

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 February 06

**FROM:** DIRECTOR FINANCE **FILE:** 8900-01

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

**PURPOSE:** To obtain Council approval for amendments to the Burnaby Routine Transaction Authority Bylaw 1999 to increase the City Manager's authority to approve staff training and travel expenses not exceeding \$12,500 and to provide the City's Risk Manager with authority to approve payment of claims not exceeding \$2,500.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend 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 \$12,500.
2. **THAT** the Financial Management Committee recommend Council authorize the City Risk Manager's authority to approve for payment of claims against the City that do not exceed \$2,500, subject to the receipt of an appropriate settlement agreement or release.
3. **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 changes.

**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. The recommendations outlined in this report represent updates to the bylaw needed to address administrative matters.

## **2.0 POLICY SECTION**

### **Goal**

- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

## **3.0 CURRENT AUTHORITIES**

### **3.1 Training and Travel Expenses**

The Burnaby Routine Transaction Authority Bylaw 10874 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 for travel in respect to City business. The bylaw currently limits the authority of the City Manager to approve expenditures up to \$10,000.

### **3.2 Payment of Claims**

The Burnaby Routine Transaction Authority Bylaw 10874 Section 2(e)(i) delegates authority to the City Solicitor to approve for payment of claims against the City that do not exceed \$50,000, subject to the receipt of an appropriate settlement agreement or release. There is no similar authority for the City's Risk Manager even though he addresses a large volume of claims against the City.

## **4.0 PROPOSED AUTHORITY REVISIONS**

### **4.1 Training and Travel Expenses**

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 \$12,500 for both external training and corporate travel by officers and employees on behalf of the City.

### **4.2 Payment of Claims**

The volume of minor claims against the City has increased to a level where it would be administratively efficient to delegate authority to the City's Risk Manager to settle minor claims against the City that do not exceed \$2,500.

It is recommended that Section 2 of the Burnaby Routine Transaction Authority Bylaw 1999 be amended to delegate to the City's Risk Manager the authority to approve the settlement of claims against the City that do not exceed \$2,500, subject to the receipt of an appropriate settlement agreement or release.

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The City Solicitor's limit would remain at \$50,000 to provide the ability to address higher value claims that typically require resolution through the Court process.

## **5.0 RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council to increase the approval authorization limit of the City Manager to \$12,500 for both external training and corporate travel by officers and employees on behalf of the City, delegate authority to the City's Risk Manager to settle claims against the City that do not exceed \$2,500, and authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement these proposed changes.



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DIRECTOR FINANCE

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Copied to: City Manager  
City Clerk  
City Solicitor  
Director Public Safety and Community Services