



## Consolidated Bylaw No. 10874C

### Burnaby Routine Transaction Authority Bylaw 1999, Bylaw No. 10874

Purpose: to delegate the power to authorize certain routine transactions to certain officers and employees of the City

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. 10874**, click on the link below:

<https://heritageburnaby.ca/>

Burnaby Routine Transaction Authority Bylaw 1999			
No.	Amendment Bylaw No.	Final Adoption Date	Purpose
9	14440	25 Apr 2022	Senior Staff title change
8	14410	06 Dec 2021	Authorized officers' new titles
7	14294	08 Mar 2021	Same as B/L 14211 except that automatic repeal after 6-months no longer applies
6	14211	28 Sep 2020	Delete and Substitute Subsection 2 (a1) and amend \$\$ Limit Thresholds
5	14144	27 Mar 2020	Delete and Substitute Subsection 2 (a1) and amend \$\$ Limit Thresholds
4	14134	30 Mar 2020	Delete and Substitute Section 2(a)(i) on conference travel expenses up to \$12.5k limit; add subsection 2(f)
3	13884	14 May 2018	Textual changes and \$\$ Limit Thresholds
2	13723	27 Feb 2017	Delete and Substitute Section 2(a)(i) on conference travel expenses up to \$10k limit
1	13698	12 Dec 2016	Textual changes and \$\$ Limit Thresholds
Original	10874	15 Feb 1999	

**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

UNOFFICIAL CONSOLIDATION

(Consolidated for Convenience with Bylaw No. 13698, 13723, 13884, 14134, 14144, 14211 and 14294, 14410 and 14440)

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 Chief Administrative Officer (BYLAW 14410)

- (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 \$12,500.00; and

(BYLAW 13698, 13723, 14134)

- (a1) to each of the positions listed below, the authority to approve for award of contract by the City's Senior Manager Purchasing 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:

(BYLAW 14440)

<b>AUTHORITY</b>	<b>LIMIT THRESHOLDS (\$)</b>
Council	> 1,000,000
Chief Administrative Officer (BYLAW 14410)	250,001 – 1,000,000
Senior Manager Purchasing (BYLAW 14440)	50,001 – 250,000

Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000
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(BYLAW 14294)

(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 13698, 13884)

(c) to the General Manager 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 13698, 14440)

- (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

(BYLAW13698)

- (iv) the authority to approve walk-a-thons, fun runs, bike-a-thons and block parties;

- (d) to the Chief Financial Officer, the authority to approve for payment of vehicle mileage claims of volunteers when they represent the City on City business;

(BYLAW 14410)

(BYLAW 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 13698, 13884)

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

(BYLAW 13698, 14440)

- (g) to the Risk Manager, the authority to approve payment of claims against the City that do not exceed \$2,500, subject to receipt of an appropriate settlement agreement or release.

*Burnaby Routine Transaction Authority Bylaw 1999 (2022.1)*

(BYLAW 14134)

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