

TO: CITY MANAGER**DATE:** 2017 February 15**FROM:** DIRECTOR FINANCE**FILE:** 8900-01**SUBJECT: CITY STAFF EXTERNAL TRAINING AND TRAVEL****PURPOSE:** To increase the City Manager's authority to approve staff training and travel expenses when the estimated cost of the expenditure does not exceed \$10,000.**RECOMMENDATIONS:**

1. **THAT** Council authorize an increase to the City Manager's authority to approve requests by officers and employees of the City to attend courses, conferences and meetings or for travel in respect to City business when the estimated cost does not exceed \$10,000.
2. **THAT** the City Solicitor be directed to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the change.

REPORT

The Burnaby Routine Transaction Bylaw Section 2(a)(i) delegates authority to the City Manager to approve expenditure requests by officers and employees of the City to attend courses, conferences and meetings. The bylaw currently limits the authority of the City Manager to approve expenditures up to \$5,000.

By Council policy the City Manager is authorized to approve expenditure requests by officers and employees of the City travelling on City business (other than external training) up to \$5,000 prior to staff undertaking the travel.

The City Manager's authorization level of up to \$5,000 for both officers and staff attending training, conferences and meetings or travelling on matters of City business has been in place since 2006. All requests exceeding \$5,000 require Council approval.

Given the rising cost of travel and course/conference registrations it is recommended that the approval authorization limit of the City Manager be increased to \$10,000 for both external training and corporate travel by officers and employees on behalf of the City.

It is further recommended that Section 2(a)(i) of the Burnaby Routine Transaction Authority Bylaw 1999 be amended to delegate to the City Manager the authority to approve requests by officers and employees of the City to attend courses, conferences and meetings or for travel in respect to City business when the estimated cost of any such attendance or travel does not exceed \$10,000.



Denise Jorgenson
DIRECTOR FINANCE

DJ/mm

Copied to: City Clerk
City Solicitor
Director Human Resources