

ROUTINE TRANSACTION AUTHORITY BYLAW 1999

CITY OF BURNABY

BYLAW NO. 10874

A BYLAW to delegate the power to authorize certain routine transactions to certain officers and employees of the City

(Consolidated for Convenience with Bylaw No. 13698, 13723 and 13884)

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ROUTINE TRANSACTION AUTHORITY BYLAW 1999**.
2. The following powers, duties and functions are hereby delegated to the following officers and employees of the City:

(a) to the City Manager

- (i) the authority to approve all 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 \$10,000.00; and

(BYLAW No. 13698, 13723)

- (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	> 500,000
City Manager	250,001 – 500,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

(BYLAW No. 13698, 13884)

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(b) to the City Clerk, after statutory and/or Council requirements have been satisfied, the authority to execute:

- (i) Land Title and related documents;
- (ii) leases and licences of City land or in favour of the City;
- (iii) offers and purchase and sale agreements for disposition of City land;
- (iv) contracts for procurement of municipal goods, services and construction authorized in accordance with section 2(a1) of this Bylaw;
- (v) servicing and access and works agreements associated with building and development applications;
- (vi) settlement agreements and releases approved by the City Solicitor in accordance with section 2(e) of this Bylaw; and
- (vii) other agreements to which the City is a party.

(BYLAW No. 13698, 13884)

(c) to the Director Engineering

- (i) the authority to acquire on behalf of the City easements and statutory rights of way required for City purposes where the compensation to be paid for any such easement or statutory right of way does not exceed \$100,000;

(BYLAW No. 13698)

- (ii) the authority to approve
 - A. encroachments onto road allowances or easements or statutory rights of way in favour of the City
 - B. the reduction in width of easements and statutory rights of way in favour of the City
 - C. the granting of pole anchor easements to public utility companies;

- (iii) the authority to acquire truncations from privately owned parcels of land required for City purposes where the compensation does not exceed \$100,000, including the cost of restoring or relocating landscaping and plants; and

(BYLAW No. 13698)

- (iv) the authority to approve walk-a-thons, fun runs, bike-a-thons and block parties;
- (d) to the Director Finance, the authority to approve for payment of vehicle mileage claims of volunteers when they represent the City on City business;

(BYLAW No. 13698)

- (e) to the City Solicitor, the authority to:
 - (i) 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;
 - (ii) initiate legal proceedings on behalf of the City for debt owing or damages that not exceed \$50,000; and
 - (iii) initiate legal proceedings to enforce compliance with City bylaws or orders.

(BYLAW No. 13698, 13884)

- (f) to the Human Resources Manager, the authority to approve for payment donations to charitable organizations in memory of employees and volunteers who have passed away.

(BYLAW No. 13698)

Read a first time this 08 day of February 1999

Read a second time this 08 day of February 1999

Read a third time this 08 day of February 1999

Reconsidered and adopted by an affirmative vote of at least two-thirds of all the members of Council this 15 day of February 1999

MAYOR

CLERK