

# Memorandum

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Date: November 15, 2022  
Submitted by: Legislative Services Division  
Subject: Appointment of Corporate Officer

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Section 148 of the *Community Charter* requires that a Corporate Officer be appointed by the municipality and be assigned the responsibility of corporate administration. The powers, duties, and functions of the Corporate Officer include: ensuring the accurate preparation of Council meeting minutes; ensuring access to records of Council and committees; administering oaths and taking affirmations and declarations; certifying copies of bylaws and other documents; and accepting notices and documents served on or filed with the Council or the municipality.

Municipalities have chosen to evolve the title of “City Clerk” to “Corporate Officer” as the official name of the role so that the language is aligned with the *Charter*.

Stephanie Lam is the current City Clerk and Manager of Legislative Services for the City of Port Moody.

The recommended resolution is:

**THAT the City Clerk and Manager of Legislative Services, Stephanie Lam, be appointed as the Corporate Officer for the City of Port Moody as recommended in the memo dated November 15, 2022 from the Legislative Services Division regarding Appointment of Corporate Officer.**

## Report Approval Details

Document Title:	Appointment of Corporate Officer.docx
Attachments:	
Final Approval Date:	Nov 17, 2022

This report and all of its attachments were approved and signed as outlined below:

Jennifer Mills, Legislative Services Advisor - Nov 15, 2022 - 3:50 PM

Stephanie Lam, City Clerk and Manager of Legislative Services - Nov 15, 2022 - 3:58 PM

Angie Parnell, General Manager of Corporate Services - Nov 15, 2022 - 9:16 PM

Tim Savoie, City Manager - Nov 17, 2022 - 10:57 AM