

TO: CITY MANAGER

2005 JANUARY 17

FROM: CITY CLERK

**SUBJECT: TO ESTABLISH TEMPORARY LEGAL SIGNING AUTHORITY WITHIN
THE CLERK'S DEPARTMENT**

PURPOSE: The purpose of this report is to request Council authorization to grant legal signing authority to the Acting Administrative Officer Operations during the 2005/2006 Election Office operation.

RECOMMENDATION:

1. THAT effective 2005 February 01 to 2006 January 31st, Gloria McCaskie, Acting Administrative Officer Operations 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 City Council.

REPORT

During the term the election office will be open and operating the current Administrative Officer Operations will be fulfilling the position of Election Supervisor. In order to maintain availability for expeditious execution of Corporate documents it is recommended the Acting Administrative Officer Operations be granted signing authority on a temporary basis while fulfilling that position.

It is anticipated the Election Office will close and staff will revert back to their regular positions and responsibilities on 2006 February 01.

Respectfully submitted,



D. R. Comis,
City Clerk