



IN CAMERA

ADMINISTRATIVE REPORT

Report Date: January 8, 2018
Contact: Esther Lee
Contact No.: 604.873.7080
RTS No.: 12340
VanRIMS No.: 08-2000-21
Meeting Date: January 30, 2018

TO: Vancouver City Council
FROM: Director of Finance
SUBJECT: Appointment of Statutory Positions

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

- A. THAT Council appoint Melanie Kerr as Deputy Director of Finance.
- B. THAT Council appoint Deepak Saini as Deputy Collector of Taxes.
- C. THAT Council appoint Natalie Perrett as Vacancy Tax Review Officer.

REPORT SUMMARY

This report requests Council approval for three finance staff to be appointed to statutory positions to support the Empty Homes Tax Program and upcoming staff retirement.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

The Vancouver Charter provides Council with the authority to appoint a number of statutory positions including:

- Section 200 - to appoint a Director of Finance with the duties and responsibilities outlined in sections 210-219 (encompassing financial oversight of City activities including annual budget, debt management and general financial management and reporting)
- Section 400 - to appoint a Collector of Taxes with the duties and responsibilities as set out in the Charter or in other legislation (with main focus on the billing and collection of taxes, utility fees and bylaw fines as well as other City revenues).

Section 4 of the Vancouver Charter provides 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. Deputies shall exercise and discharge the powers, functions and duties of the person for whom they have been appointed during their absence or, in the case of their ceasing to hold office.

The Vacancy Tax By-Law No. 11674 specifies the Vacancy Tax Review Officer as the person appointed by Council to administer complaints made in accordance with the vacancy tax review provisions of this by-law and his or her delegates.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

The appointments of the Director of Finance and Collector of Taxes are statutory requirements as set out in the Vancouver Charter and other legislation.

Currently the Director of Finance is Patrice Impey, General Manager of Finance, Risk and Supply Chain Management and there two Deputies:

Esther Lee, Director Financial Services
Ben Russell, Director Financial Planning and Analysis

Esther Lee will be retiring at the end of November 2018, and as Financial Services is responsible for many of the City's critical financial functions a succession plan was implemented in late 2017. Melanie Kerr has been recruited as the new Director Financial Services and started with the City in September 2017. It is recommended that Melanie Kerr be appointed as Deputy Director of Finance and Esther Lee's appointment end upon her retirement on November 30, 2018.

Currently the Collector of Taxes is Bonnie Penny, Associate Director of Revenue Services and there are two Deputies:

Marty Radakovich, Manager of Taxation and Utilities
Blair Choo, Manager of Customer Service and Collections

With the implementation of the Vacancy Tax (also known as the Empty Homes Tax) in 2017, the responsibility of the Collector of Taxes was expanded to include the administration of this new tax. The Vacancy Tax By-Law outlines specific responsibilities of the Collector of taxes. Deepak Saini was hired in February 2017 as Manager Vacancy Tax to lead the Vacancy Tax team in the billing, collection and auditing program to support the tax. It is recommended that Deepak Saini be added as an additional Deputy Tax Collector to provide support to the Vacancy Tax Program.

In addition, the Vacancy Tax By-law provides for a review and complaint process and for Council to appoint a Vacancy Tax Review officer reporting to the Collector of Taxes to oversee intake, processing and determination of all complaints submitted by property owners. It is recommended that Council appoint Natalie Perrett to this position. She was recruited into the role and starts with the City in January 2018.

CONCLUSION

The Vancouver Charter, City by-laws and other associated legislation that governs the conduct of the City's financial affairs require the appointment of several statutory and regulatory positions. With an upcoming staff retirement and the implementation of the new Empty Homes Tax, it is appropriate to ensure these responsibilities are adequately assigned.

* * * * *