

This document was prepared by VISOA in accordance with the *Strata Property Act* (SPA) and Regulations, and *Personal Information Protection Act* (PIPA) and is current as of **December 6, 2023**.

See SPA sections 20, 23, 35, Regulation 4.1 and PIPA section 35.

Type of Record	Minimum Retention Period
List of council members including: <ul style="list-style-type: none"> • phone numbers • or some other method to contact them on short notice 	Current copy
List of owners including: <ul style="list-style-type: none"> • strata lot addresses • mailing addresses (if different) • strata lot numbers and unit entitlements • parking stall and storage locker numbers (if any) • names and addresses of mortgagees who have filed a Mortgagee's Request for Notification (Form C) • names of tenants • assignments of voting or other rights by landlords to tenants under SPA sections 147 and 148 	Current copy
<i>Strata Property Act</i> and Regulations	Current copy
Strata Bylaws and Rules (if any)	Current copy
Personal information used to make a decision that directly affects the individual such as a bylaw infraction matter	At least 1 year after using it per PIPA section 35
All correspondence sent or received by the strata corporation and strata council	2 years
Budget and financial statement for the current years and for previous years	6 years
Bank statements Cancelled cheques Certificates of deposit	6 years
Books of account showing money received and spent and the reason for the receipt or expenditure	6 years
Financial records obtained from the owner developer under SPA section 23	6 years after the transfer of control referred to in SPA section 22
Income tax returns, if any	6 years

Type of Record	Minimum Retention Period
Minutes of council meetings	6 years
Minutes of annual and special general meetings	6 years
Waivers and consents under SPA sections 41, 44 or 45 (waivers and consents for AGMs and SGMs)	6 years
Information Certificates (Form Bs) issued under SPA section 59	6 years
Written contracts including insurance policies to which the strata corporation is a party (including those entered into by or on behalf of the strata corporation by the owner developer)	6 years after the termination or expiration of the contract or policy
Any reports obtained by the strata corporation respecting repair or maintenance of major items in the strata corporation, including, without limitation, engineers' reports, risk management reports, sanitation reports and reports respecting any items for which information is, under SPA section 94, required to be contained in a depreciation report	Retained until the disposal or replacement of the items to which the reports relate
As listed in SPA section 20: All warranties, manuals, schematic drawings, operating instructions, service guides, manufacturers' documentation and other similar information respecting the construction, installation, operation, repair and servicing of any common property or common assets, including any warranty information provided to the owner developer	Retained until the disposal or replacement of the common property or common asset to which they relate, or the expiration of the warranty coverage, whichever comes first
The registered strata plan and any amendments as obtained from the Land Title Office	Permanently
Resolutions that deal with changes to common property, including the designation of limited common property	Permanently
Any depreciation reports obtained by the strata corporation under SPA section 94.	Permanently
Any electrical planning reports obtained by the strata corporation under SPA section 94.1.	Not specified in Reg 4.1 Suggest keeping permanently.
Any reports obtained by the strata corporation respecting the installation or operation of EV charging infrastructure or the management of electricity used by EV charging infrastructure.	Not specified in Reg 4.1 Suggest keeping permanently.

Type of Record	Minimum Retention Period
Any decision of an arbitrator or judge, or of the Civil Resolution Tribunal, in a proceeding in which the strata corporation was a party, and any legal opinions obtained by the strata corporation	Permanently
Other records that an owner developer is required to give the strata corporation under SPA sections 20 and 23:	Minimum Retention Period
Any disclosure statement required by the <i>Real Estate Development Marketing Act</i>	Permanently
All plans that were required to obtain a building permit and any amendments to the building permit plans that were filed with the issuer of the building permit	Permanently
Any document that indicates the actual location of a pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the owner developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on a plan or plan amendment filed with the issuer of the building permit	Permanently
Names and addresses of all contractors, subcontractors and persons who supplied labour or materials to the project, as required by the regulations	Permanently