



IN CAMERA

ADMINISTRATIVE REPORT

Report Date: March 2, 2020
Contact: Lynda Graves
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VanRIMS No.: 08-2000-21
Meeting Date: March 10, 2020

TO: Vancouver City Council
FROM: City Manager
SUBJECT: Appointment of Acting City Clerk

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 confirm the appointment of Ms. Rosemary Hagiwara as Acting City Clerk effective March 13, 2020 to March 12, 2021.

REPORT SUMMARY

This report provides Council with a brief description of the impetus and rationale for Ms. Hagiwara's appointment as Acting City Clerk.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Under Section 220 of the *Vancouver Charter*, the City Clerk is formally appointed by decision of Council.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

City Manager concurs.

REPORT***Background/Context***

The City Clerk plays a key role in managing the relationships with Council, staff and the public, while advising on detailed procedural issues. During the term of the City Clerk's maternity leave, Ms. Hagiwara is the recommended candidate for the appointment of Acting City Clerk.

Ms. Hagiwara has a long and commendable record of service with the City of Vancouver and other outside organizations in senior roles. Since joining the City Clerk's Office in 1995, Ms. Hagiwara has held senior roles including Director, Public Access, Director, Legislative Operations and currently Director, Business and Election Services. During this time, Ms. Hagiwara has overseen a number of business improvement initiatives including council report submission process, correspondence management, Vote Anywhere in the 2014 municipal election and the release of anonymous balloting data in 2018 municipal election.

Ms. Hagiwara holds delegated statutory authority of Deputy City Clerk through appointment of Mayor and Council. She oversaw the planning and execution of strategic plans during the 2014 Municipal Election and served as Deputy Chief Election Officer responsible for overseeing of the 2017 By-election. Ms. Hagiwara was appointed as Chief Election Official by Mayor and Council on January 16, 2018 and held statutory responsibility for the 2018 Municipal Election.

Implications/Related Issues/Risk***Financial***

The recommendation has no financial implications. Consistent with the City's salary administration policies, Ms. Hagiwara's annual salary will be adjusted for the duration of her acting appointment in recognition of her additional responsibilities. The associated cost, and the cost of any associated acting appointers for junior staff, will be absorbed within the City Clerk's operating budget.

Human Resources/Labour Relations

The appointment of an Acting City Clerk is consistent with the approach that the City has followed in similar circumstances in the past.

CONCLUSION

Council is requested to approve the appointment of Ms. Rosemary Hagiwara as Acting City Clerk effective March 13, 2020 to March 12, 2021.

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