



# ADMINISTRATION/FINANCE & PERSONNEL REPORT

To: Council

Meeting Date: May 28, 2024

Prepared by: Amy Harron  
Deputy Clerk

Date Prepared: April 22, 2024

Subject: Deputy Division Registrar Appointment

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## Recommendation:

That the Council of the Township of Wellesley approve by-law 23/2024 for the appointment of Amy Harron as Deputy Division Registrar for the Township of Wellesley.

## Summary:

The Vital Statistics Act, R.S.O., 1990, C. V.4, states that the Registrar General shall direct a uniform system of registration of births, marriages, deaths, still-births, adoptions, divorces and changes of name in Ontario. The Clerk of every municipality is, by virtue of office, division registrar of the registration division formed by the municipality.

## Report:

In order to enable the Clerk to delegate those duties as assigned to her as Division Registrar to other staff, to assist with duties and to ensure the continuity of business, it is recommended that Council appoint Amy Harron as Deputy Division Registrars for the Township.

Once a bylaw has been passed appointing the Deputy Division Registrars a request for approval, which includes a letter and copy of the bylaw, will be requested from the Registrar General for official appointment.

## Township Strategic Plan:

This initiative aligns with the Township of Wellesley's Healthy Communities and Environments strategic goal to maintain our community's healthy lifestyle and safe environment.

## Financial Implications:

N/A

## Other Department / Agency Comments:

N/A

## Legal Considerations:

N/A

**Attachment(s):**

Draft Deputy Division Registrar Appointment By-law

**Approved By:**

Rik Louwagie, Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF WELLESLEY**

**BY-LAW NO. X/2024**

**Being a By-law to Appoint Deputy Division Registrar for the Township of Wellesley pursuant to the Vital Statistics Act**

**WHEREAS** Section 38(1) of the Vital Statistics Act, R.S.O. 1990, c. V.4 authorizes the municipal Council to appoint a Division Registrar for the Municipality;

**AND WHEREAS** Section 38(2) authorizes the appointment of Deputy Division Registrars with the approval of The Registrar General;

**AND WHEREAS** it is deemed expedient to appoint Amy Harron, as a Deputy Division Registrar, for the municipality;

**NOW THEREFORE** the Council of The Corporation of the Township of Wellesley hereby enacts as follows:

1. **THAT**, the necessary steps be taken by the Division Registrar, to make application to The Registrar General, to have, Amy Harron, appointed as a Deputy Division Registrar, for the Municipality.
2. **THAT** the Mayor and Clerk are hereby authorized and directed to do all such things and execute all such documents as may be necessary for the completion and implementation of the said appointment.
3. **THAT** this By-Law will come into force and take effect on the date of final passing.

Read a first and second time this 11<sup>th</sup> day of June, 2024.

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Mayor Joe Nowak

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Clerk, Grace Kosch

Read a third and final time and passed this 11<sup>th</sup> day of June, 2024

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Mayor Joe Nowak

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Clerk, Grace Kosch