

ITEM	8
MANAGER'S REPORT #	23
COUNCIL MEETING	95/05/08

TO: CITY MANAGER

DATE: 1995 MAY 02

FROM: CITY CLERK

SUBJECT: EXECUTION OF LEGAL DOCUMENTS

PURPOSE: To establish legal signing authority within the Clerk's Department

RECOMMENDATION:

1. THAT Mrs. Denise Campbell, Administrative Officer, Communications/Protocol 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.

R E P O R T

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. In previous years the three signing authorities have been the City Clerk, Deputy City Clerk and Administrative Officer Operations.

As a result of recent changes to the structure of the Clerk's Department, the position of Administrative Officer, Operations is no longer staffed leaving the department with only two signing authorities.


Administrative staff within the Clerk's Department, including the Administrative Officer Communications/Protocol, have absorbed additional responsibilities in order to accommodate this restructuring. Mrs. Campbell will now be responsible for the Council Agenda and Bylaw processing in addition to her regular duties and responsibilities.

As the third senior position in the department it would be appropriate for Mrs. Campbell to include signing authority as part of her new duties.

-2-

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It is therefore recommended that Mrs. Denise Campbell, Administrative Officer Communications/Protocol be appointed as an authorized signatory for the City of Burnaby, immediately upon passage of the resolution.



D. R. Comis
CITY CLERK

DRC:le

cc: Deputy City Manager, Corporate Services
City Solicitor

D. R. Comis
CITY CLERK

DRC:le