



TO: ACTING CITY MANAGER **DATE:** 2021 August 17

FROM: CITY CLERK

SUBJECT: ADMINISTRATIVE OFFICER 2 – SIGNING AUTHORITY

PURPOSE: To request Council to grant signing authority to the Administrative Officer 2.

RECOMMENDATION:

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

REPORT

Historically, Council has granted signing authority to Administrative Officer 2 in the Clerk’s Office. In June 2021, the City initiated recruitment processes for vacant Administrative Officer 2 position (temporary full-time). Upon completing the recruitment process, Ms. Kathryn Matts was selected as the preferred candidate, and begun her new role as Administrative Officer 2 on 2021 August 16. Ms. Matts is expected to stay in the position until 2022 December 31.

It is recommended that Council grant Ms. Kathryn Matts signing authority on behalf of the City.


Blanka Zeinabova
CITY CLERK

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