

TO: CITY MANAGER 2000 MARCH 13
FROM: CITY CLERK
SUBJECT: EXECUTION OF LEGAL DOCUMENTS
PURPOSE: To establish legal signing authority within the Clerk's Department

RECOMMENDATION:

1. THAT Mrs. Maryann Manuel 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

The City 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. The three signing authorities are the City Clerk, Deputy City Clerk and Administrative Officer Operations.

As a result of a recent name change, the Deputy City Clerk's surname has changed from Maryann Pasqua to Maryann Manuel.

It is therefore recommended that Mrs. Maryann Manuel, Deputy City Clerk be appointed as an authorized signatory for the City of Burnaby, immediately upon passage of the resolution.



D.R. Comis,
CITY CLERK

cc: Deputy City Manager, Corporate Services
City Solicitor