

**THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD,  
CLARA & MARIA**

**BY-LAW NUMBER 2007- 20**

**BEING** a by-law to authorize the Head of Council and the Clerk to execute agreements, contracts, or other documents which are routine in nature and are required to finalize a previous action taken by Council.

**WHEREAS** under the *Municipal Act*, S.O. 2001, c. 25, Section 8, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

**AND WHEREAS** there are any number of routine contracts, agreements, documents and consents that must be signed in any given year which in the past have been implemented by individual by-laws;

**AND WHEREAS** Council considers it expedient that, a general authorizing by-law be enacted to facilitate the administration of municipal business specifically where the execution of documents would otherwise have to be held over until the next meeting of Council;

**AND WHEREAS** the subject matter of each document has been considered and approved by Council;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria does enact as follows:

1. **THAT** the Head of Council and the Clerk are hereby authorized to execute agreements, contracts, or other documents and consents which are routine in nature and are required to finalize a previous action taken by Council and to affix the Corporate Seal to it.
2. **THAT** the agreements, contracts or other documents and consents include, but are not limited to:
  - a. Contracts awarding tenders where the awarding of such tender has been approved by resolution of Council;
  - b. Contracts for public utilities such as agreements with Bell Canada and/or Hydro One for routine service or installation on municipal property;
  - c. Standard agreements to provide for consulting, auditing, legal and/or engineering services where the approval to engage such a consultant for compensation and for particular works has previously been approved by Council;
  - d. Employment Contracts;
  - e. MNR Wildfire Protection Agreements;

- f. Grant Applications;
  - g. Agreements required to be entered into as a condition of approval of a land severance or zoning amendment approved by the County of Renfrew Planning Department or the Ontario Municipal Board; and
  - h. Any other routine agreement/contract which does not require a specific authorizing by-law of which Council has prior knowledge.
3. **THAT** all other agreements which are not routine in nature; do not simply finalize prior decisions of Council; or those requiring individual authorizing by-laws will continue to be authorized under separate by-law;
4. **THAT** Council retains the right to inspect each and every contract, agreement, document or consent prior to signing should it so choose;
5. **THAT** an inventory be created listing all agreements, contracts or other documents and consents executed under the authority of this by-law, to be attached to this by-law as Schedule "A", and updated as the authority granted under this by-law is exercised;
6. **THAT** this by-law come into force and take effect on the date of its final passing;

**READ** a 1<sup>st</sup> and 2<sup>nd</sup> time this 27<sup>th</sup> day of July 2007.

**READ** a 3<sup>rd</sup> time short and finally passed this 27<sup>th</sup> day of July 2007.

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TAMMY SONNENBURG, REEVE

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MELINDA REITH, CLERK