

Staff Report

Report To: City Council
Report From: Briana Bloomfield, City Clerk
Meeting Date: April 29, 2024
Report Code: CR-24-039
Subject: Appointment of a Deputy Clerk and a By-law Enforcement Officer

Recommendations:

THAT in consideration of Staff Report CR-24-039 respecting the appointment of a Deputy Clerk and a By-law Enforcement Officer, City Council directs staff to bring forward a by-law to amend the Appointed Officers By-law as outlined in the report.

Highlights:

- The *Municipal Act, 2001* provides that a municipal council may appoint deputy clerks who have all the powers and duties of the clerk.
- Due to a temporary leave of absence, the appointment of a new Deputy Clerk is required.
- The *Police Services Act* provides that a municipal council may appoint persons to enforce the by-laws of the municipality.
- The City has hired a By-law Enforcement Student who requires appointment.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

Municipal Act, 2001, section 228

Police Services Act, section 15

[Appointed Officers By-law No. 2015-054](#)

Background:

The City has an Appointed Officers By-law that ensures all appointments are in one place.

Analysis:

Due to a temporary leave of absence and the hiring of a student, the Appointed Officers By-law needs to be amended as follows:

1. Suspend the appointment of Staci Landry as Deputy Clerk with no limits while she is on temporary leave;
2. Appoint Allison Penner as Deputy Clerk with no limits from April 29, 2024, until Ms. Landry returns; and
3. Appoint Natalie Mole as a By-law Enforcement Officer and a Property Standards Officer for the term of her employment.

Financial Implications:

The Deputy Clerk and By-law Enforcement Student positions are part of the approved budget.

Communication Strategy:

The Appointed Officers By-law will be updated and is posted online for the public to view the list of appointed officers.

Consultation:

None.

Attachments:

None.

Recommended by:

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Briana Bloomfield, City Clerk at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.