



SUBJECT: Appointment of Deputy City Clerks

TO: Committee of the Whole

FROM: Office of the City Clerk

Report Number: CL-07-24

Wards Affected: Not applicable

Date to Committee: March 4, 2024

Date to Council: March 19, 2024

Recommendation:

Approve a by-law substantially as shown in appendix A to office of the city clerk report CL-07-24, being 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

Background and Discussion:

The *Municipal Act, 2001* 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 Acts.

Currently, By-law 40-2021 appoints Samantha Yew and Kevin Klingenberg as Deputy Clerks. As a result of recent staffing changes in the Clerk's Office, the appointment by-law requires updating to remove Kevin Klingenberg, who accepted a role with another municipality, and appointment of two additional Deputy Clerks to carry out the duties in the absence of the Clerk.

The Office of the City Clerk undertook recruitment for the Manager, Committee Services (contract position) and the Manager, Information Governance and the successful candidates are:

- Lisa Palermo, Manager, Committee Services/Deputy City Clerk (contract)
- Lisa Campion, Manager, Information Governance/Deputy City Clerk

Samantha Yew will continue to be appointed as a Deputy City Clerk and serve as Acting City Clerk until the vacancy is filled.

Strategy/process/risk

The proposed by-law attached as Appendix A to this report updates the staff appointed as Deputy City Clerks. This report has been deemed as time sensitive, and approving the attached by-law will allow for business continuity in the Office of the City Clerk.

Financial Matters:

Not applicable.

Climate Implications:

Not applicable.

Engagement Matters:

Not applicable.

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 conduct the appointed duties.

Respectfully submitted,

Samantha Yew
Acting City Clerk
ext. 7490

Appendices:

- A. By-law XX-2024 amending the appointment of Deputy City Clerk

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.