



City of Richmond

Report to Committee

To: General Purposes Committee

Date: February 1, 2016

From: David Weber
Director City Clerk's Office

File: 05-1400-01/2016-Vol
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Re: Appointment of Acting Corporate Officer

Staff Recommendation

That Dovel Buie, Acting Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, David Weber, Director, City Clerk's Office (Corporate Officer).

David Weber
Director City Clerk's Office
(604-276-4098)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

Staff Report

Origin

Recently, the position of Manager, Legislative Services became vacant in the City Clerk's Office. Traditionally, the Manager, Legislative Services has also been appointed as an Acting Corporate Officer for the City of Richmond in order to ensure appropriate continuity of City business, maintain customer service and to provide proper coverage in the City Clerk's Office in the absence of, or as directed by, the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer, which is a common practice in municipalities, facilitates a more efficient approach to a variety of required administrative work including the execution of agreements, contracts and land title documents, the acceptance of notices served on the City as required by statute, the certification of bylaws, meeting minutes and other City records.

During the current recruitment process for the Manager, Legislative Services position, the appointment of an Acting Corporate Officer should be considered in order to maintain appropriate service levels. Dovel Buie has been an employee of the City of Richmond in the City Clerk's Office for 18 years, most recently in the position of Manager, Records and Information. Ms. Buie has stepped in to temporarily cover the administrative duties of the Manager, Legislative Services position on an acting basis while the recruitment process for the position is underway.

Financial Impact

None.

Conclusion

The appointment of Ms. Buie as an Acting Corporate Officer will provide the City Clerk's Office with an appropriate level of coverage and ensure continuity of key business processes during the recruitment process for a new Manager, Legislative Services.



David Weber
Director City Clerk's Office
(604-276-4098)