



COUNCIL REPORT
Finance, Administration and Protective Services
For the May 14, 2019 Council Meeting

DATE: May 6, 2019
TO: Jim Zaffino, CAO
FROM: Tracey Batten, Deputy CAO
RE: Appointment of Financial Officer

RECOMMENDED MOTION:

THAT Council appoint Warren Everton, Chief Financial Officer, as the Financial Officer under Section 149 of the *Community Charter* for the City of West Kelowna.

LEGISLATIVE REQUIREMENTS:

Pursuant to Section 146 of the *Community Charter*, the City of West Kelowna must establish a corporate officer position and a financial officer position and may establish other officer positions.

BACKGROUND:

Mr. Everton has served as the City's Chief Financial Officer since January 2, 2019. Historically, the City's CFO is appointed in the capacity of this statutory position. In the absence of a CFO, the position is held by the Chief Administrative Officer (City of West Kelowna Bylaw No. 0082).

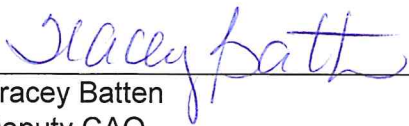
Section 149 of the *Community Charter* provides the following:

Financial officer

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

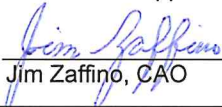
- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

Respectfully submitted,



Tracey Batten
Deputy CAO

PowerPoint: ___ Yes X No

Approved for Agenda	
 Jim Zaffino, CAO	<u>May 7, 2018</u> Date

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