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**Date:** 10/1/2020 1:14:18 PM  
**Subject:** Reporting changes for Mayor's Office administrative support

Dear Mayor and Council,

I would like to share with you some upcoming organizational structure changes to the Mayor's Office administrative support team and City Clerk's Office.

Effective October 5, three administrative staff positions in the Mayor's Office will report to the City Clerk's Office. This reporting change will align and streamline administrative support services within the Mayor's Office, Council Support and City Clerk's Office. Some duties of these administrative support positions will be realigned. There is no change to the level of support you receive.

Council Support staff, including the administrative staff, will become Mayor and Council Support and this team will be overseen by the Manager, Mayor and Council Support, Lorraine Sebastian, who will report to the Director, Business and Election Services under the oversight of Rosemary Hagiwara.

If you have any questions, feel free to email me directly.

Best,  
Sadhu

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Pronouns: he, him, his



*The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.*