

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH ALGONQUIN
BY-LAW NO. 2023-756**

**BEING A BY-LAW TO APPOINT THE DIVISION REGISTRAR
AND DEPUTY DIVISION REGISTRARS**

WHEREAS the Vital Statistics Act stipulates that every Municipal Clerk is a Division Registrar and is responsible for the duties of Division Registrar as prescribed by the Vital Statistics Act.

NOW THEREFORE, the Council of the Corporation of the Township of South Algonquin enacts as follows:

THAT the following is hereby established as Policy for the Corporation of the Township of South Algonquin concerning all matters due to the Division Registrar.

a) Bryan Martin is appointed as Division Registrar.

b) Tracy Cannon is appointed Deputy Division Registrar.

c) The Township of South Algonquin will receive and process birth, stillbirth and death registrations centrally in one location namely at the Municipal Building of the Township of South Algonquin, 7 Third Avenue, Whitney, Ontario.

1. A division registrar shall, if applicable, number consecutively the statements of deaths and still-births that the division registrar signs in each calendar year, together with all relevant supporting documentation, where the numbering is in a separate series for each death or still-birth, beginning with the number "1" (Sec 55.5 (1)(l));

2. The Division Registrar code number is 4801 for **The Township of South Algonquin**.

3. A letter will be sent to the Ministry of Consumer and Commercial Relations, Registration Division Office of the Registrar General to include a signed copy of the By-Law appointing the Division Registrar, a list of names of those persons appointed as Deputy Division Registrars and Sub-Registrars; along with two sample signatures of each person. The full mailing address of the municipality, telephone number(s), fax number(s), and E-Mail address will be used by ORG staff to contact the appropriate staff.

4. All previous appointments of Division Registrars and Deputy Division Registrars are hereby revoked; and that any other By-Law inconsistent with or antedating this By-Law is hereby repealed.

FURTHER, this By-Law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST & SECOND TIME this 5th Day of July, 2023

Ethel LaValley, Mayor

Bryan Martin, CAO Clerk / Treasurer

READ A THIRD TIME AND PASSED 5th Day of July, 2023

Ethel LaValley, Mayor

Bryan Martin, CAO Clerk / Treasurer