



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam
 Director, Administration and Compliance
Re: Chief Licence Inspector Appointment

Date: February 22, 2016



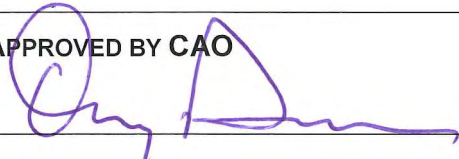
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Staff Recommendation

That:

1. That the part of Resolution (R09/6-4), relating to the appointment of Glenn McLaughlin as Chief Licence Inspector, be rescinded.
2. Ms. Carli Edwards be appointed as the Chief Licence Inspector for the purpose of carrying out the statutory duties prescribed in Section 60 of the Community Charter and in accordance with Business Bylaw No. 7360.

Cecilia Achiam
 Director, Administration and Compliance
 (604-276-4122)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

The prior Chief Licence Inspector retired from the City recently.

The position has been modified and renamed Manager, Customer Service and Licencing to oversee customer service and business licencing functions. The duties of the Chief Licence Inspector have been transferred to the successful candidate for this position, Ms. Carli Edwards. Consequently, a formal update to the appointment of Chief Licence Inspector is required at this time. This position will continue to report to the Director, Administration and Compliance in the Finance and Corporate Services Division.

Ms. Edwards is a Professional Engineer with over 15 years of municipal experience leading teams in licencing, bylaws and customer services related functions. She is currently in a Temporary Full Time position as a Project Engineer in the Engineering Department. Ms. Edwards will take on this this new role commencing March 1, 2016.

Financial Impact

None.

Conclusion

The appointment of Ms. Carli Edwards as Manager, Customer Service and Business Licencing will provide experienced leadership in customer service excellence, business licence and other relevant bylaw related matters.



Cecilia Achiam
Director, Administration and Compliance
(604-276-4122)

CA:wgm