



CITY OF KINGSTON  
**REPORT TO COUNCIL**

**Report No.: 12-309**

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**TO:** Mayor and Council  
**FROM:** Hal Linscott, City Solicitor & Director of Legal Services  
**RESOURCE STAFF:** John Bolognone, City Clerk  
**DATE OF MEETING:** September 18, 2012  
**SUBJECT:** Appointment of Alternate Acting City Clerk

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**EXECUTIVE SUMMARY:**

As a result of the resignation of a Committee Clerk from the Office of the City Clerk, it is necessary to appoint an Alternate Acting City Clerk 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 Fred Saunders as Alternate Acting Clerk when the City Clerk and Deputy City Clerk are absent or unable to carry on the duties of the Clerk through illness or otherwise.

<u>ORIGINAL SIGNED BY DIRECTOR OF LEGAL SERVICES</u> Hal Linscott, Director of Legal Services
<u>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</u> Gerard Hunt, Chief Administrative Officer

**CONSULTATION WITH THE FOLLOWING COMMISSIONERS:**

Cynthia Beach, <i>Sustainability &amp; Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties &amp; Emergency Services</i>	N/R
Jim Keech, President and CEO, <i>Utilities Kingston</i>	N/R

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**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 Office of the City Clerk requiring the signature of the City Clerk. James Thompson and Jannette Amini are both currently appointed as Alternate Acting Clerks. As a result of a Committee Clerk resignation from the Office of the City Clerk, it is being recommended that Fred Saunders be appointed also as an Alternate Acting Clerk. This will enable Fred Saunders to act in the capacity of Clerk when the need arises.

**EXISTING POLICY/BY LAW:**

By-Law 98-8, as amended, being "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:**

John Bolognone, City Clerk

**OTHER CITY OF KINGSTON STAFF CONSULTED:**

None.

**EXHIBITS ATTACHED:**

EXHIBIT A – Draft By-Law No. 2012-XX (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 Fred Saunders as Alternate Acting City Clerk)

**EXHIBIT A**

**DRAFT BY-LAW NO. 2012-XX**

**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 FRED SAUNDERS AS ALTERNATE ACTING CLERK).**

**PASSED:** October 2012

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 deleting "**Susan Powley**" and inserting "**Fred Saunders**" so that Section 2 shall read as follows:
    - "2. Kevin Arjoon 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 James C. Thompson, Jannette Amini, and **Fred Saunders** are hereby appointed as "Alternate Acting City 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 FIRST AND SECOND READINGS**

**GIVEN THIRD READING AND PASSED**

**CITY CLERK**

**MAYOR**