

ITEM 1
MANAGER'S REPORT NO. 62
COUNCIL MEETING 89/10/02

RE: PUBLIC AFFAIRS/PROTOCOL OFFICER
MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Municipal Clerk be adopted.

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TO: MUNICIPAL MANAGER DATE: 1989 SEPT. 19
FROM: MUNICIPAL CLERK OUR FILE NO:
RE: PUBLIC AFFAIRS/PROTOCOL OFFICER

PURPOSE:

The purpose of this report is to report back to Council on the matter of additional duties that would be assigned to the Public Affairs/Protocol Officer if the hiring of such a position is approved by Council as recommended in this report.

RECOMMENDATION:

1. THAT Council approve the hiring of a Public Affairs/Protocol Officer, within the Municipal Clerk's Office, as a full time position within the Municipal work force.

REPORT

At the regular Council Meeting held on 1989 July 10, Council received a report from the Municipal Manager (Item 16, Manager's Report No. 47) recommending the hiring of a Public Affairs/Protocol Officer as a full time position within the Clerk's Department.

Upon its consideration of the report Council chose to refer the matter back to staff in order that additional duties for the position could be considered. Council requested that consideration be given to having the new job include responsibilities for coordinating grant applications and funding from both the public and private sectors.

Subsequently, at the regular Council Meeting held on 1989 July 24, Council received a Municipal Manager's Report (Item No. 15, Manager's Report No. 49) submitted by the Director Recreation and Cultural Services on behalf of the Parks and Recreation Commission. The recommendations contained in this report were:

1. "THAT consideration be given to the creation of a new position of 'Fund Raiser' for Burnaby;

or secondly;

2. THAT staff be requested to rearrange the present fund raising activities within the Corporation so that the authority and responsibility for raising donations are vested in one individual."

Council chose to refer the above recommendations back to staff so that the recommendations of the Parks and Recreation Commission could be considered in conjunction with the review of the duties for the proposed Public Affairs/Protocol Officer.

Staff have now had an opportunity to review the possibility of the proposed new position being responsible for coordinating grant applications and funding activities and have concluded that these duties could be included within the position description of the Public Affairs/Protocol Officer. It should be recognized, however, that the list of duties and responsibilities included in the initial report was extensive and some adjustments may be required in order to add the additional grant and funding related activities.

In conclusion, the staff recommendation remains unchanged and is resubmitted for Council's consideration with the understanding that the duties of the position will be adjusted to include coordinating grant applications and funding activities.

If approved, funding for this position would be included in the 1990 Provisional Budget.

The original report is being forwarded to Council under separate cover.



C. A. Turpin
Municipal Clerk