

RE: EXECUTION OF LEGAL DOCUMENTS

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Municipal Clerk be adopted.

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TO: MUNICIPAL MANAGER DATE: 1988 AUGUST 31
FROM: MUNICIPAL CLERK
SUBJECT: EXECUTION OF LEGAL DOCUMENTS

RECOMMENDATION:

1. THAT the Administrative Officer II position in the Municipal Clerk's Department be designated as an authorized signatory of the Corporation of the District of Burnaby and be empowered to sign and seal all legal documents on behalf of the Corporation except as may otherwise be provided by Statute or by direction of the Municipal Council.


REPORT

At the regular Council Meeting held on 1981 March 09, the following motion was passed:

"THAT the Deputy Municipal Clerk and the Municipal Clerk's Assistant be designated as authorized signatories of The Corporation of the District of Burnaby and be empowered to sign and seal all legal documents on behalf of the Corporation except as may otherwise be provided by statute or by direction of the Municipal Council."

This was done to ensure that someone is always available for the expeditious execution of Corporate documents. In 1986 the Municipal Clerk's Assistant was retitled to "Administrative Officer II" but the person signing the documents did not change and therefore Council was not asked to designate the new title as one with signing authority.

The Municipal Solicitor has now recommended that this position be designated as an authorized signatory for the municipality and for this reason Council is being asked to consider this request at this time.


C.A. Turpin
MUNICIPAL CLERK