CHANNEL
PORT AUX BASQUES
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67 MAIN STREET P.O.BOX 70
CHANNEL – PORT AUX BASQUES A0M 1C0
CALL: 709-695-2214 FAX: 709-695-9852
info@portauxbasques.ca

Title: *Records and Retention Bylaw*	Publication: *External*
Department: *Administration*	Bylaw Number: *TOCPAB-001-BL*
Approval Date: April 15th 2025	Implementation Date: April 15th 2025

SECTION 1: APPLICATION

1.1 TITLE

This Bylaw shall be known and cited as the *Records and Retention Bylaw for the Town of Channel - Port Aux Basques.*

1.2 PURPOSE

To ensure that the Town of Channel - Port Aux Basques (the "Town") can effectively apply safe record keeping and the retention of important documentation of the Town as well as the schedule for necessary disposal of expired documents.

1.3 AUTHORITY

This Bylaw is adopted in accordance with section 50(1) of the *Towns and Local Service Districts Act, Chapter T-6.2, 2023.*

SECTION 2: RECORDS AND RETENTION BYLAW

2.1 INSPECTION OF DOCUMENTS

In accordance with section 50(1) of the *Towns and Local Service Districts Act, Chapter T-6.2, 2023*:

50. (1) The following documents shall be made available by a town council for public inspection during the normal business hours of the town:

- **(a)** adopted minutes of the town council;
- **(b)** assessment rolls;
- **(c)** by-laws;
- **(d)** town plans;
- **(e)** open public tenders;
- **(f)** financial statements;
- **(g)** auditor's reports;
- **(h)** adopted budgets;
- **(i)** contracts;
- **(j)** orders;
- **(k)** permits; and
- **(l)** all other documents tabled or adopted by the town council at an open meeting.

(2) A person inspecting documents under subsection (1)

- **(a)** shall not remove the documents from the place where they are located or interfere with an employee of the town in the performance of the employee's duties; and
- **(b)** may make extracts from the documents and may make copies of the documents.

(3) Where copies are made by an employee of the town under paragraph (2)(b), the town may charge a fee equal to the actual cost of providing the copies.

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2.2 RETENTION

The following schedule will be adhered to for the retention and disposal of all documentation for the Town of Channel – Port Aux Basques. Retention dates are determined by the date that the document was created:

Nº	ITEM	CATEGORY	RETENTION
1	Audio and Video Recordings of meetings	Minutes and Bylaws	1 Month
2	Insurance Policies after policy has expired	Administration	3 Years
3	Any other correspondence not relevant to the town history or to properties	Correspondence	3 Years
4	Bank Statements	Accounting	7 Years
5	Bank Reconciliation Statements	Accounting	7 Years
6	Cash Receipts	Accounting	7 Years
7	Cheque Stubs and/or duplicates	Accounting	7 Years
8	Daily Cash Reports and Summaries	Accounting	7 Years
9	Deposit Books	Accounting	7 Years
10	Federal and Provincial Remittance Forms	Accounting	7 Years
11	General Ledgers and Journals	Accounting	7 Years
12	Invoices including tax notices and utility billings	Accounting	7 Years
13	Purchase Orders	Accounting	7 Years
14	Appeals under the Planning Act	Administration	7 Years
15	Assessment Appeals	Administration	7 Years
16	Assessor's Valuation Reports	Administration	7 Years
17	Tax enforcement records after tax title property has been sold	Administration	7 Years
18	Tax lien withdrawal forms	Administration	7 Years
19	General Government correspondence not relevant to the town history	Correspondence	7 Years
20	Petitions	Correspondence	7 Years
21	Payroll Records	Accounting	10 Years
22	Employee records after termination, resignation or retirement	Employer-Employee and Union	10 Years
23	Notices of Claim (upon completion)	Legal	10 Years
24	Statements of Claim	Legal	10 Years
25	Annual Financial Statements	Accounting	Permanent
26	Assessment Rolls	Accounting	Permanent
27	Change of Ownership Documents	Accounting	Permanent
28	Tax Certificates	Accounting	Permanent
29	Permits	Administration	Permanent
30	Photographs	Administration	Permanent
31	Agreements and supporting documentation	Agreements and Contracts	Permanent
32	From residents regarding taxes, property concerns or complaints	Correspondence	Permanent
33	Historical documents	Correspondence	Permanent
34	Government correspondence relating to Capital Works projects	Correspondence	Permanent
35	Minister's Order	Legal	Permanent
36	Minutes of regular and special meetings	Minutes and Bylaws	Permanent
37	Minutes of Committee meetings	Minutes and Bylaws	Permanent

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2.3 DISPOSAL

All documents scheduled for disposal must be shredded. This can be performed by either contracting a reputable company for secure destruction or by manual shredder feeding.
The type of destruction is determined by the volume of documents scheduled and available equipment.

SECTION 3: REVIEW OF BY-LAW

This Bylaw will be reviewed as deemed necessary. Any revisions to this Bylaw are subject to approval of Council. This Bylaw rescinds all previous policies or Bylaws pertaining to this subject matter.

[end of by-law statement]

Dated at the Town of Channel - Port Aux Basques this 15th day of April, 2025.

Brian Button
Mayor

Nadine Osmond
Town Manager