

## **REPORT**

### ***Office of the Chief Administrative Officer***

**To:** Mayor Johnstone and Members of Council  
**Date:** May 29, 2023

**From:** Dean Gibson  
Acting Chief Administrative Officer  
**File:** 05.1035.10

**Item #:** 2023-377

**Subject:** **Appointment of Acting Director of Finance/Chief Financial Officer**

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#### **RECOMMENDATION**

*THAT Council appoint Jacqueline Dairon to be the Acting Director of Finance, with the responsibility of financial administration set out in Section 149 of the Community Charter, and the responsibilities set out in section 2(c) of the Officers Establishment and Indemnity Bylaw No. 7175, 2007, effective June 3, 2023, until the hiring process for and appointment of the Director of Finance position is complete.*

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#### **PURPOSE**

This report recommends that Council appoint Jacqueline Dairon as Acting Director of Finance, effective June 3, 2023.

#### **BACKGROUND**

The current Director of Finance/ Chief Financial Officer is leaving their position with the City of New Westminster. At this time the search for a replacement is ongoing.

The position of Financial Officer is a statutory position of the City under Section 149 of the *Community Charter*, and requires appointment by a City Council to act on their behalf. Once appointed, the Acting Director of Finance will assume these responsibilities and the responsibilities set out in section 2(c) of the Officers Establishment and Indemnity Bylaw No. 7175, 2007. Attachment 1 sets out the extracts from the *Charter* for reference.

This appointment will ensure the smooth operation of the finance department and the City for all duties which require the statutory powers of a Financial Officer, as defined in the *Community Charter*.

### **OPTIONS**

1. THAT Council appoint Jacqueline Dairon to be the Acting Director of Finance, with the responsibility of financial administration set out in Section 149 of the Community Charter, and the responsibilities set out in section 2(c) of the Officers Establishment and Indemnity Bylaw No. 7175, 2007, effective June 3, 2023, until the hiring process for and appointment of the Director of Finance position is complete.
2. That Council provide alternate direction regarding the appointment of an Acting Director of Finance.

Staff recommend option 1.

### **CONCLUSION**

In approving the above resolution, Council will be supporting the smooth administration of the City's Finance Department and of the City.

### **ATTACHMENTS**

Attachment 1: *Community Charter* - Section 149.

### **APPROVALS**

This report was prepared by:  
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This report was reviewed by:  
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This report was approved by:  
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