

THE CORPORATION OF THE  
T O W N   O F   P E L H A M  
BY-LAW # 706 (1981)

Being a by-law for the Pelham Hydro-Electric  
Commission to establish a schedule for the  
retention and destruction of records.

WHEREAS it is desirable and expedient that the Commission retain  
its receipts, vouchers, instruments, rolls and other documents, records and  
papers for reference and for proof of financial and statistical results;

AND WHEREAS the Municipal Act, Section 249, as amended, states  
that a municipality or a local board thereof, as defined in the Municipal  
Affairs Act, except a school board shall not destroy any of its receipts,  
vouchers, instruments, rolls or other documents, records and papers except,

- (a) after having obtained the approval of the Ministry; or,
- (b) in accordance with a by-law passed by the municipality  
and approved by the auditor of the municipality estab-  
lishing schedules of retention periods during which the  
receipts, vouchers, instruments, rolls or other documents,  
records and papers must be kept by the municipality or  
local board. R.S.O. 1970, Chapter 284, Subsection 249.

NOW THEREFORE BE IT ENACTED AND IT IS HEREBY ENACTED BY THE  
COUNCIL OF THE CORPORATION OF THE TOWN OF PELHAM AS FOLLOWS:


- (1) All receipts, vouchers, instruments, rolls and other documents,  
records and papers shall be retained in reasonably safe and secure locations  
for periods according to the Schedule of Retention and Destruction of Records  
appended hereto.
- (2) THAT any or all receipts, vouchers, instruments, rolls and other  
documents, records and papers may be destroyed after expiry of the retention  
period described in the Schedule of Retention and Destruction of Records  
appended hereto.
- (3) THAT the retention of any or all receipts, vouchers, instruments,  
rolls and other documents, records and papers may be by means of photographing  
onto approved archival quality microfilm, after the testing of which process  
the original documents may be destroyed.
- (4) THAT this by-law is to be construed as permissive and not  
mandatory. In the event of any conflict between this by-law and any statute  
or regulation of the Government of Canada or the Government of the Province  
of Ontario or other government or agency having jurisdiction and without  
limiting the generality of the foregoing to include Section 230 of the Income  
Tax Act, R.S.O. 1970, C. 1-5; Section 38 of the Employment Standards Act,  
R.S.O. 1970, C. 147; and the Municipal Elections Act, 1977, such statute or  
regulation shall prevail. If changes in the art or other factors cause the  
retention of any documents or records beyond the period stipulated in this

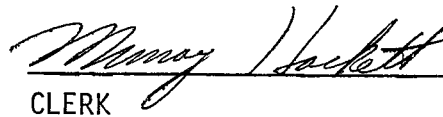
by-law to be required or to be expedient, then such documents or records shall be retained according to such requirements or according to their importance or significance.

BY-LAW READ A FIRST TIME THIS 29th. day of JUNE , 1981 A.D.

BY-LAW READ A SECOND TIME THIS 29th. day of JUNE , 1981 A.D.

BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 29th. day of JUNE 1981 A.D.

  
MAYOR

  
CLERK