

Committee of the Whole Report

DATE: Tuesday, April 02, 2019

WARD(S): ALL

TITLE: APPOINTMENT OF DEPUTY CITY CLERK

FROM:

Nick Spensieri, Deputy City Manager, Corporate Services

ACTION: DECISION

Purpose

To authorize the enactment of a by-law to appoint a Deputy City Clerk.

Report Highlights

- Both the City Clerk and Deputy City Clerk serve important statutory roles
- Appointment of a Deputy City Clerk supports a culture of excellence in governance
- Recruitment process for a Deputy City Clerk has been completed

Recommendations

1. That a by-law be enacted to appoint the successful candidate set out in confidential attachment '1' as Deputy City Clerk, effective May 6, 2019.

Background

The City Clerk is a statutory role required by the *Municipal Act, 2001*. The *Municipal Act* also allows for the appointment of a Deputy City Clerk who has all the powers and duties of the Clerk.

Previous Reports/Authority

Not applicable.

Analysis and Options

As a result of the retirement of the City Clerk, Barbara A. McEwan, and the appointment of Todd Coles as City Clerk, on April 11, 2018, an Acting Deputy City Clerk, Rose Magnifico, was appointed on March 20, 2018.

A decision to post-pone the recruitment process for a full-time Deputy City Clerk was made due to the 2018 Municipal Elections and the anticipated impact that would have on the availability of qualified candidates. A recruitment process was undertaken in early 2019 for a new Deputy City Clerk and that process has now been completed.

The *Municipal Act* permits a municipality to appoint a Deputy Clerk “who have all the powers and duties of the clerk under this and any other Act” [Section 228(2)]. Those powers and duties include, in accordance with Section 228 of the *Municipal Act*:

“(a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;

(b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;

(c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;

(d) to perform the other duties required under this Act or under any other Act; and

(e) to perform such other duties as are assigned by the municipality. 2001, c. 25, s. 228 (1).”

The appointment of a Deputy City Clerk supports a culture of excellence in governance. Formal notice of the appointment will be provided to the Registrar General for the Province of Ontario so that the Deputy City Clerk can be appointed Deputy Division Registrar. In addition, relevant municipal associations will be advised of the appointment.

Financial Impact

Any costs associated with the appointment of a Deputy City Clerk will be within the approved budget.

Broader Regional Impacts/Considerations

Not applicable.

Conclusion

The elements of the recruitment process now having been completed, it is appropriate that a by-law be enacted to appoint the successful candidate set out in confidential attachment '1' as Deputy City Clerk.

For more information, please contact: Todd Coles, City Clerk, ext. 8281

Attachments

1. Confidential Attachment '1' - Appointment of Deputy City Clerk

Prepared by

Todd Coles, City Clerk, ext. 8281