



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 023-2019

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN EXTENSION AGREEMENT WITH THE COUNTY OF NORTHUMBERLAND FOR ARCHIVAL SERVICES.

WHEREAS pursuant to Section 254(1) of the Municipal Act, 2001, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS pursuant to Section 254(3) of the Municipal Act, 2001, provides that a municipality or local board may enter into an agreement for archival services with respect to the records;

AND WHEREAS pursuant to Section 254(5) of the Municipal Act, 2001, provides that a person to whom the records are transferred pursuant to an agreement under subsection (3) shall retain and preserve the records transferred to in a secure and accessible manner;

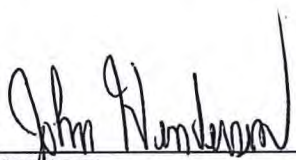
AND WHEREAS the Council of the Corporation of the Town of Cobourg authorized the Mayor and Municipal Clerk to execute an agreement with the County of Northumberland to provide such archival services;

AND WHEREAS pursuant to Section 254(9) of the Municipal Act, 2001, provides the requirement to retain and preserve records in an accessible manner means that the records can be retrieved within a reasonable time and that the records are in a format that allows the content of the records to be readily ascertained by a person inspecting the records;

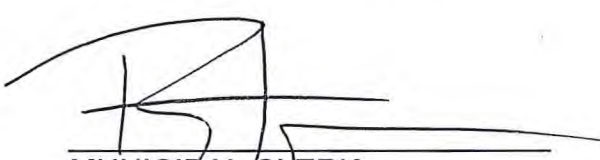
NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with the County of Northumberland to provide archival services to the Corporation for documents requiring permanent care and retention.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire three (3) years from the date of passing.

By-law read and passed in Open Council on this 8th day of April, 2019.



MAYOR



MUNICIPAL CLERK