

**DESTRUCTION OF DOCUMENTS**

1. This By-law shall be known as and may be cited as the "Destruction of Documents By-law."
  2. The Council may, by resolution, which may be in the form set out in Schedule "A" of this By-law or to the like effect, cause the destruction of any documents or records of the Town after they are no longer required, provided that the Clerk submits to the Council his affidavit setting forth each of the documents or records to be destroyed and that he has personally examined each of the documents or records proposed to be destroyed and that there is nothing of value therein.
  3. The affidavit of the Clerk, setting out that he has personally examined each document or record and that there is nothing of value therein, may be in the form set out in Schedule "B" of this By-law or to the like effect.
  4. Nothing in this By-Law shall authorize the destruction of the following documents:
    - (a) Deeds, mortgages, or other documents or records relating to the title of real property;
    - (b) Court records;
    - (c) Records required to be kept by any statute;
    - (d) Records less than five years old;
    - (e) Minutes, by-laws or resolutions of Council;
    - (f) Plans and surveying records;
    - (g) Affidavits of the Clerk made pursuant to this By-law.
  5. This By-law shall come into effect on the date of its approval by the Minister of Municipal Affairs.
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Clerk's Annotation – Repeal Process

Approved by Council – April 13, 1988

First Reading to Repeal – September 10, 2008

Notice of Second Reading – September 16, 2008

Second Reading – October 8, 2008

Notice of Passing -

Notice to Minister

**SCHEDULE "A"**

**TOWN OF KENTVILLE**

**RESOLUTION OF COUNCIL**

WHEREAS the documents and records of the Town of Kentville as set out in the affidavit of the Town Clerk, sworn to the        day of        , A.D., 19    , are no longer required;

AND WHEREAS according to the said affidavit the said documents and records have been personally examined by the said Clerk, and has determined that there is nothing of value therein and that the said documents and records do not include any documents or records which are exempt from destruction pursuant to Section 4 of the Destruction of Documents By-Law;

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

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Town Council of the Town of Kentville duly held on the        day of        A.D., 19

GIVEN UNDER the hand of the Town Clerk and under the corporate seal of the said Town, this        day of        A.D., 19

TOWN Clerk AND TREASURER

**SCHEDULE "B"**

**TOWN OF KENTVILLE  
AFFIDAVIT**

IN THE MATTER of the Town's Act,

- and -

IN THE MATTER of the Destruction of Documents By-Law of the Town of Kentville

I, \_\_\_\_\_ of Kentville, in the County of Kings, Province of Nova Scotia, Town Clerk of the Town of Kentville do make oath and say:

- 1. THAT I am the Town Clerk of the Town of Kentville.
- 2. THAT I have personally examined each of the documents and records listed immediately below pursuant to the Destruction of Documents By-Law of the Town of Kentville which permits the destruction of documents and records which are no longer required.
  - (a)
  - (b)
  - (c)
  - (d)
  - (e)
- 3. THAT the aforesaid list does not contain any document or record exempt from destruction pursuant to Section 4 of the said By-Law.
- 4. THAT to the best of my knowledge and belief there is nothing of value contained therein.
- 5. That the said documents and records are no longer required by the said Town Council.

SWORN to at Kentville        )  
In the County of Kings,        )  
Province of Nova Scotia,        )  
this     day of                )  
A.D., 19                        )

..... )  
A Commissioner of the Supreme )  
Court of Nova Scotia            )