EXECUTIVE SUMMARY:

As a result of the retirement of a Committee Clerk from the Corporation of the City of Kingston, it is necessary to appoint an Alternate Acting City Clerk, Pro Tem when the City Clerk and Deputy City Clerk are both absent from the office.

RECOMMENDATION:

THAT a by-law be presented to Council to amend By-Law 98-8, as amended, being “A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston”, to appoint Jannette Amini as Alternate Acting Clerk, Pro Tem when the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the Clerk through illness or otherwise.

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, Sustainability & Growth
Commissioner Thurston, Community Development Services
Commissioner Leger, Corporate Services
Jim Keech, President and CEO, Utilities Kingston

(N/R indicates consultation not required)
OPTIONS/DISCUSSION:
There are occasionally instances when the City Clerk or Deputy City Clerk are not available. On a daily basis, forms and documents come to the Clerk's Department requiring the signature of the City Clerk. Susan Powley and James C. Thompson are both currently appointed as Alternate Acting Clerk Pro Tem. As a result of a recent retirement, it is being recommended that Jannette Amini be appointed also as Alternate Acting Clerk Pro Tem. This will enable Susan Powley, James C. Thompson, and Jannette Amini to act in the capacity of City Clerk when the need arises.

EXISTING POLICY/BY LAW:
By-Law 98-8, "A By-Law to Appoint Statutory Officials of the Corporation of the City of Kingston".

NOTICE PROVISIONS:
Not applicable.

ACCESSIBILITY CONSIDERATIONS:
Not applicable.

FINANCIAL CONSIDERATIONS:
Not applicable.

CONTACTS:
Carolyn Downs, City Clerk
John Bolognone, Deputy City Clerk

OTHER CITY OF KINGSTON STAFF CONSULTED:
None.

EXHIBITS ATTACHED:
EXHIBIT A – Draft By-Law No. 2009-49 (A By-Law to amend By-Law No. 98-8, being a By-Law to appoint Statutory Officials of The Corporation of the City of Kingston, in order to appoint Jannette Amini as Alternate Acting Clerk Pro Tem.)
EXHIBIT A

DRAFT BY-LAW NO. 2010-XXX

A BY-LAW TO AMEND BY-LAW NO. 98-8, “A BY-LAW TO APPOINT STATUTORY OFFICIALS OF THE CORPORATION OF THE CITY OF KINGSTON” (TO APPOINT JANNETTE AMINI AS ALTERNATE ACTING CLERK PRO TEM).

PASSED: January 19, 2010

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

1. By-Law No. 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 amended by inserting “Jannette Amini” so that Section 2 shall read as follows:

“2. John Bolognone is hereby appointed Deputy City Clerk, of the Corporation of the City of Kingston, and Acting City Clerk when the City Clerk is absent or unable to carry on the duties of the Clerk through illness or otherwise; and Susan Powley, James C. Thompson, and Jannette Amini are hereby appointed as “Alternate Acting City Clerk Pro Tem” when both the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the Clerk and Deputy Clerk through illness or otherwise.”

2. This By-Law shall come into force and take effect on the date of its passing.

GIVEN FIRST AND SECOND READINGS January 5, 2010

GIVEN THIRD READING AND FINALLY PASSED January 19, 2010

CITY CLERK

MAYOR