

CITY OF BURNABY

BYLAW NO. 10841

A BYLAW to establish the officer positions of  
City Manager, City Clerk and Treasurer

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY OFFICER POSITIONS BYLAW, 1998.**
2. The positions of City Manager, City Clerk and Treasurer are hereby established.
3. The City Manager is hereby assigned the chief administrative responsibility for the City, including the following powers, duties and functions:
  - (a) overall management of the administrative operations of the City;
  - (b) ensuring that the policies and directions of City Council are implemented;
  - (c) advising and informing City Council on the operation and affairs of the City.
4. The City Clerk is hereby assigned the responsibility of corporate administration for the City, including the following powers, duties and functions:
  - (a) ensuring that accurate minutes of the meetings of City Council and its committees are prepared and that the minutes, bylaws and other records of the business of City Council and its committees are maintained and kept safe;

- (b) ensuring that access is provided to records of City Council and its committees, as required by law or authorized by City Council;
- (c) certifying copies of bylaws and other documents, as required or requested;
- (d) administering oaths and taking affirmations, declarations and affidavits required to be taken under the *Municipal Act* or any other Act in relation to City Council matters;
- (e) accepting, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City;
- (f) keeping the corporate seal and having it affixed to documents as required.

5. The Treasurer is hereby assigned the responsibility of financial administration for the City, including the following powers, duties and functions:

- (a) receiving all money paid to the City;
- (b) ensuring the keeping of all funds and securities of the City;
- (c) expending and disbursing money in the manner authorized by City Council;
- (d) investing revenue funds, until required, in investments referred to in section 483(1) of the *Municipal Act*;
- (e) ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe;

(f) compiling and supplying information on the financial affairs of the City required by the Inspector of Municipalities.

6. The persons currently occupying the positions of City Manager, City Clerk and Treasurer are hereby continued in the respective positions of City Manager, City Clerk and Treasurer established under this Bylaw.



7. Burnaby Municipal Manager Bylaw 1957, Bylaw No. 3859, is hereby repealed.

Read a first time this 16th day of NOVEMBER 1998

Read a second time this 16th day of NOVEMBER 1998

Read a third time this 16th day of NOVEMBER 1998

Reconsidered and adopted this 23rd day of NOVEMBER 1998

  
MAYOR  
  
CLERK