

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

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

**RECOMMENDATIONS:**

1. THAT Council approve an increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000.
2. THAT Council authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the proposed spend and approval limits increase for the City Manager.

**REPORT**

The Financial Management Committee, at its meeting held on 2021 February 17, received and adopted the attached report seeking Council authorization for an amendment to the Routine Transaction Authority Bylaw to increase the City Manager's spend and approval limits. The Bylaw appears elsewhere on the Council agenda.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	City Manager Director Finance Director Corporate Services City Solicitor
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2021 February 10

**FROM:** DIRECTOR FINANCE

**FILE:** 8900-01

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

**PURPOSE:** To obtain Council approval to change the Routine Transaction Authority Bylaw to increase to the City's Manager's spend and approval limits.

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#### **RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council approve an increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000.
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the proposed spend and approval limits increase for the City Manager.

### **REPORT**

#### **1.0 INTRODUCTION**

The Burnaby Routine Transaction Authority Bylaw 1999 delegates the power to authorize certain routine transactions to certain officers and employees of the City to support administrative efficiency and effectiveness.

On 2020 March 27, Council authorized a temporary increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000 (previously \$500,000), for a period of six months, through a temporary bylaw amendment. On 2020 September 14, Council authorized, through another temporary bylaw amendment, a second temporary increase to the City Manager's authority for an additional six months. The current bylaw amendment expires on 2021 March 28.

During the period 2020 March 27 to 2021 February 01, the City Manager has approved a total of 28 transactions exceeding \$500,000 including contract increases, contract extensions and new contracts with values approved ranging between \$247,161.60 and \$870,570.08. These contracts are all routine contracts for goods and services utilized by the City. The list of contract approvals are reflected in Attachment 1.

Due to the relatively small number of transactions over the past year and the routine nature of the transactions between \$500,000 and \$1,000,000, as well as the ability for the City to be responsive to the changing needs for goods, services and supplies on an ongoing basis, it is proposed that the spend and approval authorization limits for the City Manager be permanently changed to \$1,000,000 from the date of adoption of the bylaw amendment implementing the change. The bylaw amendment is needed to provide the City Manager appropriate approval authority on an ongoing basis to address needs for goods, services and supplies necessary for the City’s operations.

**2.0 POLICY SECTION**

**Goal**

- A Thriving Organization
  - Financial viability –  
 Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

**3.0 BYLAW AMENDMENTS**

It is recommended that the City Solicitor be authorized to prepare a bylaw amendment to permanently change Section 2(a1) of the Burnaby Routine Transaction Bylaw 1999 to increase the spend and approval limits for the City Manager to \$1,000,000. If the Financial Management Committee agrees with this recommendation, this report will be brought forward to the 2021 February 22 Council meeting, together with the amendment bylaw for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and then final adoption at the 2021 March 8 meeting. Upon final adoption of the amendment bylaw, the City Manager’s spend and approval limits will be increased to \$1,000,000 going forward.

It is proposed that Section 2(a1) of the Burnaby Routine Transaction Bylaw 1999 be amended to read as follows on a permanent basis:

- (a1) to each of the positions listed below, the authority to approve for award of contract by the City’s Purchasing Manager and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed the amount shown in the table below:

Authority	Limit Thresholds (\$)
Council	> 1,000,000
City Manager	250,001 – 1,000,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

To: Financial Management Committee  
From: Director Finance  
Re: Change to the Burnaby Routine Transaction Authority Bylaw 1999  
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**4.0 RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council approve the increase to the spend and approval authorization limits of the City Manager permanently to \$1,000,000, and authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 as outlined in this report.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:BK / md:dg

Attachment: 1- Contracts Approved by City Manager Exceeding \$500,000: 2020 March 27 – 2021 February 01

Copied to: City Manager  
City Clerk  
City Solicitor  
Director Corporate Services

## Contracts Approved by the City Manager Exceeding \$500,000: 2020 March 27 – 2021 February 01

Purchase Order Name	Supplier Name	Contract/PO Total (after tax)	Value Approved by City Manager	Approval Date
2020 Storm Sewer Extension - Fall Program	Complete Utility Contractors Ltd.	870,570.75	870,570.08	December 21, 2020
Burnaby Mountain Booster Pump	PCL Constructors Westcoast Inc.	858,291.00	858,291.00	June 22, 2020
NetApp Equipment, Software and Services	CDW Canada Corp.	851,424.14	851,424.14	January 15, 2021
<b>Contract Increase</b> - Front Load Refuse Trucks	Rollins Machinery Ltd.	1,663,816.00	836,270.40	December 21, 2020
RCMP High Potency Drug Processing Facility	Halse-Martin Construction Co. Ltd.	690,831.75	690,831.75	August 17, 2020
2020 Road Improvement Program at Brantford Avenue and Southridge Drive	Mainland Construction Materials ULC	661,054.12	661,054.12	June 10, 2020
Animal Control and Shelter Services	BCSPCA	634,253.45	634,253.45	November 5, 2020
Sanitary, Storm, Sewer Main Reline	Mar-Tech Underground Services Ltd.	590,313.69	590,313.69	April 6, 2020
<b>Contract Extension</b> - Supply and Delivery of Asphalt	B.A. Blacktop Ltd.	2,569,184.99	569,184.99	July 2, 2020
RCMP Building HVAC Upgrades	Just Mechanical Ltd.	554,400.00	554,400.00	August 5, 2020
<b>Contract Extension</b> - Tires and Related Services	Son Tirecraft Burnaby Inc.	2,185,000.00	550,000.00	May 19, 2020
Royal Oakland Staircase Renovation	GPM Civil Contracting Inc.	548,301.75	548,301.75	August 18, 2020
<b>Contract Increase</b> - Laurel Street Works Yard Redevelopment Project	Omicron Architecture Engineering & Construction Ltd.	4,113,536.70	541,800.00	July 7, 2020
<b>Contract Increase</b> - Reach 8 Dyke	Wilco Civil Inc.	6,812,619.70	509,582.06	November 16, 2020
Burnaby Mountain PRV at Horizons Restaurant	Hyland Excavating Ltd.	502,993.05	502,993.05	August 5, 2020
<b>Contract Increase</b> - 2020 Major Traffic Management Projects	Crown Contracting Ltd.	2,173,923.62	428,614.66	December 17, 2020
<b>Contract Increase</b> - Broadway Street Improvements	Eurovia British Columbia Inc.	9,646,288.29	410,369.43	December 14, 2020

Purchase Order Name	Supplier Name	Contract/PO Total (after tax)	Value Approved by City Manager	Approval Date
<b>Contract Increase</b> - Lougheed Highway Upgrades - Underhill Avenue and Austin Road	Jack Cewe Construction Ltd.	11,396,127.27	403,418.70	January 08, 2021
<b>Contract Increase</b> - Sperling Avenue Stairway Replacement Project	Wilco Civil Inc.	1,489,375.31	399,000.00	December 10, 2020
<b>Contract Extension</b> - Supply and Delivery of Cement Concrete	Coquitlam Concrete (1993) Ltd.	758,400.00	386,400.00	July 13, 2020
<b>Contract Increase</b> - Deer Lake Avenue Roadworks and Trail	Jack Cewe Construction Ltd.	3,175,746.54	381,118.78	January 29, 2021
<b>Contract Increase</b> - 2020 Culvert Rehabilitation Program	Hanna Infrastructure Ltd.	1,724,626.97	373,179.26	September 24, 2020
<b>Contract Increase</b> - Lougheed Highway Upgrade Boundary Road to Gilmore Avenue	ISL Engineering and Land Services	640,875.90	351,053.85	November 27, 2020
<b>Contract Increase</b> - South Burnaby Roadworks	BD Hall Constructors Corp.	4,581,139.63	333,531.70	November 17, 2020
<b>Contract Increase</b> - Sidewalk Expansion Program Package 1	RF Binnie & Associates Ltd.	708,701.65	288,176.65	January 26, 2021
<b>Contract Extension</b> - 2021 Non Stock Plumbing Supplies	Wolseley Mechanical Group	1,240,000.00	280,000.00	November 18, 2020
<b>Contract Increase</b> - Metro Vancouver Douglas Road Main 2 City Works	ISL Engineering and Land Services	714,654.15	255,501.75	November 17, 2020
<b>Contract Increase</b> - Wheelchair Ramps and Bus Stop Program	Grandview Blacktop Ltd.	681,733.50	247,161.60	June 29, 2020

**Note:** Contract increases and extensions that take the total contract value over \$500,000 would normally require authorization by Council. With the interim limit increase, the City Manager is provided the authority to approve these increases on behalf of Council commencing 2020 March 27.