



By-law 6-2021

being a by-law to set the retention period for the records
of the North Almaguin Planning Board

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires municipalities to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

NOW THEREFORE the North Almaguin Planning Board hereby enacts the following schedule for the retention of its records:

Type of Record	Retention Status
Consent application files	permanent
Subdivision application files	permanent
Minutes	permanent
Bylaws	permanent
Agenda work files	5 years (1 year lap into next term of the Board)
Financial files: Bank Statements General Ledger Payroll	7 years (1 year lap into the next term of the Board)
Audit Report and files	7 years (1 year lap into the next term of the Board)
Enquiry Notes	5 years (1 year lap into the next term of the Board)
Insurance Policy(s)	5 years (1 year lap into the next term of the Board)
Member Personal Information	5 years (1 year lap into the next term of the Board)
Personnel Records	1 year past termination of employee or contract

AND THAT this by-law shall be known as the “Records Retention By-law”;

AND THAT this by-law shall come into force and take effect immediately upon Third Reading and the final passing.

READ A FIRST, SECOND and THIRD and FINAL TIME and ENACTED AND PASSED this 24th day of June 2021.

“Dean Gates”

Chairperson Dean Gates

“Dave Britton”

Secretary Treasurer Dave Britton