

NLPSPA Corporate and Directors Documentation Policy

Purpose: The Newfoundland and Labrador Public Sector Pensioners' Association (NLPSPA) is committed to lawful, prudent, safe and accurate management of the business of the Association as defined within its Articles of Incorporation. In accepting its legal, moral and ethical responsibility for full accountability to the NLPSPA membership, Government(s) as applicable, and to the general public, the Board of Directors of the Association will ensure compliance with all legislated requirements pertaining to the care, maintenance, accuracy and security of all its Corporate and Directors' documentation.

Definitions:

1. **NLPSPA Corporate Documents** include its Article of Incorporation; any amendments to the incorporation; all tax certificates and receipts; all tax returns and assessments; all correspondence to/from solicitors, accountants or Government or like legal entity; all constating documents, including legally approved constitution, by-laws, policies and amendments thereto, and any licenses or permits that may be issued; all contracts, leases, or business agreements; minute books; any memorandum of understanding or operating agreements; membership information database and other member records; and any other deeds, documents or papers that pertain to the purpose for the conduct of the business of the Association,
2. **NLPSPA Directors Documents** include all management documents related to accounting and the management of all NLPSPA assets, including employment records, all payroll records; remittances to Government; cheques, cheque stubs, bank statements, bookkeeper statements, budget records; receipt books; petty cash records; all accounting records; and all miscellaneous correspondence files.

Policy:

1. The Board of Directors and its staff and any contracted persons shall take all reasonable precautions to ensure the safe and secure containment of all NLPSPA records and documents; to prevent loss or destruction thereof; to prevent any falsification of any records or documents; and to facilitate identification and correction of any inaccuracies.
2. The Board of Directors shall maintain, at its registered office or at another place in the province designated by the Directors, all records as defined within the "Definitions" above and in compliance with Articles 36 and 37 of the (provincial) *Corporations Act*.
3. The membership and any creditors of the NLPSPA, their agents and legal representatives and the Registrar of Companies (*Corporations Act*) may examine the records referred to above during the usual business hours of the Association, and may be provided with extracts from the records, free of charge. Any member is entitled upon request and without charge to a copy of the Articles of Incorporation and the NLPSPA Constitution.
4. All Directors Documents shall at reasonable times be open to inspection by the Directors.
5. As required by Section 258 of the *Corporations Act*, the Board of Directors will prepare annual financial statements that are comparative; signed by the Board's designated signing authorities when approved by the Board to present to the Annual General

Meeting; and will ensure the statements are filed at the registered office of the Association.

Retention of Records:

1. The Board of Directors of NLPSPA shall retain all documentation and records pertaining to matters of taxation, employment insurance, Canada Pension, and other connected taxation laws for a period of six (6) years from the end of the last tax year to which they relate.
2. All records and supporting documents concerning any long-term acquisitions or property or other assets of the Association, including historical information that could impact the liquidation of the Association and all constating documents and other legacy corporate documents will be retained indefinitely.
3. The Board of Directors shall set, and review regularly, a records retention timetable for all other Directors and office management records.

Approved by Board of Directors: January 19, 2022