



PETERBOROUGH NEW HORIZONS BANDS

Guideline – PNHB Documentation

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Approval

Approved November 20 2025
 President: Audrey Keitel
 Board Secretary: Lisa Witherington

List of PNHB Documents

See the separate document that lists all of the documents, where they can be found, when approved etc.

How long to keep PNHB Documents

For Ontario’s Not-for-Profit Corporations Act (ONCA), you must keep certain documents for every year your nonprofit exists ([Referenced here](#)). Some of these documents include:

1. Governing documents: articles or letters patents, bylaws, amendments to any articles or bylaws.
2. Minutes and resolutions from: members’ meetings, member committee meetings, board meetings, and board committee meetings.
3. Registers of: directors, officers, members.
4. Accounting records and financial statements for the board to get a reasonably accurate idea of the nonprofit’s financial position every 3 months ([Referenced here](#))

NHB documents are kept on the google drive for the account pnhb.music@gmail.com under the folder BOARD-PRIVATE-SHARED.

Hard Copies are kept at PCVS, which are

- those documents that must be kept indefinitely that are not on the google drive.
- Contracts are kept 5 years after expiring
- Grant documentation is kept for 5 years after their conditions are expired.



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Google Drive Standards

Only the Board will have access to this drive.

Folders are created to identify major topics.

Documents for a specific year are kept in folders for that year. Eg. 2020-2021, which would have documents in relation to the season starting August 1 to July 31.

Document Standards

Naming Standard

Minutes and Agendas will have this standard, so when they are posted on the website they will be in date order.

yyyy-mm-dd FUNCTION

Where **FUNCTION** is what specifically the document is about.

Eg. MINUTES or AGENDA or AGM MINUTES or MINUTES (WEB)

All other files with specific functions will have this standard.

function TYPE yyyy-mm-dd

Eg. Communication Policy 2011-4-7

Where **FUNCTION** is what specifically in that area or type the document is about.

Eg. Communication

Where **TYPE** is

- Policy
- Committee
- Form
- Guideline
- Procedure
- Position Description
- Report

Where **YYYY-MM-DD** is the date the document was approved and is in affect.

Eg. 2011-4-7

Document Approval Process

Instead of having the President and Board Secretary signing the document, the 'approval section' below will be added to all approved documents. The approval of the document must be noted in the Board meeting minutes relating to the date of the approval.

Approved November 20 2025

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Document implementation

1. Any member can create or update a PNHB document, but it must be sent to the Board for approval.
2. Board members review and approve the changes at a Board meeting or over GroupsIO. The Board Secretary records the approval in the Board meeting minutes relating to the date of the approval
3. Board Secretary
 - a. updates the document with the approval section.
 - b. saves the document as a PDF.
 - c. Emails the PDF to the Board and the Webmaster.
 - i. Webmaster puts it on the website if applicable and removes the old document.
 - ii. Board prints the document and puts it in their binder (if they have one).
 - d. On Google Drive
 - i. Moves the previous document to PREV folder.
 - ii. Uploads DOCX (word) version and the PDF to the appropriate folder.
 - iii. Transfers ownership

Transfers Ownership of documents on google drive

All PNHB documents must be owned by pnhb.music@gmail.com. Otherwise, if you leave PNHB, the document will only be on your personal drive.

To transfer ownership, after the document is uploaded to the PNHB google drive do the following.

- right click on the document
- select SHARE, then SHARE
- scroll through the list of people who are sharing the document (mostly board directors) click on the drop down arrow beside pnhb.music@gmail.com, select TRANSFER OWNERSHIP, click SEND INVITATION
- pnhb.music@gmail.com will get an email, they will need to accept the request in the email, it will time out after 36 hours and the transfer would need to be done again,

There is also a limit to how many files a user can accept ownership of in a day, which is around 25 to 30 files.

Content Standards

Have all documents of the same type kept in the same format.

All documents to have

- in the Header section, the PNHB letterhead
- in the Footer section, the file name and page 1 of ?.
- The approval section
- Revision History. To document what was changed or added or removed or merged.

Website documents

These documents will be posted on our website for the members to have access to.

- Meeting Minutes (1 years worth)



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- By Laws
- Policies
- Terms of Reference
- Position Description
- Forms
- Procedures
- Guidelines
- Some reports and informational documents.