

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 September 02

FROM: DIRECTOR FINANCE

FILE: 8900-01

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

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

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend 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 an additional six months.
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 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.

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 bylaw amendment. The bylaw amendment expires on 2020 September 27.

During the period 2020 March 27 to September 1, the City Manager has approved a total of 12 transactions including contract increases, contract extensions and new contracts with values approved ranging between \$247,161.60 and \$858,291.00. These contracts are all routine contracts for goods and services utilized by the City. The list of contract approvals are reflected in Attachment 1.

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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 to \$1,000,000 for the City Manager be extended for another six month period from the date of the approval of the new Bylaw amendment. The temporary update to the bylaw is needed to provide the City Manager appropriate approval authority 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 extend 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, to continue the spending limit increase to \$1,000,000 for the City Manager. If the Financial Management Committee agrees with this recommendation, the report will be brought forward to the 2020 September 14 Council meeting, together with the amendment bylaw for 1st, 2nd and 3rd readings and then final adoption at the 2020 September 28 meeting. Upon final adoption, the temporary spending limit increase for the City Manager will be extended to 2021 March 28.

It is proposed that Section 2(a1) continue to read as follows for a further 6 months:

2. The following powers, duties and functions are hereby delegated to the following officers and employees of the City:

- (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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4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the temporary increase to the approval authorization limit of the City Manager to \$1,000,000, for another 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.

A handwritten signature in black ink, appearing to read "Noreen Kassam". The signature is fluid and cursive, with a large loop at the end.

for Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:BK / md

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

Contract Increases, Extensions and New Contract Awards Approved by the City Manager: March 27 – September 1, 2020

Purchase Order Name	Supplier Name	Contract/PO Total (after tax)	Value Approved by City Manager	Approval Date
Burnaby Mountain Booster Pump	PCL Constructors Westcoast Inc.	858,291.00	858,291.00	June 22, 2020
RCMP HPDP Facility	Halse-Martin Construction Co. Ltd.	690,831.75	690,831.75	August 17, 2020
2020 Road Improvement Program at Brantford Ave. and Southridge Dr.	Mainland Construction Materials ULC	661,054.12	661,054.12	June 10, 2020
Sanitary, Storm, Sewer Main Reline	Mar-Tech Underground Services Ltd.	590,313.69	590,313.69	April 6, 2020
Contract Extension – 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
Contract Extension - 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
Contract Increase – Laurel Street Works Yard Redevelopment Project	Omicron Architecture Engineering & Construction Ltd.	4,113,536.70	541,800.00	July 7, 2020
Burnaby Mountain PRV at Horizons Restaurant	Hyland Excavating Ltd.	502,993.05	502,993.05	August 5, 2020
Contract Extension - Concrete Cement (See Note 1)	Coquitlam Concrete (1993) Ltd.	758,400.00	386,400.00	July 13, 2020
Contract Increase - Wheelchair Ramps and Bus Stop Program (See Note 1)	Grandview Blacktop Ltd.	681,733.50	247,161.60	June 29, 2020

Note 1: These contract awards were originally approved by the City Manager. The extension and increase takes the total contract values over \$500,000 which would normally require authorization by Council. With the interim limit increase, the City Manager has the authority to approve these increases on behalf of Council.