



IN CAMERA

ADMINISTRATIVE REPORT

Report Date: December 1, 2017
Contact: Kathryn Holm
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RTS No.: 12275
VanRIMS No.: 08-2000-21
Meeting Date: December 12, 2017

TO: Vancouver City Council
FROM: Chief Licence Inspector
SUBJECT: Terminating the Appointment of Deputy Chief Licence Inspector

IN CAMERA RATIONALE

This report is recommended for consideration by Council on 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 terminate the appointment of Tom Hamilton as a second Deputy Chief Licence Inspector and Deputy Director of Licences and Inspections, effective immediately.

REPORT SUMMARY

This report requests Council terminate the appointment of Tom Hamilton as a second Deputy Chief Licence Inspector and Deputy Director of Licences and Inspections, as he is no longer Acting Manager of Property Use Inspections. Staff have reviewed and determined that there is not a need or demand for a second Deputy role; therefore, no further appointment is recommended.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

In March 2017 Council appointed Tom Hamilton as a second Deputy Chief Licence Inspector and Deputy Director of Licences and Inspections (RTS 11962).

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The General Manager of Development, Buildings and Licensing recommends approval of the above noted recommendation.

REPORT

Background/Context

The Chief Licence Inspector (CLI)/Director of Licences and Inspections makes decisions authorized by the Vancouver Charter and the Licence By-law, Vehicle for Hire By-law, Secondhand Dealers and Pawnbrokers By-law, Animal Control By-law and others. Decisions authorized under these bylaws include business licence approvals, denials, suspensions, revocation recommendations and licence conditions, vehicle inspections, and dog licences. In order that the roles and responsibilities can be effectively fulfilled, the CLI/Director of Licensing, is supported by one or more Deputy Chief Licence Inspectors/Deputy Directors of Licences and Inspections. The deputies play a supporting role and receive direction from the CLI/Director of Licences and Inspections; they have the authority to act in place of the CLI/Director of Licences and Inspections in his/her absence.

Tom Hamilton was appointed as one of two Deputy Chief Licence Inspectors/Deputy Directors of Licences and Inspections in March 2017 while he was in the role of Acting Manager of Property Use Inspections (exempt position). Mr. Hamilton has since returned to his CUPE 15 role as Supervisor, Property Use Inspections. Staff recommend that his appointments as Deputy Chief Licence Inspector and Deputy Director of Licences and Inspections now be terminated.

Strategic Analysis

With the termination of Tom Hamilton's appointments as Deputy Chief Licence Inspector/Deputy Director of Licences and Inspections, the statutory requirements and roles of CLI/Director of Licences and Inspections will be met by the Chief Licence Inspector/Director of Licences and Inspections Kathryn Holm, and by Deputy Chief Licence Inspector/Deputy Director of Licences and Inspections, Sarah Hicks. Staff report that this complement of staffing is sufficient for effective and timely fulfilment of roles and responsibilities.

Implications/Related Issues/Risk (if applicable)

Financial

There are no financial implications.

CONCLUSION

Tom Hamilton served as a second Deputy Chief Licence Inspector/Deputy Director of Licences and Inspections during his tenure as Acting Manager of Property Use Inspections. Given that he is no longer Acting Manager, Staff recommend that his appointment be terminated. The role and responsibilities of Chief Licence Inspector and Director of Licences and Inspections can be adequately fulfilled by the Chief Licence Inspector/Director of Licences and Inspections Kathryn Holm and Deputy Chief Licence Inspector and Deputy Director of Licences and Inspections, Sarah Hicks.

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