



**SUBJECT:** Appointment of Deputy City Clerks

**TO:** Mayor and Members of Council

**FROM:** Office of the City Clerk

Report Number: CL-19-22

Wards Affected: Not applicable

File Numbers: 110-03

Date to Council: May 17, 2022

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### **Recommendation:**

Enact By-law XX-2022 attached as appendix A to office of the city clerk report CL-19-22, a by-law to amend By-law 40-2021 regarding the appointment of Deputy City Clerks.

### **PURPOSE:**

#### **Vision to Focus Alignment:**

- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

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### **Background and Discussion:**

The *Municipal Act, S.O. 2001, c. 25, as amended*, requires the appointment of a municipal Clerk who has a wide range of legislated duties (under the *Municipal Act* and other Acts) and non-legislated duties that may be assigned or delegated by Council, and the City Manager. The *Municipal Act* provides that a municipality may appoint a Deputy Clerk who has all the powers and duties of the Clerk under the *Municipal Act* and any other Act.

Council passed By-law 40-2021 on May 18, 2021 appointing Amanda Fusco as Deputy Clerk, along with Jo-Anne Rudy, Georgie Gartside and Suzanne Gillies as Deputy Clerk Pro Tempore.

With Amanda having recently accepted a position in another municipality, that created a vacancy for the Manager of Records and Information position. In addition, Council approved funding in the 2022 budget for a Manager of Committee Services.

The Office of the City Clerk undertook recruitment for the two positions and the successful candidates are:

- Samantha Yew, Manager of Committee Services/Deputy Clerk, who commenced employment on April 19, 2022; and
- Kevin Klingenberg, Manager of Records and Information/ Deputy Clerk, who commenced employment on May 16, 2022.

### **Strategy/process**

The proposed by-law attached as Appendix A to this report removes Amanda Fusco as Deputy City Clerk and adds Samantha Yew and Kevin Klingenberg as Deputy City Clerks. This report has been deemed as time sensitive, approving the attached by-law will allow for business continuity in the Office of the City Clerk.

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### **Financial Matters:**

Not applicable.

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### **Climate Implications**

Not applicable.

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### **Engagement Matters:**

Not applicable.

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### **Conclusion:**

Council must pass a by-law to appoint new Deputy City Clerks to satisfy the authority of the Municipal Act and allow the Deputy Clerks to legally conduct the appointed duties.

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Respectfully submitted,

Kevin Arjoon

City Clerk

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**Appendices:**

- A. By-law XX-2022 amending the appointment of Deputy City Clerks

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Counsel.