

CITY OF LANGFORD

SPECIAL MEETING OF COUNCIL

Thursday, July 29th, 2021 @ 4:00 p.m.

Due to COVID-19 Council Chambers is Closed

**Dial In: 1-855-703-8985 (Canada Toll Free) or 1-778-907-2071 or join via Zoom
using Zoom.us or Zoom app on your mobile device.**

Meeting ID: 868 5920 6183

To Participate: During the public participation period, press **Star (*) 9** or use the icon in Zoom to "raise your hand". Participants will be unmuted one by one when it is their turn to speak.

When called upon, you will have to press *6 to unmute the phone from your side as well.

We may experience a delay in opening the meeting due to technical difficulties. In the event that the meeting does not start as scheduled please be patient and stay on the line, we will get started as quickly as possible. **Public Dial-In Details are also posted at www.langford.ca**

AGENDA

1. CALL TO ORDER

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2. APPROVAL OF THE AGENDA

3. REPORTS

- a) Corporate Officer Appointments
- Staff Report (Administration)**

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4. IN-CAMERA RESOLUTION

THAT Council close the meeting to the public pursuant to section 90 (1) e, g, and k of the *Community Charter* to consider:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- litigation or potential litigation affecting the municipality;
- negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

5. ADJOURNMENT



City of Langford

www.cityoflangford.ca

Staff Report to Council

Date: July 29, 2021
Department: Administration
Subject: Corporate Officer Appointments

Background

The Community Charter requires each municipality to appoint a Corporate Officer to oversee the following duties and functions:

- Ensuring that accurate minutes of the meetings of Council and Council committees are prepared;
- Ensuring that the minutes, bylaws and other records of the business of Council and Council committees are maintained and kept safe;
- Ensuring that access is provided to records of Council and Council committees;
- Administering oaths and taking affirmations, affidavits and declarations;
- Certifying copies of bylaws and other documents;
- Accepting, on behalf of the Council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to Council or the municipality; and
- Keeping the corporate seal, if any, and having it affixed to documents as required (Langford does not use a corporate seal)

Commentary

The current appointments for Corporate Officer and signing authority for contracts and agreements are:

- Director of Corporate Services Braden Hutchins is Corporate Officer
- The following staff members are Deputy Corporate Officers:
 - Manager of Legal Services Marie Watmough
 - Chief Administrative Officer Darren Kiedyk
 - Director of Engineering Michelle Mahovich
 - Director of Finance Michael Dillabaugh
 - Director of Planning Matthew Baldwin

- Executive Assistant Julie Coneybeer
- All seven employees named above are also staff signing authorities for Council-approved documents such as contracts

Marie Watmough will be Acting Director of Corporate Services during the incumbent’s leave of absence, which starts August 9, 2021, and the Manager of Legislative Services has returned from leave. Therefore, staff recommend that Council update Corporate Officer appointments.

Financial and Legal Implications

None.

Options

1. THAT Council rescind the appointment of Braden Hutchins as Corporate Officer;
2. THAT Council appoint and confirm the appointments of the following employees:
 - Acting Director of Corporate Services Marie Watmough as Corporate Officer
 - Director of Corporate Services Braden Hutchins as Deputy Corporate Officer
 - Manager of Legislative Services Adriana Proton as Deputy Corporate Officer

AND

3. THAT Council appoint Adriana Proton as signing authority for Council-approved contracts and agreements;

OR

4. THAT Council not change appointments and signing authorities at this time.

Respectfully submitted,

Submitted by:	Adriana Proton, Manager of Legislative Services
Concurrence:	Marie Watmough, Acting Director of Corporate Services
Concurrence:	Darren Kiedyk, Chief Administrative Officer