

ITEM	26
MANAGER'S REPORT #	39
COUNCIL MEETING	95/08/28

TO: CITY MANAGER

DATE: 1995 AUGUST 03

FROM: CITY CLERK

OUR FILE NO:

SUBJECT: EXECUTION OF LEGAL DOCUMENTS

PURPOSE: TO ESTABLISH LEGAL SIGNING AUTHORITY WITHIN THE CLERK'S DEPARTMENT

RECOMMENDATION:

1. THAT effective 1995 August 21, Mrs. Ann Lorentsen, Administrative Officer 1 be designated as an authorized signatory of the City of Burnaby and be empowered to sign and seal all legal documents on behalf of the City except as may otherwise be provided by statute or by direction of the City Council.

REPORT

On 1995 May 08 Council gave signing authority to Denise Campbell, Administrative Officer - Public Affairs/Protocol as replacement for the position of Administrative Officer Operations. Ms. Campbell is leaving the Clerk's Department to accept a temporary assignment in the Human Resources Department. As a replacement, the position of Administrative Officer 1 was posted and the successful candidate is Mrs. Ann Lorentsen.

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The Clerk's Department has traditionally had three positions with legal signing authority to ensure that someone is always available for the expeditious execution of Corporate documents. Therefore it would be appropriate to grant signing authority to Mrs. Lorentsen as part of her responsibilities as Administrative Officer 1.

Mrs. Lorentsen assumes her new duties on 1995 August 21 and as such it is requested Council grant signing authority effective that date.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "D. R. Comis".

D. R. Comis
CITY CLERK

DRC:rf

c.c. Deputy City Manager - Corporate Services
City Solicitor