

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** March 28, 2022

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

Item #: 2022-193

Subject: **Designation of an Acting Chief Licence Inspector**

RECOMMENDATION

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

PURPOSE

To provide for the efficient operation of the City by designating Manager of Communications and Economic Development, Blair Fryer as the Acting Chief Licence Inspector, with the power, duty and responsibility to carry out the functions prescribed to this position.

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). There are no provisions in the enactments for other senior City staff positions to act in the Chief Licence Inspector's stead. With the recent retirement of the Manager of Licensing and Integrated Services, there is a need to formally appoint another senior staff person to this role on an "Acting" basis.

ANALYSIS

Without the provision of this delegation the City is unable to issue business licenses, suspend, or cancel business licenses. At present, the City's economic development division has temporarily assumed oversight over the business licensing function and staff team. The appointment of the Manager of Communications and Economic

Development to Acting Chief Licence Inspector would ensure business licensing function continuity.

OPTIONS

1. That Council designate Manager of Communications and Economic Development Blair Fryer to be the Acting Chief Licence Inspector;
2. That Council provide alternate direction.

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 Licensing Officer

APPROVALS

This report was prepared by:
Gillian Day
Agenda Secretary

This report was reviewed by:
Jacque Killawee
City Clerk

This report was approved by:
Lisa Spitale
Chief Administrative Officer