

RE: APPOINTMENT OF COLLECTOR AND LICENCING OFFICIAL

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendations of the Director Finance be adopted.

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TO: MUNICIPAL MANAGER
FROM: DIRECTOR FINANCE

1988 April 20
File: F20

RE: APPOINTMENT OF COLLECTOR AND LICENCING OFFICIAL

1. THAT Rick Elligott be appointed Collector for the Municipality; and
2. THAT Rick Elligott be designated as the official with the power to grant a licence.

Phil Kenzie, our Chief Licence Inspector, will be retiring early in 1989. In anticipation of this retirement, some reorganization was done in Finance during 1986. The purpose was to allow for the orderly transfer of the responsibility for tax collection and licencing, for which Mr. Kenzie was accountable.

Rick Elligott was appointed to replace Mr. Kenzie in the Fall of 1986. Mr. Elligott was not officially named in 1986 by Council to discharge the tax and licencing duties in order to give him a period of time to acquire the full knowledge base needed to carry out the duties. It is now appropriate to so appoint Mr. Elligott.

The Municipal Act (Sec. 421) requires each municipality to appoint a "Collector". Currently the Director Finance is the Collector. The duties of the Collector include: preparing the tax roll, mailing tax notices, and accepting payment of taxes.

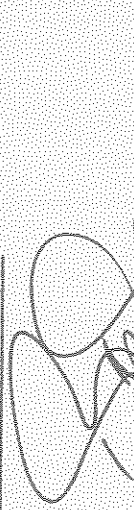
The Municipal Act (Sec. 513) also empowers Council to delegate the power to grant a licence. This authority is currently held by Phil Kenzie, the Chief Licence Inspector.

Mr. Elligott's title will be changed from Assistant Director Finance - Revenue to Tax and Licence Director.

Adoption of the recommendations will result in the need to make the appropriate changes in the Burnaby Zoning Bylaw and the Trades Licence Bylaw to have Mr. Elligott's position named in the bylaws. This will be brought forward the next time the bylaws are amended.

It is recommended that Rick Elligott be appointed Collector for the municipality.

It is also recommended that Rick Elligott be designated as the official with the power to grant a licence.



Howard Karras
DIRECTOR FINANCE