



FORMAL REPORT

To:	Mayor Stratthdee and Members of Council
Prepared by:	Trisha McKibbin, Director of Corporate Services / Deputy Clerk
Date of Meeting:	25 July 2017
Subject:	COR 30-2017 Appointment of Deputy Division Registrars

PURPOSE

The purpose of this By-law is to fulfill the requirements of *The Vital Statistics Act*, R.S.O. 1990, c.V.4 by appointing Deputy Division Registrars for the Town of St. Marys.

RECOMMENDATION

THAT COR 30-2017 Appointment of Deputy Division Registrar report be received; and,
THAT Council approve Bylaw 61-2017 being a By-law to appoint Deputy Division Registrars for the Municipality of the Town of St. Marys.

BACKGROUND

The *Vital Statistics Act*, Chap. V.4, R.S.O., 1990, 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 unless the Lieutenant Governor in Council appoints some other person as a division registrar in his or her stead. Currently for the Town, this authority solely lies with the Clerk / CAO.

REPORT

In order to enable the Clerk to delegate those duties as assigned to him as Division Registrar to other staff, to assist with duties and to ensure the continuity of business, it is recommended that Council appoint Lori Jackson, Leslee Stacey and Trisha McKibbin as Deputy Division Registrars for the municipality.

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 sought from the Registrar General for official appointment.

SUMMARY

CAO / Clerk Brent Kittmer is currently the Division Registrar for the Town of St. Marys. To assist with duties and to ensure business continuity, it is recommended that Deputy Division Registrars be appointed by municipal bylaw and that approval for these appointments be sought from the Registrar General.

FINANCIAL IMPLICATIONS

None

OTHERS CONSULTED

Jed Kelly, Director of Public Works

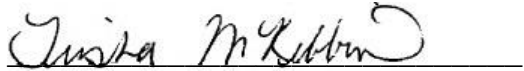
Jim Brown, Director of Finance

ATTACHMENTS

None

REVIEWED BY

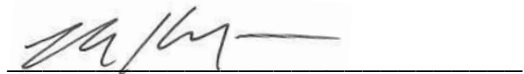
Recommended by the Department



Trisha McKibbin

Director of Corporate Services / Deputy Clerk

Recommended by the CAO



Brent Kittmer

CAO / Clerk