



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 9, 2020

**From:** Claudia Jesson  
Director City Clerk's Office

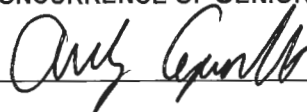


**File:** 05-1400-01/2020-Vol  
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**Re:** Appointment of Acting Corporate Officer

### Staff Recommendation

That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).

  
Claudia Jesson  
Director City Clerk's Office  
(604-276-4006)

<b>REPORT CONCURRENCE</b>	
<b>CONCURRENCE OF SENIOR DIRECTOR</b> 	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

Traditionally, the Manager, Legislative Services has also been appointed as an Acting Corporate Officer for the City of Richmond in order to ensure appropriate continuity of City business, to maintain customer service and to provide proper coverage in the City Clerk's Office in the absence of, or as directed by, the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer, which is a common practice in municipalities, facilitates a more efficient approach to a variety of required administrative work including the execution of agreements, contracts and land title documents, the acceptance of notices served on the City as required by statute, the certification of bylaws, meeting minutes and other City records and attendance at City Council meetings and Public Hearings as a (Acting) Corporate Officer.

The position of Manager, Legislative Services was recently filled by Matt O'Halloran who comes to the City of Richmond with eleven years experience in municipal government, with eight of those years focussed specifically in Legislative Services/Administration. Mr. O'Halloran's appointment as an Acting Corporate Officer should be considered in order to maintain appropriate service levels.

### Financial Impact

None.

### Conclusion

The appointment of Matt O'Halloran as an Acting Corporate Officer will provide the City Clerk's Office with an appropriate level of service and coverage and will ensure continuity of key business processes.



Claudia Jesson  
Director City Clerk's Office  
(604-276-4006)