

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** August 29, 2022

From: Lisa Spitale **File:** 05.1035.10
Chief Administrative Officer

Item #: 2022-605

Subject: Appointment of City Officers

RECOMMENDATION

That Council designate the Manager of Communications and Economic Development, Blair Fryer as the Chief Licence Inspector; and

That Council appoint Eva Yip as Acting Director of Human Resources and Information Technology.

PURPOSE

To provide for the efficient operation of the City by designating Manager of Communications and Economic Development, Blair Fryer as the Chief Licence Inspector, and Eva Yip as Acting Director of Human Resources and Information Technology with the power, duty and responsibility to carry out the functions prescribed to these positions.

BACKGROUND

The Chief Licence Inspector is provided specific powers in the Officers Establishment and Indemnity Bylaw No. 7175, 2007, Business Licence Bylaw No. 5640, 1986, and Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 (located in attachment 1 for reference) and requires appointment by Council.

The position of Director of Human Resources and Information Technology is an officer of the City, and good governance requires that Council appoint an Acting Director if there is an extended period when the Director of Human Resources and Information Technology is absent or otherwise unable to act.

ANALYSIS

Following a period of transition, the City moved the function of Business Licensing under the Office of the Chief Administrative Officer of the City. The City has realized efficiencies having the function under the Manager of Communication and Economic Development. This report formalizes the permanent appointment.

The Director of Human Resources and Information Technology is currently taking an extended leave. To ensure that the department functions well, and to facilitate vacation for the Acting Director, staff is seeking the appointment of an Acting Director of Human Resources and Information Technology.

OPTIONS

1. That Council designate Manager of Communications and Economic Development, Blair Fryer to be the Chief Licence Inspector;
2. That Council appoint Eva Yip as Acting Director of Human Resources and Information Technology.
3. That Council provide alternate direction.

Staff recommend options 1 and 2.

CONCLUSION

In approving this report's resolution, Council will be supporting the smooth administration of the City.

ATTACHMENTS

Attachment 1: Powers Provided to the Chief Licence Inspector

APPROVALS

This report was prepared by:
Jacque Killawee, City Clerk
Carolyn Armanini, Senior Planner

This report was reviewed by:
Craig MacFarlane, Manager, Legal Services

This report was approved by:
Lisa Spitale
Chief Administrative Officer