



Item .....  
Meeting .....2019 March 25

**COUNCIL REPORT**

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**TO:** CITY MANAGER **DATE:** 2019 March 20  
**FROM:** CITY CLERK  
**SUBJECT:** ADMINISTRATIVE OFFICER 2 – SIGNING AUTHORITY  
**PURPOSE:** To empower the Administrative Officer 2 with signing authority.

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**RECOMMENDATION:**

1. **THAT** Ms. Nikolina Vracar, Administrative Officer 2 for the City of Burnaby, be designated as having signing authority on behalf of the City.

**REPORT**

In December 2018, the City initiated recruitment processes for a new Administrative Officer 2 position. Upon completing the recruitment process, Ms. Nikolina Vracar was selected as the preferred candidate, and will begin her new role as Administrative Officer 2 on 2019 April 1.

It is recommended that Ms. Nikolina Vracar be designated as having signing authority on behalf of the City.

A handwritten signature in black ink, appearing to be "Kate O'Connell", written over a faint circular stamp or watermark.

Kate O'Connell  
CITY CLERK

Copied to: Director Corporate Services  
Director Human Resources  
Director Finance  
City Solicitor