



Item .....
Meeting .....2015 Feb 2

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2015 January 15

**FROM:** CITY CLERK

**SUBJECT: DEPUTY CITY CLERK – SIGNING AUTHORITY**

**PURPOSE:** To empower the new Deputy City Clerk with signing authority

**RECOMMENDATION:**

1. **THAT** Mrs. Kate O’Connell, Deputy City Clerk for the City of Burnaby, be designated as having signing authority on behalf of the City.

**REPORT**

The current Deputy City Clerk, Sid Cleave, has tendered his resignation and will be retiring effective July 3, 2015.

Given the ample lead time that Mr. Cleave has provided of his intended retirement date, the City has undertaken a recruitment to find a new Deputy City Clerk.

From the recruitment and selection process, Ms. Kate O’Connell has been selected as the preferred candidate. Ms. O’Connell commenced employment with the City on January 5, 2015.

As Deputy City Clerk, it is appropriate that Council approve a motion giving Ms. O’Connell signing authority on behalf of the City of Burnaby.

Dennis Back  
CITY CLERK

Copied to: Director Human Resources  
Director Finance