
TO: CITY MANAGER **DATE:** 2007 May 22

FROM: CITY CLERK

SUBJECT: CITY OF BURNABY SIGNING AUTHORITY

PURPOSE: The purpose of this report is to request Council appoint Sid Cleave, Acting Administrative Officer Operations, as signing authority for the City of Burnaby for the period 2007 June 01 to 2009 March 01.

RECOMMENDATION:

1. **THAT** Burnaby City Council appoint Sid Cleave, Acting Administrative Officer Operations, as signing authority for the City of Burnaby for the period 2007 June 01 to 2009 March 01.

REPORT

The Clerks Department is undergoing restructuring to accommodate a maternity leave commencing 2007 June 01.

Ann Lorentsen will be assuming the position of Acting Deputy City Clerk from 2007 June 01 to 2008 June 01. Following that period she will be moving to the Election Office until 2009 March 01 to fulfill responsibilities for the 2008 Local Government election.

The responsibilities for the position of Administrative Officer Operations, regularly fulfilled by Ms Lorentsen will be divided between Sid Cleave and Blanka Zeinabova. Both Mr. Cleave and Ms Zeinabova will maintain some of their current committee responsibilities and a temporary full time Administrative Officer 1 will be hired to fulfill the remaining committee responsibilities.

For the information of Council, Sid Cleave will be looking after the Public Hearing process, Advisory Planning Commission, Council correspondence processing, Board of Variance and World Police and Fire Games Board of Directors and will be a signing authority (in addition to the City Clerk and Deputy City Clerk) for processing legal documents on behalf of the City

Blanka Zeinabova, also Acting Administrative Officer Operations, will look after Council Agenda preparation, bylaw processing, scheduling of Council/Committee meetings, Community Heritage Commission, Finance Committee, Traffic Safety Committee and Community Development Committee.

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The temporary full time staff member will look after the Environment Committee, Executive Committee, Social Issues Committee, Community Policing Committee and Transportation Committee.

These arrangements maintain the current staff complement within the Clerks Department, provide an opportunity for growth and development for staff, while fulfilling all of the duties and responsibilities as required.

To accommodate the requirements of the City, the Council has always maintained three signing authorities within the Clerks Department. Therefore Council is respectfully requested to approve the appointment of Sid Cleave as a signing authority for the City in order to maintain the same level of departmental service.



Debbie Comis,
CITY CLERK

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Copy: Deputy City Manager
City Solicitor