



**City of Kingston
Report to Council
Report Number 19-113**

To: Mayor and Members of Council
From: Gary Dyke, Commissioner, Corporate & Emergency Services
Resource Staff: John Bolognone, City Clerk
Date of Meeting: April 16, 2019
Subject: Appointment of Deputy City Clerk

Executive Summary:

The purpose of this report is to recommend the appointment of Gary Dyke, Commissioner, Corporate & Emergency Services, as Deputy City Clerk who can fulfill the role of City Clerk when necessary or as deemed appropriate by the Chief Administrative Officer or by City Council. In order to provide continual and uninterrupted service both internally and externally and confirm the additional appointment, staff is also recommending that the by-law be given three readings at the same Council meeting.

Recommendation:

That a by-law, attached as Exhibit A to Report Number 19-113, be presented to Council to amend By-Law Number 98-8, as amended, being a "By-law to appoint Statutory Officials of The Corporation of the City of Kingston" in order to appoint Gary Dyke as Deputy City Clerk to carry on the duties of the City Clerk when necessary or as deemed appropriate by the Chief Administrative Officer or by City Council; and

That the by-law be given three readings at the April 16, 2019 Council meeting.

April 16, 2019

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Gary Dyke, Commissioner,
Corporate & Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Acting Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services	Not Required
Jim Keech, President & CEO, Utilities Kingston	Not Required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not Required

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Options/Discussion:**Purpose**

Section 228(2) of the Municipal Act, 2001, s.o. 2001, c. 25, as amended, allows that a “municipality may appoint Deputy Clerks who have all the powers and duties of the Clerk under this or any other Act”. Currently, Janet Jaynes has been appointed as Deputy City Clerk and Acting City Clerk when the City Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise. Blair Johnson, James C. Thompson and Derek Ochej have also been appointed to act as Clerk when both the City Clerk and the Deputy City Clerk are absent or unable to carry on the duties of the Clerk through illness or otherwise.

There are occasionally instances when the City Clerk and Deputy City Clerk, are not available. Staff is recommending that a by-law amendment be presented to appoint Gary Dyke as Deputy City Clerk to act in the capacity of Clerk when necessary or as deemed appropriate.

Existing Policy/By-Law:

By-Law Number 98-8, as amended, being “A By-law to Appoint Statutory Officials of The Corporation of the City of Kingston”.

Section 228(2) of the Municipal Act, 2001, s.o. 2001, c. 25, as amended,

Notice Provisions:

There are no notice provisions with respect to this report.

Accessibility Considerations:

This report is AODA compliant and may be available in alternate formats upon request.

Financial Considerations:

There are no financial considerations with respect to this report.

Contacts:

John Bolognone, City Clerk, 613-546-4291, extension 1247

Other City of Kingston Staff Consulted:

None.

Exhibits Attached:

Exhibit A – Draft By-Law Number 2019-XX (A By-Law to amend By-Law Number 98-8, being a By-Law to appoint Statutory Officials of The Corporation of the City of Kingston, in order to appoint Gary Dyke as Deputy City Clerk

By-Law Number 2019-XX

A By-Law to Amend By-Law Number 98-8, "A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston" (to appoint Gary Dyke as Deputy City Clerk)

Passed: April 16, 2019

The Council of the Corporation of The City of Kingston hereby enacts as follows:

1. By-Law Number 98-8 of The Corporation of the City of Kingston entitled "A By-Law to Appoint Statutory Officials of The Corporation of the City of Kingston", as amended, is hereby further amended as follows:
 - 1.1 Section 2 is hereby deleted in its entirety and the following inserted so that Section 2 shall read as follows:
 - "2. Gary Dyke is hereby appointed Deputy City Clerk to carry on the duties of the City Clerk when necessary or as deemed appropriate by the Chief Administrative Officer or by City Council; and

Janet Jaynes is hereby appointed Deputy City Clerk and Acting City Clerk when the Clerk is absent or unable to carry on the duties of Clerk through illness or otherwise;

Blair Johnson, James C. Thompson, and Derek Ochej are hereby appointed as Clerk when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the City Clerk and Deputy City Clerk through illness or otherwise."
2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: April 16, 2019

John Bolognone
City Clerk

Bryan Paterson
Mayor