



## COUNCIL REPORT

To: Mayor and Council

Date: August 23, 2022

From: Paul Gipps, CAO

Subject: **Appointment of Corporate Officer**

---

### RECOMMENDATION

**THAT** Council rescind the appointment of Shelley Schnitzler, Corporate Officer, for the City of West Kelowna; and

**THAT** Council appoint Corinne Boback as Corporate Officer for the City of West Kelowna.

### BACKGROUND

Pursuant to Section 146 of the *Community Charter*, Council must appoint a Corporate Officer.

With the recent retirement of the former Corporate Officer, Shelley Schnitzler, it is recommended that the statutory position of Corporate Officer be assigned to Corinne Boback.

### LEGISLATIVE REQUIREMENTS:

Section 148 of the *Community Charter*:

One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- (a) Ensuring that accurate minutes of the meetings of the Council and Council Committees are prepared and that the minutes, bylaws and other records of the business of the Council and Council Committees are maintained and kept safe;
- (b) Ensuring that access is provided to records of the Council and Council Committees, as required by law or authorized by the Council;
- (c) Administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) Certifying copies of bylaws and other documents, as required or requested;
- (e) Accepting, on behalf of the Council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Council or municipality;

(f) Keeping the corporate seal, if any, and having it affixed to documents as required.

**REVIEWED BY**

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes  No