



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 27, 2012

From: David Weber
Director, City Clerk's Office





File: 05-1400-01/2012-Vol
01

Re: **Appointment of Acting Corporate Officer (Acting City Clerk)**

Staff Recommendation

That Michelle Jansson, Manager, Legislative Services, be appointed as Acting Corporate Officer for the purposes of carrying out the statutory duties prescribed in section 148 of the Community Charter, in the absence of David Weber, Director, City Clerk's Office (Corporate Officer).

David Weber
Director, City Clerk's Office
(604-276-4098)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 
REVIEWED BY CAO 	INITIALS: 

Staff Report

In order to ensure appropriate continuity of City business, maintain customer service and provide coverage for all Council meetings and Public Hearings, the appointment of an Acting Corporate Officer must be considered in order to carry out the various statutory duties in the absence of the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer would also allow for the efficient execution of agreements, contracts and land title documents, the acceptance of notices served on the municipality as required by statute, the certification of bylaws and other City records, the certification of meeting minutes and the attendance of alternates at such meetings, in particular, at Public Hearings.

Michelle Jansson began working in the City Clerk's Office on November 5, 2012 as the Manager, Legislative Services, replacing the previous incumbent who recently retired. The Manager, Legislative Services has traditionally served as Acting Corporate Officer.

Financial Impact

None.

Conclusion

The appointment of an Acting Corporate Officer will enhance the efficiency and effectiveness of the City Clerk's Office and will ensure that appropriate continuity of City business is maintained in the absence of the Corporate Officer (Director, City Clerk's Office). As has been the case in the past, the Manager, Legislative Services in the City Clerk's Office holds this Acting position in the absence of the Corporate Officer, therefore Michelle Jansson is recommended for appointment.



David Weber
Director, City Clerk's Office
(604-276-4098)