

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: AMENDMENTS TO THE BURNABY ROUTINE TRANSACTION
AUTHORITY BYLAW 1999**

RECOMMENDATIONS:

1. THAT Council approve the changes to the Burnaby Routine Transaction Authority Bylaw 1999 and the Spend and Approval Limits Authorization and Contract Awards Policy.
2. THAT Council authorize the City Solicitor to bring forward a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 in accordance with this report.

REPORT

The Financial Management Committee, at its meeting held on 2022 March 15, received and adopted the attached report seeking Council approval for amendments to the Burnaby Routine Transaction Authority Bylaw 1999 to reflect the new titles of exempt managers.

Respectfully submitted,

Councillor Dhaliwal
Chair

Councillor Gu
Vice Chair

Copied to:	Chief Administrative Officer Acting CFO GM Corporate Services City Solicitor Records and Information Administrator
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TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2022 March 10

FROM: ACTING CHIEF FINANCIAL OFFICER

FILE: 42000-01

**SUBJECT: AMENDMENTS TO THE BURNABY ROUTINE TRANSACTION
AUTHORITY BYLAW 1999**

PURPOSE: To obtain Council approval for amendments to the Burnaby Routine Transaction Authority Bylaw 1999.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council to approve the changes to the Burnaby Routine Transaction Authority Bylaw 1999 and the Spend and Approval Limits Authorization and Contract Awards Policy; and
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 in accordance with this report.

REPORT**1.0 INTRODUCTION**

The Burnaby Routine Transaction Authority Bylaw 1999 delegates the power to authorize certain transactions to officer and employees of the City to support administrative efficiency and effectiveness. Additionally, the City maintains a Spend and Approval Limits Authorization and Contract Awards Policy. The purpose of this policy is to define delegation of authority for the purchase of goods and services and construction on behalf of the City and to establish internal controls over the authorization of purchases made using shopping carts. Due to several title changes for exempt managers across the City, amendments to the bylaw and policy are required to accurately reflect the new titles.

The purpose of this report is to request amendments to the Burnaby Routine Transaction Authority Bylaw 1999 and the corresponding Spend and Approval Limits Authorization and Contract Awards Policy to accurately reflect current position titles.

2.0 POLICY SECTION

This report aligns with the following goal and sub goal of the Corporate Strategic Plan:

Goal:

- A Thriving Organization
 - Communication – Practice open and transparent communication among staff, Council and the community.

3.0 PROPOSED BYLAW AMENDMENTS

To reflect the title changes, it is recommended that the City Solicitor be authorized to prepare a bylaw amendment to change the following titles found in the Burnaby Routine Transaction Authority Bylaw 1999:

Senior Manager Purchasing

To reflect this title change, it is recommended that the reference to “Purchasing Manager” be replaced with “Senior Manager Purchasing” in Section 2 (a1).

General Manager Engineering

To reflect this title change, it is recommended that the reference to “Director Engineering” be replaced with “General Manager Engineering” in Section 2 (c).

Chief Human Resources Officer

To reflect this title change, it is recommended that the reference to “Human Resources Manager” be replaced with “Chief Human Resources Officer” in Section 2 (f).

4.0 POLICY UPDATES

As outlined in the Spend and Approval Limits Authorization and Contract Awards Policy, Council delegates authority to authorized individuals to commit the City to supply agreements, purchase orders, licences, contracts or other legally enforceable documents within the prescribed spend and authorization limits. The purpose of this policy is to define delegation of authority for the purchase of goods and services and construction on behalf of the City. Subsequent to approval from Council, staff will update policy to reflect the recent title changes for exempt staff.

To: Financial Management Committee
From: Acting Chief Financial Officer
Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999
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5.0 RECOMMENDATION

Due to the recent title changes for exempt staff, it is requested that the Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amendment for the Burnaby Routine Transaction Bylaw 1999, and direct staff to update the corresponding Spend and Approval policy to accurately reflect these changes.



Bob Klimek
ACTING CHIEF FINANCIAL OFFICER

BK/md

Copied to: Chief Administrative Officer
City Clerk
City Solicitor
Records and Information Administrator