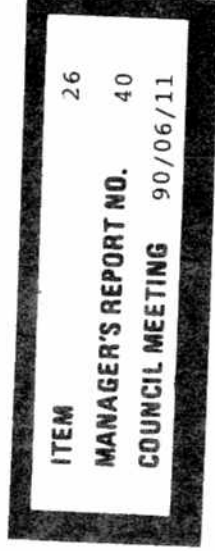


RE: EXECUTION OF LEGAL DOCUMENTS

MUNICIPAL MANAGER'S RECOMMENDATION:



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

* * * * *

TO: MUNICIPAL MANAGER 1990 JUNE 01
FROM: MUNICIPAL CLERK
SUBJECT: EXECUTION OF LEGAL DOCUMENTS

RECOMMENDATION:

1. THAT Mrs. Maryann Pasqua, Acting Administrative Officer II 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.

R E P O R T

BACKGROUND

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.

In 1988, the Municipal Solicitor recommended that the "Administrative Officer II" position be designated as an authorized signatory for the municipality. Therefore, Council, at the regular Council meeting held on 1988 September 12 received a report from the Municipal Clerk regarding execution of legal documents and adopted the following motion contained therein:

"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."

ITEM 26
MANAGER'S REPORT NO. 40
COUNCIL MEETING 90/06/11

CURRENT SITUATION

Due to the absence of the Administrative Officer II for an indeterminate period of time, it is desirable that we maintain sufficient signing authorities to conduct the execution of documents.

It is therefore recommended that Mrs. Maryann Pasqua, Acting Administrative Officer II be appointed as an authorized signatory of The Corporation of the District of Burnaby, immediately upon passage of the resolution.



C.A. Turpin
MUNICIPAL CLERK