



31 May 2013

City Council Committee Report

To: Mayor and Council

Fr: Joanne L. McMillin, City Clerk

Re: Appointment of Heather Lajeunesse as Deputy Clerk

Recommendation:

That Council give three readings to a by-law to appoint Heather Lajeunesse to the position of Deputy Clerk in and for the City of Kenora, effective July 2, 2013.

Background:

In preparation for my retirement next May and with succession planning the City has hired a new Deputy Clerk, Heather Lajeunesse who will eventually take over the duties of the current Deputy Clerk/POA Supervisor Heather Kasprick. In the meantime and over the coming months Heather L. will be in training mode and it is necessary to appoint her to the Deputy Clerk position in preparation to undertake these duties and responsibilities, effective July 2, 2013.

For the record, at one-time various appointed positions including the Clerk/Deputy Clerk were required to take an Oath of Office under the Municipal Act; this has since been revoked.

Budget:

N/A

Communication Plan/Notice By-law Requirements:

N/A