proceedings by summary conviction is 2 years after the time when the offence was committed.</li> </ul> The Canadian (federal) <b><i>Industrial Design Act</i></b> , [R.S., 1985, c. I-8] in section 18 states that the limitation period for infringement is 3 years. The Canadian (federal) <b><i>Patent Act</i></b> , [R.S., 1985, c. P-4] in section 55.01 states that the limitation period for infringement is 6 years. The Canadian (federal) <b><i>Trade-marks Act</i></b> , [R.S., 1985, c. T-13]: <ul style="list-style-type: none"> <li>• section 17(2) registration is incontestable in court proceedings commenced after the expiration of 5 years from the date of registration of a trade-mark;</li> </ul>



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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
		<ul style="list-style-type: none"> <li>section 38(1) states that, within 2 months after the advertisement of an application for the registration of a trade-mark, any person may file a statement of opposition with the Registrar.</li> </ul>
99	0712	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
100	1060	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 124 provides that no proceeding for an offence under the Act may be commenced in any court more than 2 years after the facts on which the proceeding is based first come to the director's knowledge.</p>
101	1100	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
102	1240	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
103	1640	<p><b>Provincial Sales Tax Act</b>, S.B.C. 2012, c. 35 (Bill 54):</p> <ul style="list-style-type: none"> <li>• section 224(2) collection proceeding may be commenced at any time within 7 years after the date of the notice of assessment for the amount claimed in the collection proceeding;</li> <li>• section 224(3) provides that, despite subsection (2), a collection proceeding that relates to a contravention of the Act or the regulations and that involves willful default or fraud may be commenced at any time;</li> <li>• section 234 provides that no prosecution for an offence under this Act or the regulations may be instituted more than 6 years after the day the alleged offence was committed.</li> </ul>
104	1920	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 124 provides that no proceeding for an offence under the Act may be commenced in any court more than 2 years after the facts on which the proceeding is based first come to the director's knowledge.</p> <p>In Canadian (federal legislation), the <b>Employment Insurance Act</b>, [1996, c. 23]:</p> <ul style="list-style-type: none"> <li>☐ section 40 states that the limitation on imposition of penalties is 3 years;</li> <li>☐ section 102(4) states that the limitation for making an information or complaint for an offence is within 5 years after the subject-matter of the information or complaint arose;</li> <li>☐ section 125(4) states that the limitation of prosecutions is 5 years.</li> </ul> <p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>☐ section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>☐ section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
105	2000	<p>In Canadian (federal legislation), the <b>Excise Tax Act</b>, [R.S., 1985, c. E-15] in section 81.11(2) provides that no assessment shall be made more than 4 years after tax, penalty, interest or sum became payable.</p> <p>In Canadian (federal legislation), the <b>Income Tax Act</b>, [R.S.C. 1985, c. 1 (5th Supp.)]:</p> <ul style="list-style-type: none"> <li>• section 222(4) provides that the limitation period to collect tax debts is 10 years;</li> <li>• section 244(4) provides that the limitation period for summary conviction offenses under the <i>Criminal Code</i> is 8 years.</li> </ul>
106	2020	<p><b>Unclaimed Property Act</b>, S.B.C. 1999, c. 48 in section 16.1 provides that rights and duties under the Act as specified are unaffected by limitation periods.</p>
107	2300	<p><b>Insurance Act</b>, S.B.C. 2012, c. 1):</p> <ul style="list-style-type: none"> <li>• section 12 permits a dispute resolution process as specified;</li> <li>• section 23(1) requires that an action on a contract against an insurer must be commenced within 2 years;</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
		<ul style="list-style-type: none"> <li>section 23(2) requires that an action must not be brought for the recovery of money payable under a contract of insurance until the expiration of 60 days after proof, in accordance with the contract               <ul style="list-style-type: none"> <li>(a) of the loss, or</li> <li>(b) of the happening of the event on which the insurance money is to become payable, or of such shorter period as may be set by the contract of insurance;</li> </ul> </li> <li>section 25 permits a third person right of action against insurer.</li> </ul> <p><b>Insurance Regulation [Revised Regulation (B.C. Reg. 403/2012) under the <i>Insurance Act</i>, S.B.C. 2012, c. 1] in:</b></p> <ul style="list-style-type: none"> <li>☐ section 3 requires that an insurer must give written notice to an insured of the availability of the dispute resolution process under section 12 of the Act;               <ul style="list-style-type: none"> <li>(a) within 10 days after the insurer determines that the insurer and insured have a dispute to which section 12 of the Act applies; or</li> <li>(b) within 70 days after the insured submits a proof of loss, if at that time the insurer has not yet made a decision in respect of a matter to which section 12 of the Act applies;</li> </ul> </li> <li>☐ section 3(2) requires that a notice under section 3(1) must include a copy of section 12 of the Act;</li> <li>☐ section 4 requires notification of specified limitation periods under section 23, 25, 76 or 104 of the Act that applies in respect of the contract;</li> <li>☐ section 4(6) requires that, if an insurer fails to comply with section 4(2) in respect of a claim, the running of time with respect to the applicable statutory limitation period is suspended for the period starting on the date the notice was required to be given under that subsection and ending on the earlier of the following dates:               <ul style="list-style-type: none"> <li>(a) the date that notice is given;</li> <li>(b) the date that would cause the limitation period to exceed 6 years after the date the cause of action against the insurer arose.</li> </ul> </li> </ul>
108	2300	<b><i>Insurance (Vehicle) Act</i></b> , R.S.B.C. 1996, c. 231 in section 17 provides that legal actions against the corporation regarding benefits, insurance money or indemnification payable under the plan must be commenced within 1 year after the happening of the loss or damage or after the cause of action arose, or as the regulations may provide in the case of any coverage, but not afterwards.
109	2300	<b><i>Limitation Act</i></b> , S.B.C. 2012, c. 13): <ul style="list-style-type: none"> <li>section 6(1) provides a basic limitation period so that a court proceeding in respect of a claim must not be commenced more than 2 years after the day on which the claim is discovered;</li> <li>section 7 provides that a court proceeding to enforce or sue on a judgment for the payment of money or the return of personal property must not be commenced more than 10 years after the day on which the judgment becomes enforceable;</li> <li>section 21 provides that the ultimate limitation is 15 years after the day on which the act or omission on which the claim is based took place;</li> <li>section 38 provides a 6 year limitation for debts owed to government.</li> </ul>

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LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
		<p><b>Local Government Act</b>, R.S.B.C. 2015, c. 1 in:</p> <ul style="list-style-type: none"> <li>section 735 provides that the limitation period for actions against a municipality is 6 months;</li> <li>section 736 provides that a municipality has immunity unless notice given to the municipality 2 months after damage.</li> </ul>
110	2520	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
111	2530	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 124 provides that no proceeding for an offence under the Act may be commenced in any court more than 2 years after the facts on which the proceeding is based first come to the director's knowledge.</p>
112	2550	<p><b>Canada Pension Plan</b>, [R.S., 1985, c. C-8], as amended:</p> <ul style="list-style-type: none"> <li>section 90 provides that the limitation period for proceedings under the Act is 5 years;</li> <li>section 103 provides that the limitation period for prosecutions under the Act is 5 years.</li> </ul>
113	2560	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
114	2590	<p><b>Employment Standards Act</b>, R.S.B.C. 1996, c. 113 in section 74(3) requires a complaint relating to an employee whose employment has terminated must be delivered to the director within 6 months after the last day of employment.</p> <p><b>Human Rights Code</b>, R.S.B.C. 1996, c. 210 in:</p> <ul style="list-style-type: none"> <li>section 12(5) requires that, if an employee is paid less than the rate of pay to which the employee is entitled under this section, the employee is entitled to recover from the employer, by action, the difference between the amount paid and the amount to which the employee is entitled, together with the costs, but:</li> </ul>

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
		<ul style="list-style-type: none"> <li>(a) the action must be commenced no later than 12 months from the termination of the employee's services, and</li> <li>(b) the action applies only to wages of an employee during the 12 month period immediately before the earlier of the date of the employee's termination or the commencement of the action;</li> <li>• section 22(1) requires that a complaint must be filed within 6 months of the alleged contravention of discrimination or other prohibited conduct under the Act;</li> <li>• section 22(2) requires that, if a continuing contravention is alleged in a complaint, the complaint must be filed within 6 months of the last alleged instance of the contravention;</li> <li>• section 22(3) provides that, if a complaint is filed after the expiration of the time limit referred to in subsection (1) or (2), a member or panel may accept all or part of the complaint if the member or panel determines that: (a) it is in the public interest to accept the complaint, and (b) no substantial prejudice will result to any person because of the delay;</li> <li>• section 27(1)(g) provides that, a member or panel may, at any time after a complaint is filed and with or without a hearing, dismiss all or part of the complaint if that member or panel determines that the contravention alleged in the complaint or that part of the complaint occurred more than 6 months before the complaint was filed unless the complaint or that part of the complaint was accepted under section 22(3).</li> </ul>
115	2640	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>• section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
116	2641	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>• section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
117	2642	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
118	4050	<p><b>Local Government Bylaw Notice Enforcement Act</b>, S.B.C. 2003, c. 60:</p> <ul style="list-style-type: none"> <li>section 5 provides that a bylaw notice may not be issued more than 6 months after the contravention in respect of which it is issued is alleged to have occurred;</li> <li>section 26(2) provides that amounts owing may be enforced as a Provincial Court judgment within 2 years before the date on which the local government filed a certificate with the court.</li> </ul>
119	4100	<p><b>Cremation, Interment And Funeral Services Act</b>, S.B.C. 2004, c. 35 in section 63 provides that the time limit for laying an information for an offence under the Act is 2 years after the time when the subject matter of the proceedings arose.</p>
120	4250	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
121	5210	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
122	5280	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
123	5380	<p><b>Workers Compensation Act</b>, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>
124	6800	<p><b>Ombudsperson Act</b>, R.S.B.C. 1996, c. 340:</p> <ul style="list-style-type: none"> <li>section 13(1) gives the Ombudsperson a discretion to refuse to investigate or cease investigating a complaint if, in the opinion of the Ombudsperson, the complainant or person aggrieved knew or ought to have known of the decision, recommendation, act or omission to which the complaint refers more than one year before the complaint was received by the Ombudsperson;</li> <li>section 15(3) provides that, if the authority requests the return of a document or thing obtained by the Ombudsperson, the Ombudsperson must return it to the authority within 48 hours after receiving the request, but the Ombudsperson may again require its production in accordance with this section.</li> </ul> <p><b>Note:</b> The “authority” referred to in section 15 is defined in section 1 of the Act to mean “an authority set out in the Schedule or added under section 35 and includes members and employees of the authority”.</p> <p>Section 35 lists the relevant authorities as:</p> <ol style="list-style-type: none"> <li>1. Ministries of the government.</li> <li>2. A person, corporation, commission, board, bureau or authority who is or the majority of the members of which are, or the majority of the members of the board of management or board of directors of which are,             <ol style="list-style-type: none"> <li>(a) appointed by an Act, minister, the Lieutenant Governor in Council,</li> <li>(b) in the discharge of their duties, public officers or servants of the government, or</li> <li>(c) responsible to the government.</li> </ol> </li> <li>3. A corporation the ownership of which or a majority of the shares of which is vested in the government.</li> </ol>

## APPENDIX A

LEGAL CITATION NUMBER	PRIMARY NUMBER	SUMMARY OF LEGAL LIMITATION PERIOD
		<ol style="list-style-type: none"> <li>4. Municipalities.</li> <li>5. Regional districts.</li> <li>6. The Islands Trust established under <i>the Islands Trust Act</i>.</li> <li>7. Improvement districts as defined in the <i>Local Government Act</i>.</li> <li>8. The Capital Improvement District under the <i>Capital Commission Act</i>.</li> <li>9. Boards, committees, commissions or similar bodies established under the Community Charter, the <i>Local Government Act</i> or the Vancouver Charter.</li> <li>10. The Resort Municipality of Whistler and the Whistler Resort Association.</li> <li>11. A local trust committee, the Trust Council, the Trust Fund Board and the executive committee and persons to whom their powers are delegated under the <i>Islands Trust Act</i>.</li> <li>14. A greater board as defined in the Community Charter.</li> <li>15. Development districts, water users' communities, comptroller and regional water manager under the <i>Water Act</i>.</li> <li>16. The commissioners of a district defined in section 58 of the <i>Drainage, Ditch and Dike Act</i> and an engineer, commissioner, inspector of dikes, land settlement board, municipality or regional district acting under that Act.</li> <li>17. The British Columbia Diking Authority and a diking authority under the <i>Dike Maintenance Act</i>.</li> <li>20. A corporation               <ol style="list-style-type: none"> <li>(a) more than 50% of the issued voting shares of which are owned by one or more of the authorities listed in section 4 to 19 or this section, or</li> <li>(b) that is controlled by one or more of the authorities listed in section 4 to 19 and, for the purposes of ascertaining control, a corporation is controlled by one or more of these authorities if a majority of the members of the corporation or of its board of directors or board of management consists of either or both of the following:                   <ol style="list-style-type: none"> <li>(i) persons appointed as members by the authorities;</li> <li>(ii) officers or employees of an authority acting as such.</li> </ol> </li> </ol> </li> </ol>
125	8400	<p>Aeronautics Act, R.S.C., 1985, c. A-2 in section 26 provides that no proceedings for specified matters or by way of summary conviction may be instituted after 12 months from when the subject-matter of the proceedings arose.</p> <p>Workers Compensation Act, R.S.B.C. 1996, c. 492:</p> <ul style="list-style-type: none"> <li>• section 10(2) provides that where the cause of the injury, disablement or death of a worker is such that an action lies against some person, other than an employer or worker within the scope of this Part, the worker or dependent may claim compensation or may bring an action. If the worker or dependent elects to claim compensation, he or she must do so within 3 months of the occurrence of the injury or any longer period that the Board allows;</li> <li>• section 214(1), the time limit for laying an information regarding an offence is 2 years after the last occurrence of the act or omission on which the prosecution is based.</li> </ul>







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550

**SUBMITTED BY:** Bonny Bryant  
Chief Administrative Officer

**SUBJECT:** Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019, and Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019

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#### PURPOSE:

The purpose of this report is to provide the Board with information on the proposed Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019, and proposed Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019.

#### RECOMMENDATION:

1. **THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019, and
2. **THAT** the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019.

#### DISCUSSION:

Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019 has been created to replace Cultus Lake Park Canvassing and Panhandling Bylaw No. 1106, 2018.

Recently the Cultus Lake Park bylaws which contained fines were updated by removing the fines from within the bylaws and putting them into the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

When the bylaws were being updated in the binders, it was noticed that Cultus Lake Park Canvassing and Panhandling Bylaw No. 1106, 2018 had been missed being updated.

Staff has reviewed and updated the wording in that bylaw and added a section on prohibiting busking.

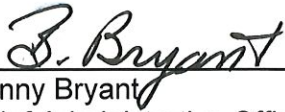
Staff also prepared a bylaw to amend the Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 to add the Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019 in as Schedule A-15.

**STRATEGIC PLAN:**

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared and approved for submission to the Board:



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Bonny Bryant  
Chief Administrative Officer



# Cultus Lake Park

## CANVASSING, PANHANDLING AND BUSKING BYLAW

### Bylaw No. 1156, 2019

A Bylaw to regulate Canvassing, Panhandling and Busking.

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Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 260 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

Every person who offends against any of the provisions of this Bylaw or who suffers or permits any act to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, or who does any act or thing which violates any of the provisions of this Bylaw, will be in breach of this Bylaw, and will be liable to the fines and the provisions as outlined in the “Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

The Cultus Lake Park Board in open meeting assembled, enacts as follows:

**1. TITLE**

This Bylaw may be cited as “Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019.”

**2. INTERPRETATION**

**2.1** Words or phrases defined in the *British Columbia Interpretation Act*, *Motor Vehicle Act*, *Local Government Act*, *Community Charter* or any successor legislation, will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

**2.2 DEFINITIONS OF TERMS**

“**Board**” means the elected Board for the Park.

“**Busking**” means the activity of playing music in the street or another public place for voluntary donations.

“**Canvassing**” or “**Canvasser**” means to go door to door in a neighborhood to solicit votes, orders or opinions. Examples include recognized charities, children’s sports teams, etc.



**“CAO”** means the Chief Administrative Officer; a position appointed by the Board.

**“Panhandle”** means to beg for, or without consideration, ask for money, donations, goods or other things of value whether by spoken, written or printed word or bodily gesture for one’s self or for any other person.

**“Park”** means the area within the Park boundaries and the foreshore assigned to the Park by the Province of British Columbia

**“Person”** means a natural person, a company, corporation, partnership, firm, association, society, or party and the heirs, executors, administrators, personal or other legal representatives of a person to whom the context can apply according to law.

**2.3** In this Bylaw, unless the context otherwise requires, the singular will include the plural and the masculine includes the feminine gender.

**2.4** The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

### **3. CANVASSING, PANHANDLING AND BUSKING REGULATIONS**

**3.1** Canvassers within the Park must have written permission by the CAO or Board.

**3.2** No person will busk within the Park.

**3.3** No person will panhandle within the Park.

### **4. FINES**

**4.1** All leaseholders, residents, visitors, and persons are subject to the fines as outlined in Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, and Schedule A-15 in said bylaw.

**4.2** Each occurrence that a contravention of the provisions of this Bylaw exists or is permitted to exist will constitute a separate offence.

### **5. SEVERABILITY**

If any part of this Bylaw is for any reason held invalid by a court or competent jurisdiction, the invalid portion will be severed and the severance will not affect the validity of the remainder.

### **6. REPEAL**

Cultus Lake Park Canvassing and Panhandling Bylaw No. 1106, 2018 and all amendments are repealed.

**7. EFFECTIVE DATE**

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXXXXX, 201X

READ A SECOND TIME this XX day of XXXXXX, 201X

READ A THIRD TIME this XX day of XXXXXX, 201X

ADOPTED this XX day of XXXXXX, 201X

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Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Canvassing,  
Panhandling and Busking Bylaw No. 1156, 2019.

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Chief Administrative Officer





# Cultus Lake Park

## BYLAW NOTICE ENFORCEMENT BYLAW NO 1140, 2019

### Amendment Bylaw No. 1157, 2019

A Bylaw to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019

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Section 12 of the *Cultus Lake Park Act* (1932 and Amendments) enables the Cultus Lake Park Board to adopt Bylaws, and Section 9.2 (1) provides that Section 220 – Enforcement Powers of the *Community Charter* apply to the enforcement of the bylaws of the Board, and Section 261 – Payment of Fines and Other Penalties to Municipality under the *Community Charter* provides that fines and other penalties imposed and collected under or because of a Cultus Lake Park bylaw must be paid to the Park.

The Cultus Lake Park Board deems it advisable to amend Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019.

The Cultus Lake Park Board in open meeting assembled, enacts as follows:

#### 1. TITLE

This Bylaw may be cited as "Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019, Amendment Bylaw 1157, 2019."

#### 2. AMENDMENTS

Cultus Lake Park Bylaw Notice Enforcement Bylaw No. 1140, 2019 is amended as follows:

- (a) Section 12 - SCHEDULES is amended by adding the following wording:  
"A-15 - Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019" between the paragraphs A-14 – Cultus Lake Park Parking and Traffic Regulations Bylaw No. 1154, 2019 and Schedule B – Upper Fraser Valley Bylaw Notice Dispute Adjudication Registry Agreement; and
- (b) That Schedule A-15 attached to and forming part of this bylaw be added to the end of the Schedule "A" section in correct numerical order.



**3. EFFECTIVE DATE**

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXXXX, 2019

READ A SECOND TIME this XX day of XXXXX, 2019

READ A THIRD TIME this XX day of XXXXX, 2019

ADOPTED this XX day of XXXXX, 2019

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Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be a true  
and correct copy of Cultus Lake Park Bylaw  
Notice Enforcement Bylaw No. 1140, 2019,  
Amendment Bylaw No. 1157, 2019

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Chief Administrative Officer

## Schedule A-15 – Cultus Lake Park Canvassing, Panhandling and Busking

### Bylaw No. 1156, 2019

Bylaw Notice Bylaw Citation	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cultus Lake Park Canvassing, Panhandling and Busking Bylaw No. 1156, 2019	3.1	Canvassing without permission	\$200	\$175	\$225	No
	3.2	Busking without permission	\$200	\$175	\$225	
	3.3	Panhandling without permission	\$200	\$175	\$225	





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550

**SUBMITTED BY:** Bonny Bryant  
Chief Administrative Officer

**SUBJECT:** Repeal of Cultus Lake Park Fees and Fines Bylaw No. 1076-2016

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#### PURPOSE:

The purpose of this report is to provide the Board with information on the reasoning for repealing Cultus Lake Park – Fees and Fines Bylaw No. 1076-2016.

#### RECOMMENDATION:

***THAT the Cultus Lake Park Board give First, Second and Third Readings to Cultus Lake Park Fees and Fines Bylaw No. 1076, 2016, Repeal Bylaw 1158, 2019.***

#### DISCUSSION:

In 2018, the Bylaw and Policy Review Committee reviewed the Park's bylaws and decided that all fees and fines in the Cultus Lake Park Fees and Fines Bylaw No. 1076-2016 should be taken out and put with the applicable bylaw so that when a bylaw was read, all the fees and fines related to that bylaw were in the same document.

This bylaw is now no longer valid as all the fees and fines were transferred out and the applicable sections repealed as the relevant bylaws were adopted.

#### STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared and approved for submission to the Board:

Bonny Bryant  
Chief Administrative Officer





# Cultus Lake Park

## FEES AND FINES BYLAW NO. 1076-2016, REPEAL BYLAW NO. 1158, 2019

A Bylaw to Repeal the Fees and Fines Bylaw No. 1076-2016

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The Board for Cultus Lake Park did enact a bylaw cited as Fees and Fines Bylaw No. 1076-2016.

The Board for Cultus Lake Park deems it advisable to repeal said bylaw.

The Board for Cultus Lake Park, in open meeting assembled, enacts as follows:

### 1. TITLE

This Bylaw may be cited for all purposes as Cultus Lake Park Fees and Fines Bylaw No. 1076-2016, Repeal Bylaw No. 1158, 2019

### 2. REPEAL

Cultus Lake Park Fees and Fines Bylaw No. 1076-2016 and all amendments are repealed.

### 3. EFFECTIVE DATE

This Bylaw will come into force and effect upon its adoption.

READ A FIRST TIME this XX day of XXXXX, 2019

READ A SECOND TIME this XX day of XXXXX, 2019

READ A THIRD TIME this XX day of XXXXX, 2019

ADOPTED this XX day of XXXXX, 2019

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Joe Lamb, Chair  
Cultus Lake Park Board

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Bonny Bryant  
Chief Administrative Officer

I HEREBY CERTIFY the foregoing to be  
a true and correct copy of Cultus Lake Park  
Fees and Fines Bylaw No. 1076-2016,  
Repeal Bylaw No. 1158, 2019

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Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550-70

**SUBMITTED BY:** Dave Driediger  
Manager of Park Operations

**SUBJECT:** Pickleball Report

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#### PURPOSE:

The purpose of this report is to provide the Board with information on tennis court modifications to accommodate pickleball.

#### RECOMMENDATION:

***THAT** the Cultus Lake Park Board direct the Chief Administrative Officer to make alterations to one tennis court to accommodate pickleball.*

#### BACKGROUND:

At the June 19, 2019 Board meeting the Board received written request for the addition of pickleball court lines at the tennis courts. Since that time, staff has learned that pickleball is increasingly common and neighboring municipalities including the City of Chilliwack are modifying tennis courts to accommodate both games.

#### DISCUSSION:

A standard 44' x 20' pickleball court easily fits within a 36' x 78' tennis court. Cost to refresh the white tennis lines and lay new yellow pickleball lines over top is approximately \$500 and can be absorbed by the 2019 Public Areas Maintenance budget. Given that standard tennis court net height is 42" and pickleball is 36", the Board may wish to designate one net for each game.

#### STRATEGIC PLAN:

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared by:

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Dave Driediger  
Manager of Park Operations

Approved for submission to the Board:

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Bonny Bryant  
Chief Administrative Officer







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550

**SUBMITTED BY:** Paul Holman  
Special Events Coordinator

**SUBJECT:** Party in the Park CEEC Event

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#### PURPOSE:

The purpose of the report is to inform the Board on the Community Events and Engagement Committee Party in the Park event scheduled for Friday, August 9, 2019.

#### RECOMMENDATIONS:

**THAT** the Cultus Lake Park Board approve the use of the Plaza parking lot to host Party in the Plaza.

**THAT** the Cultus Lake Park Board approve the ability for Lakeside Beach Club to host a Beverage Garden around the Party in the Plaza event space.

**THAT** the Cultus Lake Park Board approve waiving all fees for Party in the Plaza, including: the \$500 Rental Fee for 200+ people, the \$300 Beverage Garden Fee, the \$100 Public Address and/or Sound System Fee, and the \$1,000 Security Deposit.

#### DISCUSSION:

The family-friendly Party in the Plaza event has been going on for several years in Cultus Lake Park. It features Steve Elliott, an Elvis tribute artist, putting on a free concert – playing Elvis Presley favourites. Last year's event was a success with approximately 700 people in attendance.

Music will be played from 7 p.m. to approximately 10:30 p.m. The event will bring a sense of community to residents of Cultus Lake and will also bring many visitors that will pay us to use the parking lots.

As done in the past, Lakeside Beach Club will sell food to event patrons.

With approval from the Board the Lakeside Beach Club will secure a Special Event Permit to have a Beverage Garden, fencing will be put around the stage and area that alcohol will be served. Security will ensure that people do not leave the fenced area with alcohol. The RCMP will be notified of the event.

As the Community Events and Engagement Committee is part of Cultus Lake Park, the committee is requesting all fees be waived. The \$5 million comprehensive general liability insurance from the Park would be in place.

The Community Event and Engagement Committee event organizers and volunteers will be responsible for garbage removal during and after the event.

**STRATEGIC PLAN:**

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared by:



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Paul Holman  
Special Events Coordinator

Approved for submission to the Board:



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Bonny Bryant  
Chief Administrative Officer



## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550

**SUBMITTED BY:** Paul Holman  
Special Events Coordinator

**SUBJECT:** Special Event: Cultus Lake Triathlon

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Cultus Lake Triathlon Special Event.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board approve the Cultus Lake Triathlon event from September 13 – 15, 2019.

#### DISCUSSION:

Dynamic Race Events has put on the Cultus Lake Triathlon since 2009. They currently have 700 athletes registered.

Even though part of the triathlon has a bike component, athletes will **NOT** be riding their bikes in the Park. They will run along side their bikes from the transition area to the road and from the Office parking to the transition area. The organizers carpet the area where the athletes run beside their bikes to: a) minimize risk to the athletes; and b) to minimize damage to the Park grass.

Dynamic Race Events fees are as follows:

- Application Fee (non-refundable): \$100 (paid January 29)
- Rental Fees 2 days Set-up (0-100 people): \$200
- Rental Fees 1 day Early Set-up Fee: \$75
- Rental Fee Race Day (200+ people): \$500
- Swim Line Removal/Replacement Fee: \$500
- Security Deposit (refundable): \$1,000

The organizers will be required to provide comprehensive general liability insurance of not less than \$5,000,000, a Ministry of Transportation permit to occupy the highway, First Aid and remove their own garbage.

The event will use Beethoven's Pizza as their food provider.

The organizer has submitted a map of Cultus Lake Park showcasing the transition area and where barricade/cones will be – guiding athletes around the Park. Paul Holman spoke with Geoff at Main Beach Boat Rentals and Concession on July 2 regarding the barricades/cones around their facility, and he has no concerns about the event.

**STRATEGIC PLAN:**

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared by:



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Paul Holman  
Special Events Coordinator

Approved for submission to the Board:



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Bonny Bryant  
Chief Administrative Officer





LEGEND			
	TENT (10x10)		POWER
	AUDIO		FOOD
	WATER		GARBAGE/ RECYCLING
	TOILETS		PARKING
	MEDICAL		FENCE
	BIKE RACK/ SERVICE		BARRICADE/ CONES

OPERATIONAL PERIOD: SEP 12-16  
EVENT DAY: SUNDAY, SEP 15

CONTACT: ANGIE WOODHEAD | Owner

**CULTUS LAKE**  
TRIATHLON  
2019







## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0550

**SUBMITTED BY:** Paul Holman  
Special Events Coordinator

**SUBJECT:** Around the Lake Trail Give 'R Take 30 Special Event

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#### PURPOSE:

The purpose of the report is to provide the Board with information pertaining to the Around the Lake Give 'R Take 30 Special Event application for their event on October 19, 2019.

#### RECOMMENDATION:

**THAT** the Cultus Lake Park Board waives parking fees for up to 60 race volunteer vehicles in Parking Lot B for Around the Lake Give 'R Take 30 from 7 a.m. – 3 p.m. on October 19, 2019.

#### DISCUSSION:

The Around the Lake race event organizers have applied for a Special Event approval for October 19, 2019. This is a not-for-profit trail running race that has been held in Cultus Lake Park annually since 2003. The event organizers donated approximately \$9,500 from last year's proceeds back to Fraser Valley non-profit organizations. The estimated number of participants is 300 and will welcome approximately 100 spectators and 75 volunteers. The 30km trail run around Cultus Lake starts and ends at Main Beach.

Parking fees for race volunteers have been waived by the Board in previous years.

The organizers have paid the \$100 application fee. They are required to pay the \$500 Rental Fee, and a \$1,000 refundable security deposit. At least five days prior to the event, the organizers will need to provide comprehensive general liability insurance of not less than \$5,000,000, an event map, confirmation of their first aid contract, and a copy of Ministry of Transportation's approval for any road disruptions. They will have Streetwise assisting with traffic control.

They will offer their athletes professionally pre-made sandwiches, fruit, vegetable and cookie platters at the finish line. They will have a Fraser Health permit in place.

The event organizers are committed to first aid services and are responsible for garbage removal around the entire trail. There will be no road closures, beverage garden or food truck at this event.

Included with this Board Report and Recommendations document is a letter from the organizer.



**STRATEGIC PLAN:**

This report does not impact the Cultus Lake Park Board's Strategic Plan Initiative.

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Prepared by:



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Paul Holman  
Special Events Coordinator

Approved for submission to the Board:



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Bonny Bryant  
Chief Administrative Officer

An unforgettable

**TRAIL EXPERIENCE** ►



**Around the Lake Trail Race Society**  
c/o Lynda Ferris  
45990 Market Way, Unit 2  
Chilliwack, BC V2R 0M6

March 25, 2019

To: **Cultus Lake Park Board**  
c/o Paul Holman  
Cultus Lake Park Special Events  
4165 Columbia Valley Highway  
Cultus Lake BC V2R 5B5

**Re: "Around the Lake Trail Race"**  
**17<sup>th</sup> Annual Trail Race Around Cultus Lake, October 19, 2019**

Dear Cultus Lake Park Board Directors,

This letter is to inform you that once again the Around the Lake Trail Race Society – a local, non-profit organization – wishes to host our annual trail race around Cultus Lake on **October 19, 2019**, starting and finishing at Main Beach.

As you may be aware, our event has been held annually at Cultus Lake since 2003. As in previous years, the race will be circumnavigating the lake, starting and finishing at Main Beach. We will again be having both solo runners and two-person relay teams in the 30km event, with up to 300 participants total. We will not be hosting the ultra-distance 60km race this year.

We are currently in the organizing phase for this year's event, and are hoping the Board will again be supportive of our trail race. We are in process of notifying all other agencies and landowners who may have concerns, interests, or requirements with regard to the event (along with the Cultus Lake Parks Board, this includes the Fraser Valley Regional District, Provincial Parks/Ministry of Environment, the Ministry of Transportation, RCMP, Fraser Health, Emergency & Fire Services, and private property owners.) In the coming months, we will obtain appropriate liability insurance, naming parties on the policy as required. We will ensure all requirements of our CLPB permit are in place prior to event day.

As a result of community support, event sponsors and participants, we have been able to make significant contributions to community organizations over the years. Through the success of our 2018 event we were able to disburse over \$9,500 to local non-profit organizations. This year we added a second award for School District 33 graduating students. Going forward, a \$1,000 award will be (*Continued...*)

**W: [www.aroundthelake.ca](http://www.aroundthelake.ca)**  
**e: [aroundthelake@gmail.com](mailto:aroundthelake@gmail.com)**

awarded annually to two (2) local students in the Chilliwack School District in June. This is the 3<sup>rd</sup> year the Around the Lake Trail Race Society has supported this annual award program.

We have always shown respect for the Park and intend to do the same again this year, by leaving the facility and the lands as clean as possible. We have a crew of dedicated volunteers (including "sweepers" who follow the runners to collect any garbage on route) who have stepped forward to ensure garbage collection and removal.

As this is a volunteer driven organization, **we wish to ask that the parking fee at Main Beach be waived for volunteers on race day.** We are sincerely grateful that it has been possible to arrange for a volunteer parking area in the past. The heaviest congestion for the volunteer area on race day is between 8 and 9am, which is when all (up to 60) volunteers check-in and pick up their assignments; most then leave to their appointed stations around the course. We also wish to ask for permission to park a few support vehicles near the start/finish area, by gazebos 2 & 3 (but not on the beach), with access through the lower gate. We will again ensure that **race participants** are aware that pay parking is in effect, so that they are prepared for race day.

Many thanks for your support of our annual event to date. If you have any further questions or require additional information regarding the race event, I will be pleased to supply this as soon as possible. We are looking forward to another successful Around the Lake Trail Race, at beautiful Cultus Lake.

Yours sincerely,

Lynda Ferris  
Permit and Insurance Coordinator  
Around the Lake Trail Race Committee  
Em: [aroundthelakepermits@gmail.com](mailto:aroundthelakepermits@gmail.com)  
Cel: 604.819-2507





## CULTUS LAKE PARK

### REPORT/RECOMMENDATION TO BOARD

**DATE:** July 17, 2019 **FILE:** 0360

**SUBMITTED BY:** David Renwick,  
Chair, Operational and Financial Core Review Committee

**SUBJECT:** Recommendations from the Operational and Financial Core Review Committee

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#### PURPOSE:

The purpose of this report is to provide the recommendations from the May 28, 2019 meeting of the Operational and Financial Core Review Committee.

#### RECOMMENDATIONS:

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to start the Request for Proposal (RFP) Cultus Lake Parks insurance provider, prior to June 2020 when the current policy expires.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to have AON review the Commercial Leaseholders insurance policies to ensure they have adequate coverage.*

***THAT** the Operational and Financial Core Review Committee request the Cultus Lake Park Board to direct the Chief Administrative Officer to review the cost of increasing the coverage for Sunnyside Campground regarding tree replacement and loss of revenue, including the length of term and report back to the committee with these costs.*

#### DISCUSSION:

At the May 28, 2019 meeting of the Operational and Financial Core Review Committee a presentation from AON regarding Cultus Lake Parks current insurance coverage and future needs. The above recommendations were a result of the discussion after the presentation.

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Prepared by:

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David Renwick,  
Chair, Operational and Financial Core  
Review Committee

Approved for submission to the Board:

  
Bonny Bryant  
Chief Administrative Officer

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