

REPORT

Legislative Services

To: Mayor Johnstone and Members of Council
Date: February 27, 2023

From: Lisa Spitale
Chief Administrative Officer
File: 05.1035.10

Item #: [Report Number]

Subject: Appointment of Acting Corporate Officer

RECOMMENDATION

THAT Council designate the Chief Administrative Officer to be the Acting Corporate Officer during the one year re-assignment of the Corporate Officer.

PURPOSE

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City in the absence of the Corporate Officer by designating the Chief Administrative Officer as the Acting Corporate Officer.

BACKGROUND

The Corporate Officer (City Clerk) is a statutory officer of the City under Section 148 of the Community Charter and the City's Officers Bylaw, No. 7175, 2007, and therefore requires appointment by City Council.

Once appointed, the Corporate Officer assumes the responsibilities of the Corporate Officer under the Officers Bylaw and the Delegation Bylaw No. 7176, 2015 (these powers are located in Attachment 1 for reference). There are no provisions in these enactments for other City staff positions to assume the Corporate Officer duties under the Officers Bylaw.

The City's current Corporate Officer is taking a one year re-assignment. It is the intent of this resolution to appoint the Chief Administrative Officer to the position of Acting Corporate Officer between March 1, 2023 and March 2, 2024 inclusive.

ANALYSIS

This resolution seeks to put in place the authority required for the smooth operation of the City and Legislative Services.

OPTIONS

The options are:

1. THAT *Council designate the Chief Administrative Officer to be the Acting Corporate Officer during the one year re-assignment of the Corporate Officer.*
2. Other direction from Council

Staff recommend Option 1.

ATTACHMENTS

Attachment 1 - Excerpts from City Bylaws

APPROVALS

This report was prepared by:
Jacque Killawee, Corporate Officer

This report was approved by:
Lisa Spitale, Chief Administrative Officer