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**TO:** CITY MANAGER **DATE:** 2006 July 11

**FROM:** CITY CLERK

**SUBJECT:** APPOINTMENT OF ACTING CITY CLERK AND ACTING DEPUTY CITY CLERK

**PURPOSE:** The purpose of this report is to request Council appoint an Acting City Clerk and Acting Deputy City Clerk during the 2006 Sister City Visit.

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**RECOMMENDATION:**

1. **THAT** Ann Lorentsen be appointed Acting City Clerk and Sid Cleave be appointed Acting Deputy City Clerk from 2006 August 01 to 14.

**REPORT**

The City Clerk and Deputy City Clerk will be travelling with Council to the City of Kushiro as working members of the delegation. In their absence it is necessary for Council to appoint an Acting City Clerk and Acting Deputy City Clerk in order to convey the powers granted the Clerk under the Evidence Act of B.C on the two acting positions. These powers enable the City Clerk and Deputy City Clerk to act as corporate signing officers, administer oaths and provide a pension document signing service to seniors.

As a result Council is requested to appoint Ann Lorentsen as Acting City Clerk and Sid Cleave Acting Deputy City Clerk from 2006 August 01 to 14.

Respectfully submitted,



Debbie Comis  
CITY CLERK

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cc. Deputy City Manager  
City Solicitor