



COUNCIL REPORT

To: Mayor and Council

Date: July 22, 2025

From: Ron Bowles, Chief Administrative Officer

Subject: **Council Appointment of License Inspector and Bylaw Officer**

Prepared by: Kandice Brzezynski, Building and Licensing Supervisor

Reviewed by: Mark Pennington, Director of Legislative and Legal Services

RECOMMENDATION

THAT Albertine Fowler, Business Licensing Compliance Officer, be appointed to the following officer positions for the City of West Kelowna:

- License Inspector; and
- Bylaw Enforcement Officer.

STRATEGIC AREA(S) OF FOCUS

Pursue Economic Growth and Prosperity – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

BACKGROUND

Albertine Fowler has been appointed to the position of Business License Compliance Officer. This position is responsible for ensuring that businesses operate in accordance with municipal bylaws, with a focus on compliance with business licensing regulations. In accordance with Section 146 of the *Community Charter*, she is required to be sworn in before Council. Further, as stipulated in the *Business Licensing and Regulations Bylaw*, all License Inspectors must be formally appointed by Council.

DISCUSSION

Albertine Fowler has been hired as the City's new Business License Compliance Officer. This position is responsible for ensuring that businesses operating within the City of West Kelowna comply with municipal bylaws, particularly those related to business licensing.

To carry out these duties, the Business License Compliance Officer must be formally appointed by Council in accordance with the *Business Licensing and Regulations Bylaw*. Additionally, under Section 146 of the *Community Charter*, this role is considered a statutory officer position, and therefore the individual must be officially sworn in before Council prior to exercising any powers or responsibilities.

The Officer's authority includes the ability to enforce licensing regulations, issue tickets for bylaw infractions under Section 264 of the *Community Charter*, and serve summonses as outlined in Section 28 of the *Offence Act*. These enforcement powers are essential to support ongoing compliance and to maintain fair business practices within the community.

CONCLUSION

Appointing and swearing in Albertine Fowler as the Business License Compliance Officer is a necessary step to ensure the city continues to effectively enforce its business licensing bylaws. This formal process satisfies the legislative requirements under the *Community Charter* and supports the City's ongoing efforts to maintain fair, lawful, and well-regulated business practices. Staff is requesting Council's consideration for the appointment and administration of the required oath of office.

PowerPoint: Yes ☐ No ☒