



## Consolidated Bylaw No. 10841

### Burnaby Officer Positions Bylaw 1998, Bylaw No. 10841

Purpose: to establish the officer positions of Chief Administrative Officer, City Clerk and Chief Financial Officer

The following document is a copy of the above-named parent Bylaw in which every current enforceable amendment made to that Bylaw has been **CONSOLIDATED FOR CONVENIENCE** only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

To view an amendment bylaw made to **Bylaw No. 10841**, click on the link below:

<https://heritageburnaby.ca/>

<b>Burnaby Officer Positions Bylaw 1998</b>			
No.	Amendment Bylaw No.	Final Adoption Date	Purpose
1	14409	06 Dec 2021	Deleting "City Manager" and "Treasurer" and replacing with "Chief Administrative Officer" and "Chief Financial Officer"
Original	10841	23 Nov 1998	

CITY OF BURNABY

BYLAW NO. 10841

A BYLAW to establish the officer positions of  
Chief Administrative Officer, City Clerk and Chief  
Financial Officer (BYLAW 14409)

(Consolidated for Convenience with Bylaw 14409)

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY OFFICER POSITIONS BYLAW, 1998.**
2. The positions of Chief Administrative Officer, City Clerk and Chief Financial Officer are hereby established. (BYLAW 14409)
3. The Chief Administrative Officer is hereby assigned the chief administrative responsibility for the City, including the following powers, duties and functions: (BYLAW 14409)
  - (a) overall management of the administrative operations of the City;
  - (b) ensuring that the policies and directions of City Council are implemented;
  - (c) advising and informing City Council on the operation and affairs of the City.
4. The City Clerk is hereby assigned the responsibility of corporate administration for the City, including the following powers, duties and functions:
  - (a) ensuring that accurate minutes of the meetings of City Council and its committees are prepared and that the minutes, bylaws and other records of the business of City Council and its committees are maintained and kept safe;
  - (b) ensuring that access is provided to records of City Council and its committees, as required by law or authorized by City Council;
  - (c) certifying copies of bylaws and other documents, as required or requested;

**Disclaimer** The City of Burnaby documents contained in this system are for convenience reference only and their accuracy and currency is not guaranteed. To verify the accuracy and currency of this information please contact the City of Burnaby at 604-294-7290.

- (d) administering oaths and taking affirmations, declarations and affidavits required to be taken under the *Municipal Act* or any other Act in relation to City Council matters;
- (e) accepting, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City;
- (f) keeping the corporate seal and having it affixed to documents as required.

5. The Chief Financial Officer is hereby assigned the responsibility of financial administration for the City, including the following powers, duties and functions:  
(BYLAW 14409)

- (a) receiving all money paid to the City;
- (b) ensuring the keeping of all funds and securities of the City;
- (c) expending and disbursing money in the manner authorized by City Council;
- (d) investing revenue funds, until required, in investments referred to in section 483(1) of the *Municipal Act*;
- (e) ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe;
- (f) compiling and supplying information on the financial affairs of the City required by the Inspector of Municipalities.

6. The persons currently occupying the positions of Chief Administrative Officer, City Clerk and Chief Financial Officer are hereby continued in the respective positions of Chief Administrative Officer, City Clerk and Chief Financial Officer established under this Bylaw.  
(BYLAW 14409)

7. Burnaby Municipal Manager Bylaw 1957, Bylaw No. 3859, is hereby repealed.

Read a first time this 16<sup>th</sup> day of November, 1998  
Read a second time this 16<sup>th</sup> day of November, 1998  
Read a third time this 16<sup>th</sup> day of November, 1998  
Reconsidered and adopted this 23<sup>rd</sup> day of November, 1998

MAYOR

CLERK

**Disclaimer** The City of Burnaby documents contained in this system are for convenience reference only and their accuracy and currency is not guaranteed. To verify the accuracy and currency of this information please contact the City of Burnaby at 604-294-7290.