

# **MEETING OF THE COUNCIL OF THE CITY OF GREATER SUDBURY**

**Council Chamber  
Tom Davies Square**

**Tuesday, February 23, 2016  
Commencement: 6:03 p.m.**

## **HIS WORSHIP MAYOR BRIAN BIGGER, IN THE CHAIR**

### **Present**

Councillors Signoretti, Montpellier, Dutrisac, Lapierre, Jakubo, McIntosh, Cormier, Reynolds, Landry-Altmann, Mayor Bigger

### **City Officials**

Caroline Hallsworth, Executive Director, Administrative Services/City Clerk; Eric Labelle, Assistant City Solicitor; Ron Henderson, Acting Chief Administrative Officer; Ed Stankiewicz, Acting Chief Financial Officer/City Treasurer; Eliza Bennett, Manager of Corporate Communications & French Language Services; Trevor Bain, Chief of Fire and Paramedic Services; Joanne Kelly, Acting Director of Human Resources & Organizational Development; Chantal Mathieu, Director of Environmental Services; Ian Wood, Director of Economic Development, Ron Foster, Auditor General; Guido Mazza, Director-Building Services/Chief Building Official; Valeria Kandiral, Chief Procurement Officer; Jody Lamarche, Vital Statistics Assistant; April Antoniazzi, Clerk's Services Assistant

## **MOMENT OF SILENT REFLECTION**

## **ROLL CALL**

## **DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

Councillor Jakubo declared a conflict of interest regarding Item R-1 as it relates to assurance services provided by his public accounting firm.

## **PRESENTATIONS**

### **Item 1 Introduction to Public Private Partnerships**

Ian Wood, Director of Economic Development, and Mark Romoff, President and CEO, Canadian Council for Public-Private Partnerships, provided an electronic presentation regarding an Introduction to Public Private Partnerships for information only.

## **MATTERS ARISING FROM THE PLANNING COMMITTEE MEETING – JANUARY 25, 2016**

### **Approval of Planning Committee Recommendations**

Councillor Cormier, as Chair of the Planning Committee, reported on the matters arising from the Planning Committee Meeting of January 25, 2016.

**MATTERS ARISING FROM THE PLANNING COMMITTEE MEETING – JANUARY 25, 2016**

Approval of  
Planning Committee  
Recommendations  
(cont'd)

The following motion was presented:

CC2016-57 Signoretti/Lapierre: THAT the City of Greater Sudbury approves Planning Committee Recommendations PL2016-14 and PL2016-16 to PL2016-19 inclusive from the meeting of January 25, 2016.

**CARRIED**

The following are the Planning Committee recommendations:

Appointment of  
Temporary  
Vice-Chair

PL2016-14 Cormier/McIntosh: THAT the City of Greater Sudbury appoints Councillor McIntosh as temporary Vice-Chair for the January 25, 2016 Planning Committee Meeting.

**CARRIED**

Sale of Land, Old  
Falconbridge Road,  
Sudbury

PL2016-16 McIntosh/Cormier: THAT the City of Greater Sudbury authorizes the sale of land on Old Falconbridge Road, Sudbury, legally described as part of PIN 73564-0142(LT), Township of Garson;

AND THAT the appropriate by-law be presented to authorize the sale and execution of the documents required to complete the real estate transaction;

AND THAT the net proceeds of the sale be credited to the Land Acquisition Reserve Fund.

**CARRIED**

Sidewalk requirement  
on Deborah Street and  
Bonnie Drive, Lively

PL2016-17 Dutrisac/Reynolds: THAT the City of Greater Sudbury approves deleting the requirement for Dalron Construction and Riverglen Properties Inc. to construct a sidewalk along Deborah Street and Bonnie Drive in Phases 5 and 6 of Forest Hill Subdivision and Phases 3 and 4 of Riverglen Subdivision and;

THAT the cash contribution/letter of credit/deposits from Dalron Construction and Riverglen Properties related to sidewalk construction for Phase 5 and 6 of Forest Hill Subdivision and for Phase 3 and 4 of Riverglen Subdivision be returned to Dalron Construction and Riverglen Properties Inc. in accordance to City Policy.

**CARRIED**

**MATTERS ARISING FROM THE PLANNING COMMITTEE MEETING – JANUARY 25, 2016**  
**(cont'd)**

Application for Rezoning  
– Alom Corp., 967  
Falconbridge Road

PL2016-18 Landry-Altmann/McIntosh: THAT the City of Greater Sudbury approves the application by Alom Corporation to amend Zoning By-law 2010-100Z with respect to lands described as PIN 73570-0513, Parcel 25174 S.E.S., Part 1, Plan 53R-17502, Lot 11, Concession 5, Township of Neelon from “M1”, Mixed Light Industrial/Service Commercial to “M1(S)”, Mixed Light Industrial /Service Commercial Special subject to the following condition:

a) That the amending by-law add office, tavern and place of amusement in the form of a telewagering facility to the list of permitted uses in the M1 zone.

**CARRIED**

Application for Rezoning  
– Red Oak Villa,  
20 Ste. Anne Road

PL2016-19 Landry-Altmann/McIntosh: THAT the City of Greater Sudbury approves the application by Red Oak Villa Inc. to amend Zoning By-law 2010-100Z by changing the zoning classification from “I”, Institutional and “I(24)”, Institutional Special to a revised “I(24)”, Institutional Special on lands described as PIN 02138-0081 & Part of PIN 02138-0079, Parts 5 to 23, Plan 53R-8612, Part of Lot 93, Plan 85-S, Part of Part 3, Plan 53R-16526 in Lot 5, Concession 4, Township of McKim subject to the following conditions:

1. The owner shall provide the Development Approvals Section with a registered survey plan outlining the lands to be rezoned to enable the preparation of an amending zoning by-law;

2. That the “I(24)”, Institutional Special zoning be amended as follows:

i) In addition to the uses permitted in the “I”, Institutional zone, a retirement home with a maximum 198 guest rooms and related accessory uses shall also be permitted;

ii) A minimum 0.25 parking spaces per guest room shall be required;

iii) A minimum ten (10) bicycle parking spaces shall be provided;

iv) The minimum easterly interior side yard shall be five (5) metres;

v) The minimum rear yard shall be three (3) metres;

vi) The location of the existing building shall be permitted.

**CARRIED**

## **MATTERS ARISING FROM THE OPERATIONS COMMITTEE MEETING – FEBRUARY 1, 2016**

Approval of Operations  
Committee  
Recommendations

Councillor Dutrisac reported on the matters arising from the Operations Committee Meeting of February 1, 2016.

Councillor McIntosh moved that the matters arising from the Operations Committee Meeting be deferred to the March 8, 2016 City Council meeting.

**CARRIED**

At 7:01 p.m. Councillor Montpellier departed.

## **MATTERS ARISING FROM THE AUDIT COMMITTEE MEETING – FEBRUARY 2, 2016**

Approval of  
Audit Committee  
Recommendations

Councillor McIntosh, as Chair of the Audit Committee, reported on the matters arising from the Audit Committee Meeting of February 2, 2016.

The following motion was presented:

CC2016-58 Signoretti/Lapierre: THAT the City of Greater Sudbury approves Audit Committee Recommendations AC2016-01 to AC2016-02 inclusive from the meeting of February 2, 2016.

**CARRIED**

The following are the Finance and Administration Committee resolutions:

Appointment of  
Committee Chair  
and Vice-Chair

AC2016-01 Kirwan/Signoretti: THAT the City of Greater Sudbury appoints Councillor McIntosh as Chair and Councillor Jakubo as Vice-Chair of the Audit Committee for the term ending December 31, 2016.

**CARRIED**

Report on Audit Work  
Plan for 2016 to 2018

AC2016-02 Kirwan/Signoretti: THAT the City of Greater Sudbury receives the report dated January 20, 2016 from the Auditor General's Audit Work Plan for 2016 to 2018.

**CARRIED**

## **CONSENT AGENDA**

The following motion was presented:

CC2016-59 Lapierre/Signoretti: THAT the City of Greater Sudbury adopts Consent Agenda Items C-1 to C-8 inclusive and approves Items C-9 to C-12 inclusive.

**CARRIED**

## **CONSENT AGENDA (cont'd)**

The following are the Consent Agenda Items:

### **MINUTES**

Item C-1  
Planning Committee  
January 25, 2016

CC2016-60 Signoretti/Lapierre: THAT the City of Greater Sudbury adopts the Planning Committee Minutes of January 25, 2016.

**CARRIED**

Item C-2  
City Council  
January 26, 2016

CC2016-61 Signoretti/Jakubo: THAT the City of Greater Sudbury adopts the City Council Minutes of January 26, 2016.

**CARRIED**

Item C-3  
Finance and  
Administration  
Committee  
January 27, 2016

CC2016-62 Signoretti/Lapierre: THAT the City of Greater Sudbury adopts Finance and Administration Committee Minutes of January 27, 2016.

**CARRIED**

Item C-4  
Finance and  
Administration  
Committee  
January 28, 2016

CC2016-63 McIntosh/Montpellier: THAT the City of Greater Sudbury adopts Finance and Administration Committee Minutes of January 28, 2016.

**CARRIED**

Item C-5  
Finance and  
Administration  
Committee  
February 2, 2016

CC2016-64 McIntosh/Montpellier: THAT the City of Greater Sudbury adopts Finance and Administration Committee Minutes of February 2, 2016.

**CARRIED**

Item C-6  
Finance and  
Administration  
Committee  
February 3, 2016

CC2016-65 McIntosh/Montpellier: THAT the City of Greater Sudbury adopts the Finance and Administration Committee Minutes of February 3.

**CARRIED**

Item C-7  
Operations Committee  
February 1, 2016

CC2016-66 Montpellier/Landry-Altmann: THAT the City of Greater Sudbury adopts Operations Committee Minutes of February 1, 2016.

**CARRIED**

Item C-8  
Audit Committee  
February 2, 2016

CC2016-67 McIntosh/Montpellier: THAT the City of Greater Sudbury adopts Audit Committee Minutes of February 2, 2016.

**CARRIED**

## **TENDERS AND REQUESTS FOR PROPOSALS**

Item C-9  
Extension of Contracts  
For Manulife Financial  
and Mercer Benefits  
Consulting

Report dated February 1, 2016 from the Acting Director of Human Resources & Organizational Development regarding Extension of Contracts For Manulife Financial and Mercer Benefits Consulting.

The following motion was presented:

CC2016-68 Montpellier/McIntosh: THAT the City of Greater Sudbury extends the contract with the Manufacturers Life Insurance Company (Manulife Financial) under the Multiple Group Benefits Policy for the period from May 1st, 2016 to April 30th, 2017;

AND THAT the City of Greater Sudbury extends the contract with William M. Mercer Ltd (Mercer) for the period from January 1, 2017 to December 31st, 2017.

All as described in the report from the Acting Director of Human Resources and Organizational Development dated February 1, 2016.

**CARRIED**

## **ROUTINE MANAGEMENT REPORTS**

Item C-10  
Contract Awards  
Exceeding \$50,000 -  
November/  
December 2015

Report dated January 27, 2016 from the Acting Chief Financial Officer/City Treasurer regarding Contract Awards Exceeding \$50,000 - November/December 2015.

The following motion was presented:

CC2016-69 McIntosh/Montpellier: THAT the City of Greater Sudbury accepts the report from the Acting Chief Financial Officer /Treasurer dated January 26, 2016 regarding contracts awarded with a total acquisition cost or revenue of \$50,000 or more.

**CARRIED**

Item C-11  
Gearing Up for Growth  
Advisory Panel

Report dated February 2, 2016 from the General Manager of Infrastructure Services regarding Gearing Up for Growth Advisory Panel.

CC2016-70 McIntosh/Montpellier: THAT the City of Greater Sudbury extends the mandate of the Gearing Up for Growth Advisory Panel to June 2016 as described in the report dated February 2, 2016 from the General Manager of Infrastructure Services.

**CARRIED**

## **ROUTINE MANAGEMENT REPORTS (cont'd)**

Item C-12  
Tax Adjustments Under  
Sections 357 and 358  
of the Municipal Act

Report dated January 21, 2016 from the Acting Chief Financial Officer/City Treasurer regarding Tax Adjustments Under Sections 357 and 358 of the Municipal Act.

CC2016-71 McIntosh/Montpellier: THAT the City of Greater Sudbury strikes the amount of \$17,937.39 from the tax roll as described in the report dated January 21, 2016 from the Acting Chief Financial Officer/City Treasurer.

**CARRIED**

At 7:06 p.m. Councillor Montpellier returned.

## **REGULAR AGENDA**

### **MANAGERS' REPORTS**

Councillor Jakubo, having declared conflict of interest in the foregoing matter, did not take part in the discussion, vote on any matter or try to influence the vote in respect thereof.

Item R-1  
Cooperative Funeraire  
du District de Sudbury  
Crematorium Request  
for Crematorium  
Operator's License to  
Expand Existing Facility

Report dated February 3, 2016 from the General Manager of Infrastructure Services regarding Cooperative Funeraire du District de Sudbury Crematorium Request for Crematorium Operator's License to Expand Existing Facility.

The following motions were presented:

CC2016-72 Montpellier/McIntosh: WHEREAS Cooperative Funeraire du District de Sudbury is seeking to obtain a crematorium operator's license under the Funeral, Burial and Cremation Services Act, 2002, to expand an existing undertaker's facility;

AND WHEREAS the owner must obtain approval from the local municipality in order to establish a crematorium;

AND WHEREAS a local municipality that receives a request for an approval to establish a crematorium in the municipality shall grant the approval, if, in the municipality's opinion, it is in the public interest;

AND WHEREAS a local municipality may, if it determines it necessary to do so, hold a public hearing to determine if it is in the public interest to grant the approval to establish a crematorium in the municipality;

## **MANAGERS' REPORTS (cont'd)**

Item R-1  
Cooperative Funeraire  
du District de Sudbury  
Crematorium Request  
for Crematorium  
Operator's License to  
Expand Existing Facility  
(cont'd)

THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury agrees that a public hearing is not necessary to determine if it is in the public interest to grant approval to establish a crematorium in the municipality.

**CARRIED**

CC2016-73 Montpellier/McIntosh: THAT the City of Greater Sudbury approves the establishment of a crematorium at 4691 Municipal Road 15, Chelmsford by Cooperative Funeraire du District de Sudbury and directs the City Clerk to give the Notice of Decision in accordance with Subsection 84(4) of the Funeral, Burial and Cremation Services Act, 2002.

**CARRIED**

Item R-2  
Women in Government

Report dated January 22, 2016 from the Executive Director, Administrative Services/City Clerk regarding Women in Government.

CC2016-74 Dutrisac/Landry-Altmann: THAT the City of Greater Sudbury receives the report dated January 22, 2016 from the Executive Director of Administrative Services/City Clerk entitled "Women in Government";

AND THAT Council Endorses the Women in Government initiative.

**CARRIED**

Item R-3  
Right of Entry By-law

Report dated February 3, 2016 from the General Manager of Infrastructure Services regarding Right of Entry By-law.

CC2016-75 Lapierre/Dutrisac: THAT the City of Greater Sudbury directs staff to prepare a Right of Entry By-law under s. 132 of the Municipal Act, 2001, to replace By-law 2003-238L, with a version which implements the changes as recommended in the report dated February 3, 2016 from the General Manager of Infrastructure Services.

**CARRIED**

## **BY-LAWS**

Read & Passed

The following motion was presented:

CC2016-76 Dutrisac/Lapierre: THAT the City of Greater Sudbury read and pass By-law 2016-30 to and including By-law 2016-37Z

**CARRIED**



## **BY-LAWS (cont'd)**

The following are the By-laws:

- |          |  |
|----------|--|
| 2016-30  | A By-law of the City of Greater Sudbury to Confirm the Proceedings of Council at Its Meeting of February 23rd, 2016  |
| 2016-31  | A By-Law of the City of Greater Sudbury to Amend By-law 2015-266 being a By-Law to Establish Miscellaneous User Fees for Certain Services provided by the City of Greater Sudbury                        |
| 2016-32  | A By-law of the City of Greater Sudbury to Authorize the Cancellation, Reduction or Refund of Realty Taxes Refer to Item C-12  |
| 2016-33  | A By-law of the City of Greater Sudbury to Amend By-law 2007-161 Respecting the Appointment of Officials of the City of Greater Sudbury  |
| 2016-34  | A By-law of the City of Greater Sudbury to Amend By-law 2014-1 being a By-law of the City of Greater Sudbury Governing Procurement Policies and Procedures   |
| 2016-35  | A By-law of the City of Greater Sudbury to Amend By-law 2009-178 being a By-law of the City of Greater Sudbury to Set Out Interpretive Provisions Applying to All By-Laws of the City of Greater Sudbury |
| 2016-36  | A By-law of the City of Greater Sudbury to Amend By-law 2014-225 being a By-law of the City of Greater Sudbury Respecting the Delegation of Authority to Various Officers of the City                    |
| 2016-37Z | A By-Law of the City of Greater Sudbury to Amend By-Law 2010-100Z being the Comprehensive Zoning By-Law for the City of Greater Sudbury  |

Planning Committee Recommendation #PL2016-18

## **MOTIONS**

M-1. Request  
for Support for  
Therapeutic/Leisure Pool

The following motion was presented by Councillor Dutrisac:

WHEREAS on June 12th, 2012, City Council approved the City of Greater Sudbury Strategic Plan 2012-2014, which included Council's priorities as determined at their priority setting meetings in 2011, which included a Therapeutic Pool in the Healthy Community category;

## **MOTIONS (cont'd)**

M-1. Request  
for Support for  
Therapeutic/Leisure Pool  
(cont'd)

AND WHEREAS on February 3rd, 2014, the Community Services Committee accepted a Feasibility Study completed by the consulting team of Monteith Brown Planning Consultants, providing direction and recommending a Therapeutic/Leisure Pool at the Lionel E. Lalonde, which recommendation was later approved by City Council;

AND WHEREAS in June of 2014, Council approved the Parks, Open Space & Leisure Master Plan Review which recommended the provision of a Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre and which included online survey results which indicated that 55% of respondents support this proposal;

AND WHEREAS in 2014, a petition was circulated which included 2500 signatures in support of the Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre;

AND WHEREAS seed Capital funding in the amount of \$656,000 has been identified under the 2017 Citizen and Leisure Capital Project Outlook and the approximate balance of \$4 million has been identified under unfunded capital projects;

THEREFORE BE IT RESOLVED that the City of Greater Sudbury confirms its support for the provision of a Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre and encourages fundraising and grant application efforts to commence.

Motion for Deferral

Councillor Signoretti moved that the item be deferred to an April Council meeting.

**DEFEATED**

Amendment

Councillor Dutrisac presented the following amendment:

CC2016-77A1 Dutrisac/Montpellier: THAT the last whereas be amended by removal of the reference to the balance of \$4 million;

AND THAT the last line of the resolution be further amended by the addition of the phrase "subject to the success of the fundraising campaign."

**MOTIONS (cont'd)**

M-1. Request  
for Support for  
Therapeutic/Leisure Pool  
Amendment

**RECORDED VOTE**

**YEAS**

**NAYS**

Signoretti  
Montpellier  
Dutrisac  
Lapierre  
Jakubo  
McIntosh  
Cormier  
Reynolds  
Landry-Altmann  
Bigger

**CARRIED**

**Main Motion as Amended**

CC2016-77 Dutrisac/Montpellier: WHEREAS on June 12th, 2012, City Council approved the City of Greater Sudbury Strategic Plan 2012-2014, which included Council's priorities as determined at their priority setting meetings in 2011, which included a Therapeutic Pool in the Healthy Community category;

AND WHEREAS on February 3rd, 2014, the Community Services Committee accepted a Feasibility Study completed by the consulting team of Monteith Brown Planning Consultants, providing direction and recommending a Therapeutic/Leisure Pool at the Lionel E. Lalonde, which recommendation was later approved by City Council;

AND WHEREAS in June of 2014, Council approved the Parks, Open Space & Leisure Master Plan Review which recommended the provision of a Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre and which included online survey results which indicated that 55% of respondents support this proposal;

AND WHEREAS in 2014, a petition was circulated which included 2500 signatures in support of the Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre;

AND WHEREAS seed Capital funding in the amount of \$656,000 has been identified under the 2017 Citizen and Leisure Capital Project Outlook;

## **MOTIONS (cont'd)**

M-1. Request  
for Support for  
Therapeutic/Leisure Pool  
Main Motion as Amended

THEREFORE BE IT RESOLVED that the City of Greater Sudbury confirms its support for the provision of a Therapeutic/Leisure Pool at the Lionel E. Lalonde Centre and encourages fundraising and grant application efforts to commence, subject to the success of the fundraising campaign.

## **RECORDED VOTE**

### **YEAS**

### **NAYS**

Signoretti  
Montpellier  
Dutrisac  
Lapierre  
Jakubo  
McIntosh  
Cormier  
Reynolds  
Landry-Altmann  
Bigger

**CARRIED**

## **QUESTION PERIOD**

### **Surplus**

Councillor Landry-Altmann asked if the \$600,000 in under-spending from the snow removal budget could be used for snow bank removal.

The Director of Environmental Services responded that with a directive from Council, staff could reallocate money that would typically go to reserves to a current service such as snow bank removal.

The Acting Chief Financial Officer/City Treasurer noted the surplus was for the 2015 calendar year and was identified during budget deliberations. He confirmed only \$250,000 remained as several one-time items were funded from the surplus.

### **Municipal Road 35**

Councillor Montpellier asked if the repair of Municipal Road 35 (MR 35) was on the large projects list and how it could get on the list if it was not currently.

The Mayor responded that the large projects list is based on the Public Input meeting but noted Council has already indicated support for repairs to MR 35.

## **QUESTION PERIOD (cont'd)**

### **Snow Covered Fire Hydrants**

Councillor Signoretti asked who was responsible for clearing snow from fire hydrants.

The Chief of Fire and Paramedic Services responded that the Water/Wastewater department is responsible for clearing snow from hydrants and that there are currently six contract crews working on this task. He noted there are maps of every hydrant throughout the city and when crews are dispatched to a fire they are given the location of nearest hydrant. If necessary crews would dig to locate the hydrant and if unable they would move to a second hydrant.

## **NOTICE OF MOTION**

### **Definition of an Older Adult**

Councillor Dutrisac presented the following notice of motion on behalf of Councillor Kirwan and herself:

Whereas the mandate of the Seniors Advisory Panel is to promote, maintain and enhance seniors' quality of life in the City of Greater Sudbury through consultation, education, advice and advocacy;

And whereas this mandate includes the responsibility to advise the Mayor and Council on Seniors' issues and to promote the development of a continuum of services for seniors;

And whereas the Panel is currently involved in the development of the terms of the Age Friendly Strategy;

And whereas the Seniors Advisory Panel has found that the decision by City Council to change the definition of an older adult from 55 to 65 is creating significant challenges for many of the seniors who have been affected by this decision;

And whereas the Seniors Advisory Panel has requested that Councillors Dutrisac and Kirwan inform the Mayor and City Council that in keeping with its mandate the Panel wishes to advise the Council that in order to maintain the spirit of the Age Friendly Strategy and in the best interests of maintaining the quality of life of seniors in the community the Panel is hereby recommending that Council change the definition of an Older Adult back to age 55 and over;

NOW THEREFORE BE IT RESOLVED THAT the City of Greater Sudbury reconsider Finance and Administration Committee resolution FA2015-56, as confirmed by Council Resolution CC2015-403 regarding the definition of an older adult.

**NOTICE OF MOTION (cont'd)**

Definition of  
an Older Adult  
(cont'd)

IF THE MOTION OF RECONSIDERATION IS CARRIED BY A TWO THIRDS MAJORITY, THE FOLLOWING RESOLUTION WILL BE PRESENTED

Whereas the City of Greater Sudbury had recently changed the definition of an older adult from 55 to 65 as it relates to the Miscellaneous User Fee Bylaw effective January 1, 2016; and has considered the input and advice from the Seniors Advisory Panel,

Now Therefore be it Resolved that the City of Greater Sudbury change the definition of older adult as included in the Miscellaneous User Fee By-Law 2015-266 from 65 back to 55

AND THAT staff be directed to prepare the necessary amendments to the Miscellaneous User Fee By-Law.

Adjournment

Dutrisac/Lapierre: THAT this meeting does now adjourn. Time: 8:50 p.m.

**CARRIED**

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Mayor Brian Bigger, Chair

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Caroline Hallsworth, Executive Director,  
Administrative Services/City Clerk