

DRAFT RESOLUTION

Re: APPOINTMENT – EXECUTION OF DOCUMENTS - DIRECTOR OF FINANCE & CORPORATE SERVICES

THAT Cliff Kraft, Director of Finance & Corporate Services, be appointed to perform the duties of the Officer Assigned Responsibility for Corporate Administration for the City of Kelowna under Section 198 of the *Local Government Act* for the purpose of executing documents on behalf of the City in the absence of the City Clerk and the Deputy City Clerk.

BACKGROUND:

There have been times in the recent past when both the City Clerk and Deputy City Clerk were absent and City documents were required to be executed. In order to eliminate this problem staff recommend that the Director of Finance and Corporate Services be authorized to execute documents in the absence of the City Clerk and Deputy City Clerk.

Date: August 8, 2001

File: 2630-40