

## **REPORT**

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

**To:** Mayor Johnstone and Members of Council  
**Date:** July 7, 2025

**From:** Blair Fryer  
Director, Community Services  
**File:** 05.1035.10

**Item #:** 2025-205

**Subject:** **Appointment of City Officer**

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#### **RECOMMENDATION**

1. *THAT the appointment of Blair Fryer as the Chief Licence Inspector, made at the August 29, 2022 Regular Council meeting, be rescinded; and*
2. *THAT Carolyn Armanini, Manager of Economic Development, be appointed as the Licence Inspector for the purpose of carrying out the statutory duties in Section 60 of the Community Charter and in accordance with Officers Establishment and Indemnity Bylaw No. 7175, 2007, Business Licence Bylaw No. 8473, 2024, and Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004.*

#### **PURPOSE**

To provide for the efficient operation of the City by designating Manager of Economic Development, Carolyn Armanini, as the Chief Licence Inspector with the power, duty and responsibility to carry out the functions prescribed to these positions.

#### **BACKGROUND**

Under Section 60 of the Community Charter, City Council may authorize a municipal officer or employee to suspend or cancel a business licence. In New Westminster's business licensing-related bylaws, the power suspend a licence is delegated to the Licence Inspector; however, the power to cancel a business licence remains with City Council.

The Licence Inspector is provided specific powers and detailed in the City's following bylaws and requires appointment by Council,

- Officers Establishment and Indemnity Bylaw No. 7175, 2007
- Business Licence Bylaw No. 8473, 2024
- Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004

## **DISCUSSION**

Following a period of transition, the City moved the function of Business Licensing under the Economic Development division of the Community Services Department. The employee previously formally fulfilling this role, Blair Fryer, has moved into the position of Director, Community Services and Carolyn Armanini has taken on the position of Manager of Economic Development. The duties of the Licence Inspector have been transferred to the Manager of Economic Development. Consequently, a formal update to the appointment of Licence Inspector is required at this time. The position will continue to report to the Director of Community Services.

## **FINANCIAL IMPLICATIONS**

None.

## **OPTIONS**

The following options are available for Council's consideration:

1. That the part of the Resolution from the August 29, 2022 Regular Council Report titled "Appointment of City Officers" relating to the appointment of Blair Fryer as the Chief Licence Inspector, be rescinded;
2. That Carolyn Armanini, Manager of Economic Development, be appointed as the Licence Inspector for the purpose of carrying out the statutory duties in Section 60 of the Community Charter and in accordance with Officers Establishment and Indemnity Bylaw No. 7175, 2007, Business Licence Bylaw No. 8473, 2024, and Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004.
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.

## **APPROVALS**

This report was prepared by:  
Carolyn Armanini, Manager, Economic Development

This report was reviewed by:  
Jennifer Miller, Deputy Director, Community Services  
Craig MacFarlane, Manager, Legal Services

This report was approved by:  
Blair Fryer, Director, Community Services  
Lisa Spitale, Chief Administrative Officer