Policy Name: WNCC Records Retention Policy

Policy Approved: September 16, 2026

Policy Review Date September 2029

Purpose

1.The purpose of this Policy is to describe which records and documents must be maintained by The West Northumberland Curling Club, known as WNCC and for what length of time.

Scope and Application

2. Organizations are required, by law, to keep certain documents and records. Other records should be kept by a prudent organization even if there is no legal requirement. Records must be kept for a different length of time depending on the legislation or business requirement. The Board has worked to align our Record Retention Policy with Curling Ontario and ONCA.

Storage

3. Records should be stored at WNCC's main office registered office in a safe and secure location. Records can also be retained electronically with appropriate security (i.e. password protected devices) and back-ups (i.e. Cloud storage and hard drive).

Documents and Records (Incorporation)

4. The following documents and records must be kept indefinitely as a requirement of the *Ontario Not-for-Profit Corporations Act (*the incorporation legislation with which WNCC must comply):

RECORDS	**REQUIRED BY**
Articles, Bylaws, and any amendments	*Ontario Not-for-Profit Corporation's Act*
Debt obligations issued by the Corporation	*Ontario Not-for-Profit Corporations Act*

Minutes from any meeting of Members or any committee of Members	*Ontario Not-for-Profit Corporation's Act*
Resolutions from the Members and any committee of Members	*Ontario Not-for-Profit Corporation's Act*
Minutes from any meeting of Board of Directors or any committee of Board of Directors	*Ontario Not-for-Profit Corporation's Act*
Resolutions from the Board of Directors and any committee of Board of Directors	*Ontario Not-for-Profit Corporation's Act*
Register of Board of Directors	*Ontario Not-for-Profit Corporation's Act*
Register of Officers	*Ontario Not-for-Profit Corporation's Act*
Register of Members	*Ontario Not-for-Profit Corporation's Act*

5. The *Ontario Not-for-Profit Corporations Act* rules about how long a document must be kept depends on the document. **Copies of minutes must be kept permanently.** Documents that may be relevant for an audit must be kept for **six years.** WNCC should retain all important records until deemed no longer useful.

Registers

6. As per the *Ontario Not-for-Profit Corporations Act*, the register of Board of Directors and the register of Officers must contain the following information and be maintained for former Officers and Directors for **six years:**

a) Name

b) Residential Address

c) Email address (if the Director or Officer has consented to receiving information or documents electronically)

d) The date the individual became a Director or Officer and, if applicable, the date the individual ceased being a Director or Officer

7. The register of Members must contain the following information upon **registration.**

a) Name

b) Residential Address

c) Email address (if the Member has consented to receiving information or documents electronically)

d) The date the individual became a Member and, if applicable, the date the individual ceased being a Member

e) The class or group of membership, if applicable

Documents and Records (Canada Revenue Agency)

8. The following documents and records must be kept as a requirement of the Canada Revenue Agency:

RECORD OF	**REQUIRED BY**
Cheques – cancelled	Canada Revenue Agency
Cheque stubs	Canada Revenue Agency
Bank statements	Canada Revenue Agency
Invoices (internal)	Canada Revenue Agency
Bills (accounts payable)	Canada Revenue Agency
Bank reconciliations	Canada Revenue Agency
Deposits	Canada Revenue Agency
Deposit books	Canada Revenue Agency
Annual financial statements	Canada Revenue Agency
Monthly financial statements	Canada Revenue Agency
Local financial statements	Canada Revenue Agency

RRSP information	Canada Revenue Agency
Payroll records and invoices	Canada Revenue Agency
Investment statements	Canada Revenue Agency
Tax receipt copies	Canada Revenue Agency
General ledger	Canada Revenue Agency (six years)
Records of endowment donations	Canada Revenue Agency (six years)
Documents around long-term acquisitions	Canada Revenue Agency (indefinite)
Liability insurance policies	Canada Revenue Agency
Accounting records adequate to enable the Board of Directors to ascertain the financial position of the organization with reasonable accuracy on a quarterly basis	Ontario Not-for-Profit Corporations Act (six years)

9. Unless noted, **the records described above must be kept for a minimum of six full years from the end of the fiscal year (May 31st) for which they relate.**

Employment Records

10. The WNCC has its registered office in the Province of Ontario. Individuals employed in Ontario are subject to the *Employment Standards Act, 2000,* as amended. Employers in Ontario are required to keep the following records about employees for at least three years after their last date of employment:

a) Name

b) Address

c) Date of Birth

d) Offer of Employment

e) Date that the present period of employment started

f) Regular and overtime hours of work

g) Wage rate and overtime rate

h) Earnings paid showing separately each component of the earnings for each pay period

i) Deductions from earnings and the reason for each deduction

j) Time off instead of overtime pay provided and taken

k) Date on which a general holiday is taken

l) Each annual vacation, showing the date it started and finished and the period of employment in which the annual vacation was earned

m) The wage rate and overtime rate when employment starts, the date of any change to wage rates or overtime rates, and particulars of every change to them

n) Copies of documentation relating to a leave (if applicable)

o) Copies of overtime agreements

p) Copies of hours of work averaging agreements

q) Copies of parental consents (if applicable)

r) Copies of agreements related to termination pay

s) Copies of permits issued under the Code and the regulations

t) Copies of exemptions or variances issued by the Minister

u) Any other information required by the Code's regulations

v) Copies of any layoff notices or recall notice after a temporary layoff

w) Copies of any termination notice

Documents and Records (Other)

11. Per WNCC Policies, the following documents and records should also be kept for a minimum of:

RECORD OF	REQUIRED BY	LENGTH
Conflict of Interest Declaration Forms / For Board Meetings	**Conflict of Interest Policy**	**Duration of employment/service**
Complaint and appeal decisions	**Violent and Harassment Policy**	**Indefinitely**
Registration Forms	**Registrar and Club Administrator**	**Five Years**
Incident reports, Return to Play Forms, and other Personal Information, as required	**Concussion Policy-Rowan's Law**	**Three years**
Police Vulnerable Sector Checks	**Police USC Policy**	**Three Years**
Assumption of Risk Forms/Participation Agreements	**WNCC Waiver Form**	**Annually**
Photo and Video	**WNCC Photo and Video Release Form**	**Annually**
Board of Directors	**Consent to Act as a Director Form**	**For the duration while on the Board**
Board of Directors	**Confidentiality Declaration and Conflict of Interest Declaration**	**For the duration while on the Board**

TO BE NOTED: If the RECORD OF is not listed in the chart above, then the record9s) should be kept for a minimum of SIX years.