Staff Report

Report To: City Council

Report From: Briana Bloomfield, City Clerk

Meeting Date: November 30, 2026

Report Code: CR-26-093

Subject: Appointment of Existing Staff Member as Deputy Clerk for Administrative Purposes

Recommendations:

THAT in consideration of Staff Report CR-26-093 respecting the appointment of an existing staff member as a Deputy Clerk for administrative purposes, City Council directs staff to bring forward a by-law to amend the Appointed Officers By-law No. 2015-054 to appoint Alexandra Del Degan as a Deputy Clerk as outlined in the report.

Highlights:

- The *Municipal Act, 2001* provides that a municipality may appoint deputy clerks who have all the powers and duties of the clerk.
- Due to staffing changes in the organization, an update to the Appointed Officers By-law is necessary.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

Municipal Act, 2001, subsection 228(2)

Appointed Officers By-law No. 2015-054

Background:

The *Municipal Act, 2001* provides that a municipality may appoint deputy clerks who have all the powers and duties of the clerk. The City has an Appointed Officers By-law that ensures that all appointments are in one place.

Analysis and Options:

Due to staffing changes in the organization, the Appointed Officers By-law needs to be amended as follows:

1. Remove Desiree van Dijk as a Deputy Clerk; and
2. Appoint Alexandra Del Degan as a Deputy Clerk, effective immediately, for the purpose of:
    - Acting as a Commissioner of Oaths and a Deputy Division Registrar; and
    - Providing certified copies under seal of the municipality of any record referred to in subsection 253(1) of the *Municipal Act, 2001*.

Alexandra Del Degan is the Records, Access, and Privacy Coordinator for the City. There are times that she supports Clerk services by commissioning documents, issuing burial permits or marriage licenses, and certifying City records. This appointment will provide her with the authority required to complete these tasks.

Resource Alignment:

Financial Resources

There is no financial impact by undertaking this appointment. It is a current position at the City of Owen Sound.

Human Resources

N/A.

Time and Scheduling

The agenda includes both the report and amending by-law to permit the Records, Access, and Privacy Coordinator to undertake these tasks as soon as possible.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

There are no anticipated climate or environmental impacts.

Communication and Engagement:

This report has been posted to the City's website with the agenda in advance of the meeting. The Appointed Officers By-law will be updated, and the consolidated version of the by-law will be available on the City's website.

Report Developed in Consultation With:

N/A.

Attachments:

None.

Reviewed by:
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.