



The Municipal Corporation of the Town of Fort Erie

BY-LAW NO. 107-2000

**BEING A BY-LAW TO ADOPT A NEW CORPORATE RECORDED
INFORMATION MANAGEMENT (CRIM) PROGRAM FOR THE
TOWN OF FORT ERIE COMMENCING JANUARY 1, 2000 (A10.03)**

WHEREAS Section 73(1) (c) and (d) and Section 74 of the *Municipal Act*, R.S.O. 1990, as amended, provides interalia for the keeping of records by the municipality and the furnishing of copies of same, and

WHEREAS By-law No. 25-91 was approved by the Municipal Council of the Town of Fort Erie on the 11th day of February, 1991, to establish a Records Management Policy for the Town of Fort Erie, and

WHEREAS an agreement for a records management improvement program with Condar Consulting Inc. was entered into on the 20th day of December, 1999, and

WHEREAS Condar Consulting Inc. has completed its obligations of the aforementioned contract and the Corporation of the Town of Fort Erie is now in a position to implement a new Corporate Recorded Information Management Policy, and

WHEREAS it is deemed desirable to adopt the Corporate Recorded Information Management Program prepared by Condar Consulting Inc.;

NOW THEREFORE the Municipal Council of The Corporation of the Town of Fort Erie hereby enacts as follows:

1. **THAT** the Corporate Recorded Information Management Program Policy annexed hereto as Schedule "A", outlining the objectives, policy statements, and responsibilities of the Corporate Recorded Information Management Program be and it is hereby authorized and approved.
2. **THAT** the Classification System of the Corporate Recorded Information Management Program annexed hereto as Schedule "B" be and it is hereby approved and authorized.
3. **THAT** commencing January 1, 2000, the new classification system annexed hereto as Schedule "B", shall apply to all recorded information of the Corporation of the Town of Fort Erie.

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4. **THAT** By-law No. 25-91 shall remain in force and effect until such time as all of the records filed in accordance with The Ontario Municipal Records Management System meet their destruction dates.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF MAY, 2000.



MAYOR



CLERK

I, the Clerk, Carolyn J. Kett, of The Corporation of the Town of Fort Erie hereby certify the foregoing to be a true certified copy of By-law No. 107-2000 of the said Town. Given under my hand and the seal of the said Corporation this _____ day of _____, 2000.
