



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 18, 2016

From: David Weber
Director City Clerk's Office

File: 05-1400-01/2016-Vol
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Re: Appointment of Acting Corporate Officer

Staff Recommendation

That Claudia Jesson, 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, 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 STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

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 Claudia Jesson who comes to the City of Richmond with 15 years experience in similar roles in other lower mainland municipalities. Ms. Jesson's appointment as an Acting Corporate Officer should be considered in order to maintain appropriate service levels.

Financial Impact

None.

Conclusion

The appointment of Claudia Jesson 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.



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