

VILLAGE OF LIONS BAY

BY-LAW NO. 289

**A By-law to document the policy of the Village of Lions Bay
pertaining to the retention and destruction of records
of the Village**

WHEREAS it is deemed desirable to establish a policy of the Village of Lions Bay pertaining to the retention and destruction of records;

NOW THEREFORE the Council of the Village of Lions Bay in open meeting assembled enacts as follows:

1. This by-law may be cited for all purposes as "Village of Lions Bay Retention and Destruction of Records Policy By-law No. 289, 1999".
2. Schedule "A" attached hereto and forming part of this by-law, shall be the policy of the Village of Lions Bay pertaining to the retention and the destruction of the records of the Village.
3. The Council may, by resolution, authorize the destruction of any other document not identified in Schedule "A" of this by-law.
4. Where there is a conflict between this by-law and Provincial or Federal legislation, the Provincial or Federal legislation shall apply and supersede this by-law.
5. The Clerk shall ensure the retention and protection of records in compliance with the terms set out in Schedule "A" attached and forming part of this by-law.
6. This by-law shall take effect from the date of its adoption by the Council of the Village of Lions Bay.

READ A FIRST TIME this 1st day of March , 1999.

READ A SECOND TIME this 1st day of March , 1999.

READ A THIRD TIME this 1st day of March , 1999.

ADOPTED this 12th day of April , 1999.

Mayor

Clerk

Certified a true copy of
By-law No. 289, 1999
as adopted.

Clerk

VILLAGE OF LIONS BAY
SCHEDULE "A"
attached and forming part of
By-law No. 289, 1999

Documents and Records to be Retained Permanently

Agreements and Contracts
Building Permits
By-laws
Certificates of Title
Minute Books

Documents and Records that may be Destroyed after 10 Years

Assessment Rolls
Property Tax Rolls

Documents and Records that may be Destroyed after 8 Years

Accounting Records
Accounts Receivable
Bank Statements
Budget Records and Financial Statements
Cancelled Cheques
Correspondence (General)
Personnel Files (Written permission from the District Revenue Canada Taxation Office is required prior to destroying Payroll Records)
Purchase Orders
Receipts
Water, Garbage, Recycling and Sewer Billings