

FOR DISCUSSION ONLY

Schedule 3

Minimum Retention Periods for a Corporation's Information and Documents

Record Type	Time Period to Retain
1 Records consisting of	Permanent
(a) A copy of the bylaws of the corporation (Section 32 of the Act)	
(b) The particulars of any action commenced against the corporation and served on the corporation (section 20.54 (1)(b) (i) of this Regulation)	
(c) The particulars of any unsatisfied judgement or order for which the corporation is liable (section 20.54 (1)(b) (ii) of this Regulation)	
(d) The particular of any written demand made on the corporation for an amount in excess of \$5,000 that, if not met, may result in an action being brought against the corporation (section 20.54 (1) (b) (iii) of this Regulation)	
(e) The particulars of any post tensioned cables that are located anywhere on or within the property that is included in the condominium plan (Section 20.54(1) (e) of this Regulation)	
(f) A statement setting out the unit factors and the criteria used to determine unit factor allocation (Section 20.54 (1) (l) of this Regulation)	
(g) A statement setting out any structural deficiencies that the corporation has knowledge of at the time of the request in any of the buildings that are included in the condominium plan (Section 20.54(m) of this Regulation)	
(h) Professional reports, such as engineering reports (section 20.53(1) (t) of this Regulation)	
(i) Copy of any legal or other professional advice or opinions paid for by the corporation (section 20.53(1) (t))	
(j) Copies of all manuals, schematic drawings, operating instructions, service guides, manufacturers' documentation, records of service and repairs and other similar information or documentation in the possession or control of the interim board respecting the construction, maintenance, repair and servicing of any common property or real or personal property of the corporation (section 8 of the Act)	
(k) Structural, electrical, mechanical and architectural working drawings and specifications, and as built	

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	drawings (section 8 (b), (e), section 16.1 (b) ((i), (ii) of the Act)	
(l)	The plans that exist showing the location of underground utility services, sewer pipes and cable television lines located on the parcel; (section 16.1 (c) of the Act)	
(m)	All certificates, approvals and permits issued by a municipal authority, a person accredited by the Administrator under the Safety Codes Act, the Government or an agent of the Government that relate to the real property of the corporation, the common property and managed property;	
(n)	Any building assessment report required under the New Home Buyer Protection Act or, in the case of a conversion, required under section 21.1 (section 16.1 (e), section 21.1 of the Act)	
(o)	Copies of all plans, documents and amended documents that are required to be prepared under the Safety Codes Act	
(p)	Copy of the condominium plan and any plan of redivision (section 8 and section 20 of the Act)	
2	The Reserve Fund Report, Reserve Fund Plan, and any updates of either (section 20.54(1)(v) of this Regulation)	At least 15 years from creation of the record
3	Records consisting of	At least 7 years from creation of the record
(a)	A copy of the budget of the corporation (Section 20.54 (1)(f) of the Act)	
(b)	Annual financial statements, if any, of the corporation (Section 30(4) (b) of the Act)	
(c)	A copy of any minutes of proceedings of a general meeting of the corporation or of the board (Section 44 (i) of the Act)	
(d)	A copy of all current insurance policies and insurance records obtained by or on behalf of the corporation, and the certificate respecting each insurance policy (Sections 48 of the Act) (section 20.54 (1)(u) of this Regulation)	
(e)	Records of repair and maintenance	
(f)	Copies of all records respecting the account maintained by the financial institution holding the reserve fund, operating funds or any other funds of the corporation	
4	List of board member names and addresses for service (section 20.54 (1)(p) of this Regulation)	At least 7 years after any change in board members
5	Records consisting of	At least two years after creation of the record

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(a)	A statement produced on request setting out the amount of any contributions due and payable in respect of a unit (section 20.54 (1)(a) of this Regulation)	
(b)	A statement produced on request setting out the amount of the capital replacement reserve fund (section 20.54 (j) of this Regulation)	
(c)	A statement setting out the amount of the monthly contributions and the basis on which that amount was determined (section 20.54(1) (k) of this Regulation)	
(d)	A copy of all caveats registered against units that are owned by the corporation or intended to be transferred to the corporation	
(e)	Approved draft minutes of an AGM that happened 30 days before or more (section 20.531 (a) of this Regulation)	
(f)	A document prepared as Loan disclosure (section 20.51(1) (s) of this Regulation)	
(g)	Estoppel certificate (Section 43.2 of the Act)	
(h)	Any correspondence received by or on behalf of the corporation	
(i)	Copy of all outstanding orders made pursuant to the Safety Codes Act, Municipal Government Act or the New Home Buyer Protection Act	
(j)	A copy of any restrictive covenant registered against the parcel (sections 51 and 52 of the Act)	
6	Results of votes on ordinary or special resolutions (section 20.54(1)(q) of this Regulation)	At least two years after the vote occurs
7	List of all common assets	At least two years after the item was disposed of, along with the details of any disposition.
8	Records consisting of	At least two years from the end of the agreement
(a)	A copy of any current or subsisting management agreement (section 20.54(1)(c) of this Regulation)	
(b)	A copy of any current or subsisting recreational agreement (section 20.54 (1)(d) of this Regulation)	
(c)	A copy of any current or subsisting lease agreement or exclusive use agreement, or bylaw, lease, license or other instrument granting an owner the right to exercise exclusive possession with respect to the possession of a portion of the common property, including a parking stall or storage unit. (section 20.54 (1)(n) of this Regulation)	
(d)	Every lease, licence or agreement for the common property or real property of the corporation	

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(e)	List of the names of each tenant, the unit number being occupied by the tenant, and the amount of any deposit paid by the owner (section 53 (1) (a), (b))	
9	Rules adopted by the corporation (section 32.1 of the Act)	At least two years starting from the date the rule ceases to be in effect
10	All warranties and guarantees on the real and personal property of the corporation, the common property and managed property;	At least two years from the expiry of the last warranty coverage
11	Original votes cast in an ordinary or special resolution (Sections 26.3 – section 26.8 of the Act)	180 days after the vote
12	Proxy forms (Section 26(5) of the Act and 31.2 of this Regulation)	180 days after expiry of the proxy
13	Records consisting of	Current
(a)	List of members of the interim board (section 10.1 of the Act)	
(b)	Areas of exclusive possession assigned to each owner (section 8 (i) and section 50 of the Act)	
(c)	Any additional address for service of the unit of an owner in the corporation, apart from their unit	
(d)	List of the names and addresses of all mortgagees who have given written notice to the corporation under section 26(3) of the Act	