



Item
Meeting2019 March 25

COUNCIL REPORT

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.

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.

Kate O'Connell
CITY CLERK

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