

DATE OF MEETING July 18, 2016

AUTHORED BY TRACY SAMRA, CHIEF ADMINISTRATIVE OFFICER

SUBJECT APPOINTMENT OF CORPORATE OFFICER

## **OVERVIEW**

### **Purpose of Report**

To obtain Council approval for the appointment of the Corporate Officer for the City of Nanaimo and change the order in which the Deputy Corporate Officers perform their duties.

### **Recommendation**

That Council:

1. appoint Jane Armstrong, City Clerk, to fulfill the duties as set out in Section 148 of the *Community Charter*; and,
2. change the order in which the Deputy Corporate Officer performs the duties in the absence of the Corporate Officer as follows:
  - (a) Sheila Gurrie, Legislative Services Claims/FOI Coordinator;
  - (b) Donna Smith, Legislative Services Steno Coordinator; and,
  - (c) Victor Mema, Director of Finance.

## **BACKGROUND**

Upon the commencement of her employment, Jane Armstrong will fulfill the duties of the Corporate Officer as set out in Section 3.3 of the City's "Officers Appointment and Delegation Bylaw 2006 No. 7031" which states that "The person holding the office of Manager of Legislative Services is assigned the responsibilities of corporate administration, including the powers, duties and functions set out in Section 148 of the *Community Charter*."

In May 2016, Donna Smith, Sheila Gurrie and Victor Mema, were appointed as Deputy Corporate Officer(s). Due to changes in Staffing, it is requested that the order in which the Deputy Corporate Officer perform the duties in the absence of the Corporate Officer, be changed.

The Deputy Corporate Officer appointment carries out any essential duties outlined in the *Community Charter* when the City Clerk (Corporate Officer) is absent, including signing and witnessing official documents that have immediate deadlines (e.g. certified bylaws and resolutions, notices, being served court papers), and others that provide routine customer service (e.g. pensions, notices, contracts, easements). The Deputy Corporate Officer appointments will be renewed by Council annually, on or before June 30.

The Legislative Services Steno Coordinator and FOI/Claims Coordinator are union positions and would be compensated (top up of \$2.60/hour) for only those times when the Corporate Officer function is worked. Historically the top up has not exceeded \$500 per fiscal year, and is within current budget allocations.

### **OPTIONS**

- That Council appoint Jane Armstrong as Corporate Officer.
  - **Budget Implication:** The union positions will be compensated at \$2.60/hour when Corporate Officer duties are performed.
  - **Legal Implication:** The City must appoint a Corporate Officer as per Section 148 of the *Community Charter*.
2. That Council provide alternate direction regarding the appointment of a Corporate Officer.

### **SUMMARY POINTS**

- The Corporate Officer duties are set out in Section 3.3 of Bylaw No. 7031 and Section 148 of the *Community Charter*.
- Ms. Jane Armstrong, will be commencing the position of City Clerk (Corporate Officer) at the City of Nanaimo.
- The Deputy Corporate Officer appointment would carry out any essential duties outlined in the *Community Charter* when the Corporate Officer is absent.

**Submitted by:**

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Tracy Samra  
CAO