

COMMITTEE OF THE WHOLE AUGUST 19, 2002

APPOINTMENT OF AN ACTING DEPUTY CLERK

Recommendation

The City Clerk recommends that a by-law be executed to appoint two Acting Deputy Clerks.

Purpose

There is a need to appoint an Acting Deputy Clerk until such time as the vacant position is filled.

Background - Analysis and Options

Ms. Anita Moore, Deputy City Clerk has resigned effective August 16, 2002. Until such time as the vacancy is filled and in the absence of the Clerk there is a need to have an Acting Deputy Clerk to carry on all the statutory functions and other duties of the Clerk should he be absent for any reason. In particular it is necessary for the purpose of certifying documents for City Departments and for external agencies and for the processing of pension documents for seniors.

It is recommended that Assistant City Clerks, Ms. Rose Magnifico and Ms. Sybil Fernandes be appointed Acting Deputy Clerks. The appointment of both individuals should ensure that the duties of the Clerk are carried out in the event of any absence.

Conclusion

It would be appropriate for Council to enact a by-law appointing two Deputy Clerks as recommended.

Attachments

None

Report prepared by:

John D. Leach

Respectfully submitted,

John D. Leach
City Clerk

JDL/as