

REPORT

Legislative Services

To: Mayor Johnstone and Members of Council
Date: May 8, 2023

From: Lisa Spitale
Chief Administrative Officer
File: 05.1035.10

Item #: [Report Number]

Subject: Appointment of Corporate Officer

RECOMMENDATION

THAT Council designate Peter DeJong as the Corporate Officer during the one year re-assignment of the Corporate Officer.

THAT Council designate Jacque Killawee as City Clerk for the purpose of signing Land Title documents during this period.

PURPOSE

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City by designating Peter DeJong 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. The Corporate Officer / City Clerk is one of only two City Officers who can sign Land Title documents that posts City permits and limitations on property in the City.

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. Previously Council had designated the CAO as Acting Corporate Officer. With the appointment of a new Corporate Officer it is appropriate to move the designation. It is the intent of this resolution to appoint Peter DeJong to the position of Corporate Officer between May 1, 2023 and March 2, 2024 inclusive.

ANALYSIS

This resolution appointing Mr. DeJong as Corporate Officer seeks to put in place the authority required for the smooth operation of the City and Legislative Services.

The second motion talks to the signing of land title notices. Land Title certification is complex and difficult to acquire and maintain. There are complexities in the role that are beyond its very clerical nature. Only the City Clerk/Corporate Officer and the Director of Finance have the authority to apply and receive the ability to sign Land Title Notices. The role of signing land title notices that post City notices on a property's title has been filled by the City Clerk/ Acting Records and Information Administrator for the last 6 years, and there is a familiarity with the process, for both the signee and the staff processing these documents. As the appointment of the Corporate Officer is temporary it would be more efficient for this role to remain with the Acting Records and Information Administrator as this individual will return to the role of Corporate Officer in 10 months.

OPTIONS

The options are:

1. THAT *Council designate Peter DeJong to be the Corporate Officer during the one year re-assignment of the Corporate Officer.*
2. THAT Council designate Jacque Killawee as City Clerk for the purpose of signing Land Title documents during this period.
3. THAT Council provide staff other direction

Staff recommend Options 1 and 2.

ATTACHMENTS

Attachment 1 - Excerpts from City Bylaws

APPROVALS

This report was prepared by:
Jacque Killawee, Acting Records and Information Administrator

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