

# **REPORT**

## ***Legislative Services***

**To:** Mayor Johnstone and Members of Council  
**Date:** December 11, 2023

**From:** Lisa Spitale  
Chief Administrative Officer  
**File:** 05.1035.10  
**Item #:** 2023-811

**Subject:** Authorization of LTSA Document Signing of Corporate Officer

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### **RECOMMENDATION**

**THAT** Council authorize Peter DeJong, as Corporate Officer, to sign Land Title documents on behalf of the Corporation of the City of New Westminster effective December 15, 2023.

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### **PURPOSE**

The purpose of this report is to provide for the efficient operation of the Legislative Services Department and the City by designating the Corporate Officer with the authority to sign land title documents.

### **BACKGROUND**

The Corporate Officer (City Clerk) is a statutory officer of the City under Section 148 of the Community Charter and the City's Officers Bylaw, No. 7175, 2007, and therefore requires appointment by City Council. The Corporate Officer is one of only two City Officers who can sign Land Title documents.

Upon appointment, the Corporate Officer assumes the responsibilities of the Corporate Officer under the Officers Bylaw and the Delegation Bylaw No. 7176, 2015 (these powers are located in Attachment 1 for reference). There are no provisions in these enactments for other City staff positions to assume the Corporate Officer duties under the Officers Bylaw.

When appointed on May 8, the current Corporate Officer had assumed all responsibilities except signing Land Title documents which remained with the previous Corporate Officer,

who retained the that title for the purposes of signing land title documents. In response to anticipated changes in staffing, the City's Corporate Officer requires the authorization to sign for land title documents. It is the intent of this resolution to authorize Peter DeJong to sign for Land Title documents between December 11, 2023 and March 1, 2024 inclusive.

### **OPTIONS**

The options are:

1. That Council authorize Peter DeJong, Corporate Officer, to sign Land Title documents on behalf of the Corporation of the City of New Westminster.
2. That Council provide staff with alternative direction

Staff recommend Option 1.

### **ATTACHMENTS**

Attachment 1 - Excerpts from City Bylaws

### **APPROVALS**

This report was prepared by:  
Marius Miklea, Assistant Corporate Officer

This report was reviewed by:  
Peter DeJong, Corporate Officer

This report was approved by:  
Lisa Spitale, Chief Administrative Officer