
TO: CITY MANAGER **DATE:** 2020 March 26

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

SUBJECT: PROPOSED AMENDMENT TO ROUTINE TRANSACTION BYLAW TO TEMPORARILY INCREASE CITY MANAGER'S SPENDING LIMIT

PURPOSE: To obtain Council authorization to bring forward an amendment to the Routine Transaction Authority Bylaw to temporarily increase the City's Manager's spending limit.

RECOMMENDATION:

1. **THAT** Council authorize 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, for a period of six months.
2. **THAT** Council authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the proposed temporary spending limit increase.

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 recommendation outlined in this report represents a temporary update to the bylaw needed to provide the City Manager appropriate approval authority to address needs for goods, services and supplies necessary for the City's operations. The temporary increase in the authority limit is being requested for a period of six months from the date that the Bylaw amendment is approved.

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

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3.0 CURRENT AUTHORITY TO APPROVE CONTRACTS

The Burnaby Routine Transaction Authority Bylaw 10874 Section 2(a1) delegates authority to the City Manager to approve for award of contract and execution of legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$500,000.

4.0 PROPOSED AUTHORITY TO APPROVE CONTRACTS

Given the requirement for the City to be responsive to the changing needs for goods, services and supplies at this time, it is proposed that the approval authorization limit of the City Manager be increased to \$1,000,000, for a period of six months from the date of the approval of the Bylaw amendment.

5.0 BYLAW AMENDMENTS

It is recommended that the City Solicitor be authorized to prepare a bylaw amendment to implement the following revision in Section 2 of the Burnaby Routine Transaction Bylaw 1999, to be effective for a period of 6 months starting from the date of adoption.

Section 2(a1) is to be amended to read as follows:

- (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

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6.0 RECOMMENDATION

It is recommended that Council authorize the temporary increase to the approval authorization limit of the City Manager to \$1,000,000, for six months and authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement this proposed temporary spending limit increase.



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DIRECTOR FINANCE

NK:BK / md

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