
TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 October 05

FROM: CITY CLERK

**SUBJECT: AMENDMENTS TO CITY BYLAWS TO REFLECT POSITION TITLE
CHANGES TO CHIEF ADMINISTRATIVE OFFICER, DEPUTY CHIEF
ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER**

PURPOSE: To recommend amendments to relevant City bylaws to change position titles to Chief Administrative Officer, Deputy Chief Administrative Officer and Chief Financial Officer.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward amendments to the following bylaws, as applicable, to reflect position title changes to Chief Administrative Officer, Deputy Chief Administrative Officer and Chief Financial Officer:
 - a) Emergency Program Bylaw 1998;
 - b) Freedom of Information Bylaw 1995;
 - c) Investment Authorization Bylaw 2003;
 - d) Officer Positions Bylaw 1998; and
 - e) Routine Transactions Authority Bylaw 1999.

REPORT

1.0 INTRODUCTION

At the 2021 July 26 Closed Council meeting, Council changed the title of the City Manager to Chief Administrative Officer, and appointed Leon Gous as the Chief Administrative Officer for the City of Burnaby effective 2021 September 07. At the same meeting, Council authorized staff to release information regarding the appointment of the Chief Administrative Officer.

As of 2021 October 1, the Chief Administrative Officer appointed Noreen Kassam as Deputy Chief Administrative Officer and Chief Financial Officer. The Deputy Chief Administrative Officer takes over the former Deputy City Manager role at the City. The Chief Financial Officer role is a title change for the Director Finance / Treasurer.

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Various City bylaws currently reference the former City Manager, Deputy City Manager and Director Finance / Treasurer position titles. The purpose of this report is to request amendments to these bylaws to update the position titles.

2.0 POLICY SECTION

This report aligns with the following goal and sub goal of the Corporate Strategic Plan:
Goal

- A Thriving Organization
 - Communication –
Practice open and transparent communication among staff, Council and the community

3.0 PROPOSED BYLAW AMENDMENTS

Chief Administrative Officer

To reflect the title change, it is recommended that the reference to “City Manager” be replaced with “Chief Administrative Officer” wherever it appears in the following bylaws:

- Emergency Program Bylaw 1998
- Freedom of Information Bylaw 1995
- Officer Positions Bylaw 1998
- Routine Transaction Authority Bylaw 1999

Deputy Chief Administrative Officer

To reflect the title change, it is recommended that the reference to the “Deputy City Manager” be replaced with “Deputy Chief Administrative Officer” in the following bylaw:

- Emergency Program Bylaw 1998

Chief Financial Officer

To reflect the title change, it is recommended that the reference to “Director Finance” or “Treasurer” be replaced with “Chief Financial Officer” wherever it appears in the following bylaws:

- Emergency Program Bylaw 1998
- Investment Authorization Bylaw 2003
- Officer Positions Bylaw 1998
- Routine Transaction Authority Bylaw 1999

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4.0 CONCLUSION

With the recent appointment of the Chief Administrative and Deputy Chief Administrative Officer / Chief Finance Officer, the following City bylaws need to be updated to reflect these new position titles: (a) Emergency Program Bylaw 1998; (b) Freedom of Information Bylaw 1995; (c) Investment Authorization Bylaw 2003; (d) Officer Positions Bylaw 1998; and (e) Routine Transactions Authority Bylaw 1999.

It is recommended that Council authorize the City Solicitor to bring forward amendments to these bylaws to update the position titles.



Blanka Zeinabova
CITY CLERK

Copied to: Deputy CAO / CFO
Director Corporate Services
City Solicitor
Emergency Management Coordinator
Records and Information Administrator