



IN CAMERA

ADMINISTRATIVE REPORT

Report Date: March 15, 2013
Contact: Janice MacKenzie
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RTS No.: 10045
VanRIMS No.: 08-2000-21
Meeting Date: April 9, 2013

TO: Vancouver City Council
FROM: City Clerk
SUBJECT: Deputy City Clerk - Assignment of Statutory Authority

IN CAMERA RATIONALE

This report is recommended for consideration by Council in the In Camera agenda as it relates to Section 165.2(1) of the *Vancouver Charter*: (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the city or another position appointed by the city.

RECOMMENDATION

THAT Council exercise its authority under section 4 of the Vancouver Charter to appoint Wendy Stewart as a Deputy City Clerk for the duration of her incumbency as Director, Legislative Operations.

REPORT SUMMARY

This report appoints Wendy Stewart as Deputy City Clerk for the purposes of exercising and discharging the powers, functions, and duties of the City Clerk for the duration of her incumbency in the position of Director, Legislative Operations.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Section 4 (1) of the Vancouver Charter states that Council may appoint one or more persons to act as deputy of the Director of Finance, City Clerk or other employee of the City.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

*REPORT**Background/Context*

There are two positions within the City Clerk's department that are assigned Deputy City Clerk responsibilities. One position is the Director, Business and Election Services and is filled by Barb Pearce. Council appointed Ms. Pearce as a Deputy City Clerk in April 2010. The second position is the Director, Legislative Operations. Wendy Stewart will join the City Clerk's Department in that capacity on April 15, 2013. Staff are requesting that Council appoint Ms. Stewart as Deputy City Clerk.

As Deputy City Clerk, the Deputy is able to sign documents requiring the City Clerk's signature (e.g. bylaws, agreements, minutes, certified copies), affix the seal on legal documents, administer solemn declarations, and assume the role of Clerk at meetings of Council. In order for Wendy Stewart to perform the Deputy City Clerk duties it is necessary that she be granted the necessary statutory authority.

Strategic Analysis

Delegation of statutory authority to Wendy Stewart will allow for operational coverage of the City Clerk statutory duties.

*Implications/Related Issues/Risk (if applicable)**Financial*

There are no financial implications.

CONCLUSION

Wendy Stewart recently joined the City Clerk's department as the Director, Legislative Operations. That position is one of two positions assigned Deputy City Clerk responsibilities. In order to perform these duties it is necessary that Council appoint Wendy Stewart as Deputy City Clerk. Staff are requesting that she be delegated the statutory authority of Deputy City Clerk while she remains in the position of Director, Legislative.

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