



The Corporation of the Town of Tecumseh

March 25, 2024

Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8

Attention: Joseph Malandrucolo, Director, Legal & Legislative Services/Clerk

Dear Joe:

Re: OPP Detachment Board Appointments and Administration

The Council of the Town of Tecumseh, at its regular meeting held March 19, 2024, gave consideration to reports CAO-2024-02 entitled “OPP Detachment Board Appointments” and CAO-2024-03 entitled “OPP Detachment Board Administration”, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolutions:

CAO-2024-02 – OPP Detachment Board Appointments

Motion: RCM – 51/24

“That Report CAO-2024-02 entitled “OPP Detachment Board Appointments” **be received.”**

Motion: RCM – 52/24

“That Mayor Gary McNamara **be appointed** as the Town of Tecumseh Council representative for the Essex County OPP Detachment Board – North, effective April 1, 2024, being the date the *Community Safety and Policing Act, 2019* comes into force.”

Motion: RCM – 53/24

“That the preferred option as outlined in this report regarding appointment of a local community representative proceed with Option 2 for the remainder of this term of office and Option 3 selected for the terms of office following the 2026 municipal elections;

And that Paul Sweet **be appointed** as the local community representative on the new Essex County OPP Detachment Board-North for the remainder of this term in office.”

Motion: RCM – 54/24

“That the preferred option outlined in this report regarding appointment of an at-large community representative be Option 1 selected for the remainder of this term in office and Option 2 selected for the terms of office following the 2026 municipal elections;

And that Christopher Hales **be selected** as the at-large representative and his name be forwarded as the Town of Tecumseh’s recommendation to the Town of Essex and Municipality of Lakeshore for their consideration.”

CAO-2024-03 – OPP Detachment Board Administration

Motion: RCM – 55/24

“That Report CAO-2024-03 entitled “OPP Detachment Board Administration” **be received**;

And that authorization **be given** for the Town of Tecumseh to provide administrative support to the new Essex County OPP Detachment Board – North;

And further that authorization **be given** to Administration to create a new Administrative Support position dedicated to the OPP Detachment Board – North and proceed with drafting a job description and advertisement for the position;

And furthermore, that the administrative components relating to municipal liaison support and proposed meeting schedule **be approved**;

And furthermore, that the financial administration and compensation provisions outlined within Report CAO-2024-03 **be approved**;

And furthermore, that the proposed arrangements regarding the OPP Detachment Board – North administration **be forwarded** as the Town of Tecumseh’s recommendations, subject to concurrence with the Town of Essex and Municipality of Lakeshore, for their consideration;

And furthermore, that the administrative and financial arrangements approved by the three member municipalities **be recommended** to the newly formed Essex County OPP Detachment Board – North for its adoption.”

Please consider this letter as confirmation of the Town of Tecumseh’s action on the above matter.

Following Essex Council’s consideration in the above matters, we look forward to receiving confirmation of the adopted resolution(s).

Yours very truly,



Robert Auger, LL.B.
Director Legislative Services & Clerk

RA/kb

Attachments

1. CAO-2024-02 OPP Detachment Board Appointments
2. CAO-2024-03 OPP Detachment Board Administration

cc: Doug Sweet, Chief Administrative Officer



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: March 19, 2024

Report Number: CAO-2024-02

Subject: OPP Detachment Board Appointments

Recommendations

It is recommended:

That Report CAO-2024-02 entitled “OPP Detachment Board Appointments” **be received**;

And that Council **appoint** Mayor Gary McNamara to be the Town of Tecumseh Council representative on the new Essex County OPP Detachment Board – North, effective April 1, 2024, being the date the *Community Safety and Policing Act, 2019* comes into force;

And further that direction **be given** on the preferred option as outlined in this report regarding appointment of a local community representative with Option ___ selected for the remainder of this term of office and Option 3 selected for the terms of office following the 2026 municipal elections;

And furthermore, that direction **be given** on the preferred option as outlined in this report regarding appointment of an at-large community representative with Option 1 selected for the remainder of this term of office and Option 2 selected for the terms of office following the 2026 municipal elections;

And furthermore, that the selection for the at-large community representative **be forwarded** as the Town of Tecumseh’s recommendation to the Town of Essex and the Municipality of Lakeshore for their consideration.

Background

On March 26, 2019, Ontario passed the [Community Safety and Policing Act, 2019](#) (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. Once in force, as of April 1, 2024, the CSPA will replace the current *Police Services Act, 1990* (PSA).

At the May 25, 2021 Regular Meeting of Council, [Report CAO-2021-09](#) was presented outlining the new CSPA requirements and endorsement of the two board model as the preferred detachment board composition. On October 25, 2023, the Ministry of the Solicitor General (Ministry) sent a letter to all local municipalities confirming that the Essex County OPP Detachment Board proposal had been approved by the Solicitor General.

To prepare for the CSPA coming into effect, the Ministry provided a [description of the regulation](#) for public review and feedback, that will set out OPP Detachment Board compositions and other related matters. Council endorsed Administration's comments in response to the description regulation, as identified in [Report CAO-2024-01](#), and the Town's feedback was forwarded to the Ministry.

As part of the next steps, the Ministry has advised the new board is to be in place on or about April 1, 2024. The current Police Service Board (PSB) ceases to be in effect at that time. A by-law to disband the current PSB is forthcoming in March to give effect to its discontinuance. Town Administration are working with the Town of Essex and Municipality of Lakeshore to develop the administrative components of the new board for consideration by each respective Council.

This report addresses the first order of business, which is the local representative appointments to the new Essex County OPP Detachment Board – North. Each of the three municipalities represented by the new Board must make two appointments: a Council representative and a local community representative. The three municipal Councils must concur on one at-large representative. The provincial appointments to the new Board will be made by the Public Appointments Secretariat. For Council's information, the composition of the current PSBs for each of the municipalities is as follows:

Town of Tecumseh

Name	Board Position	Type of Appointment
Christopher Hales	Chair	Community Member - Council Appointment
Paul Sweet	Vice Chair	Provincial Appointment
Mayor Gary McNamara	Member	Council Appointment
Councillor Rick Tonial	Member	Council Appointment
Marc Gomes	Member	Provincial Appointment

Town of Essex

Name	Board Position	Type of Appointment
Mayor Sherry Bondy	Chair	Council Appointment
Councillor Kim Verbeek	Vice Chair	Council Appointment
David Kigar	Member	Community Member – Council Appointment
Timothy Meloche	Member	Provincial Appointment
Karen Robertson	Member	Provincial Appointment

Municipality of Lakeshore

Name	Board Position	Type of Appointment
Ed Hooker	Chair	Provincial Appointment
John Quennell	Vice Chair	Provincial Appointment
Mayor Tracey Bailey	Member	Council Appointment
Deputy Mayor Kirk Walstedt	Member	Council Appointment
Julie Johnston	Member	Community Member-Council Appointment

Comments

As approved by the Ministry, on October 25, 2023, the board composition for the Essex County OPP Detachment Boards is as follows:

Board	Communities Serviced	Council Seats	Community Representative Seat(s)	Provincial Appointment Seat(s)	Total Seat(s)
1	Town of Essex, Municipality of Lakeshore, Town of Tecumseh	3	4	2	9
2	Town of Kingsville, Municipality of Leamington, Pelee Township, Caldwell First Nation	4	3	2	9

In accordance with the CSPA, appointment or reappointment of a member to the board shall consider:

“33 (a) the need to ensure that the police service board is representative of the area it serves, having regard for the diversity of the population in the area;

(b) the need for the police service board to have members with the prescribed competencies, if any, and;

(c) any applicable diversity plan.”

The CSPA stipulates that persons are not eligible to be a member of the board if they are:

- a judge/justice of the peace
- member of a police service, a special constable or a First Nations Officer
- any person who practices criminal law as a defence counsel or as a prosecutor
- a director, officer or employee of a prescribed policing provider
- a former member of a police services unless the police service board does not maintain a police service that the person was a member of and at least one year has passed since the person ceased to be a member of any police service.

Council Representative

Each of the three municipalities are required to appoint one (1) member of Council. The description of the regulation proposes the term of a municipal appointment not to exceed the term of the Council that made the appointment. For continuity in this term of office, Council should consider appointing one of its current members to the new Board. As Councillor Tonial is a former member of the current police service, he is not eligible to serve on the new Board. Therefore, it is recommended that Council appoint Mayor Gary McNamara as the Council representative to the Essex County OPP Detachment Board – North. This will provide for continuity during the transition to the new Board.

For Council’s information, the Town of Essex Council appointed Mayor Sherry Bondy as their Council representative to the new Detachment Board on December 4, 2023. The Municipality of Lakeshore appointed Mayor Tracey Bailey as their Council representative on March 5, 2024.

Community Representative

Each of the three municipalities is required to appoint one (1) community representative, together with one (1) at-large community representative (3 municipal community representatives + 1 at-large representative = 4 seats). The description of the regulation proposes the term of a joint appointment not to exceed four (4) years. For each appointment, each municipal Council must adhere to S. 33 a) of the CSPA as well as the ineligibility criteria set out above.

Each of the community representatives for Tecumseh, Essex and Lakeshore must live in the respective municipality while the at-large representative must live in any of Tecumseh, Essex or Lakeshore.

Options: Community Representative

With respect to the Town of Tecumseh community representative (1 seat), the following options are put forward for consideration:

1. Reappoint the current Town of Tecumseh community member for the remainder of this four (4) year term.
2. Appoint one (1) of the current Town of Tecumseh provincial appointed members as the community member for the remainder of this four (4) year term.
3. Proceed with a public call for applications for a community representative, in line with defined qualifications for the remainder of this four (4) year term. This option could support the new diversity obligations under the CSPA. Current community and provincial appointees would be eligible to apply, if desirous.

For Option 3 above, Administration has developed a set of qualifications for Council's consideration. It is recommended that community representatives be a Canadian citizen, 18 years of age or older, and possess a demonstrated knowledge and understanding of community issues, experience working on a committee/board or volunteer involvement and be a strategic thinker with proven communication and interpersonal skills. Academic and/or career background in corporate or public governance, law, public policy, social services, mental healthcare, or similar would be ideal.

Notwithstanding the options above for the remainder of this term of office, it is recommended that Option 3 be selected as the appointment process for forthcoming terms commencing after the 2026 municipal elections.

Letters of interest for the community representative and at-large appointments have been received and are appended to the report. ([Attachment 1](#))

Options: At-Large Representative

For the at-large representative, concurrence must be achieved by all three municipalities for the successful candidate. Senior Administration from the collective municipalities have discussed geographic rotation of the at-large representative to allow for equitable representation from each municipality. The at-large member appointment could be rotated based on a +/- 1-year term or for the entire term. For example, an at-large representative residing in the Town of Tecumseh would serve a 1-year term, followed by a Municipality of Lakeshore and then a Town of Essex resident. In the alternative, an at-large representative residing in the Town of Tecumseh could serve the remainder of the current 4-year term, thereafter the next two 4-year terms would see the

appointment of at-large members from each of Lakeshore and Essex. In discussions with our Advisor from the Ministry, the 1-year rotation is considered to be too short for any new member to fully assimilate into the Board appointment, particularly if they lack any prior experience.

The following two options are proposed for the at-large member appointment:

1. For the initial appointment of a member to serve for the remainder of this term of office, each municipal Council could appoint an eligible member from their existing Board to serve for a +/- 1-year term. For example, for the remainder of 2024, the at-large member would be from Tecumseh, for 2025 the member would be from Lakeshore and for 2026, the member would be from Essex. Following this term of office, Option 2 would take effect.
2. Under the same qualification criteria as for the municipal community representatives (outlined above for Option 3), a call for application for the at-large representative could be posted. Prior to such posting, the three municipalities must first agree on the order of geographic rotation for the term appointments. For example, a neutral ordering based on alphabetical order would indicate the first 4-year term appointment would be from Essex, followed by Lakeshore, then followed by Tecumseh. Appointment of an at-large member from the pool of applicants must be agreed upon by all three municipalities regardless of which municipality the applicant is from.

Administration recommends Option 1 for this term of office and Option 2 going forward, commencing after the 2026 municipal elections. This two-tiered appointment strategy would accomplish the following advantages:

- For the first term of the new Board, it would facilitate the (re-)appointment of Detachment Board members with prior board experience. As there are several administrative matters to be determined in this initial term as well as input to Board policies and the local action plan, it would be helpful to have members that have had prior Board experience as well as exposure to the development of the CSPA and its regulations over the past 5 years.
- Option 1 above would assist with meeting the timeline of new Board appointments, with members in place by April 1, 2024, as there would be no need for a notification period and consideration of applications by all three Councils.
- Whilst the Advisor has expressed concern over short-term appointments to the Board (+/- 1 year), a shorter rotation of appointments for the remainder of this term of office coupled with the appointment of experienced members helps to allay these concerns.

- Over the longer term, Option 2 will assist with meeting the diversity requirements set out in the CSPA and provide opportunities for more members of the public to apply for a position on the Board. It will also facilitate a fair geographic representation over the three municipalities.

At their March 4, 2024 regular meeting, the Town of Essex appointed Dave Kigar (current PSB community member) as the community member representative for the new Board until the end of this Council term and approved the selection for the at-large member follow Option 1, as listed above, for the remainder of the term of Council and then Option 2, as noted above, to take effect with the new term of Council in 2026.

Similarly, on March 5, 2024 the Municipality of Lakeshore appointed their current community representative, Julie Johnston, as the community member for the new Board for the remainder of this term of office. Council approved proceeding with Option 1 for the appointment of the at-large member and Option 2 for the terms of office following the 2026 municipal elections.

Provincial Representative

Provincial appointments (2 seats) will be at the pleasure of the Minister through the Public Appointments Secretariat. Current provincial appointees' term will conclude as of the date the CSPA comes into effect. It is our understanding that the current Provincial appointees will be contacted by the Secretariat to determine their interest in continuing to serve as Board members. However, currently there are six (6) Provincial appointees serving the three local boards. As only two (2) will remain, the other four (4) may be eligible to be appointed as local community representatives, should they wish to continue their service.

It is the intention to have the municipal Council and community representatives appointed as of or close to April 1, 2024. While awaiting provincial appointments, the partial board can continue determining the administrative components, including cost sharing formulas between the municipalities for the new board. Subsequent reports will be presented to Council to stand up the new board.

Consultations

Ron LeClair, Ministry of Solicitor-General Advisor to the OPP Police Service Boards in Essex County
Senior Administration from Municipalities within the Essex County OPP Detachment Board - North

Financial Implications

There are no financial implications associated with this report.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Community and Provincial Representative Letters of Interest

-----Original Message-----

From: Paul Sweet

Sent: Thursday, February 29, 2024 2:45 PM

To: Margaret Misek-Evans <mevans@tecumseh.ca>

Subject: Town of Tecumseh Community Appointment to Essex North OPP Police Services Board

Margaret Misek-Evans
CAO
Town of Tecumseh
Margaret

Please accept this email as my formal indication to the Council of the Town of Tecumseh of my interest in being considered for appointment as a Community Representative to the Essex North OPP Police Services Board.

I would be pleased to provide an updated Curriculum Vitae if required. Of note to my consideration for this appointment, my career has included a position with the Ministry Of the Solicitor General as a Policing Advisor for the Province of Ontario.

Thanking you and Council for your consideration.

Sincerely

Paul Sweet

From: Gomes, Marc

Sent: Wednesday, March 6, 2024 11:32 AM

To: Margaret Misek-Evans <mevans@tecumseh.ca>

Cc: Brian Hillman <bhillman@tecumseh.ca>; Ellen Preuschat <epreuschat@tecumseh.ca>

Subject: Tecumseh OPP Community Appointments

Hi Margaret,

Sorry for my delay in sending this email.

I would like to let my name stand for a possible Community or At Large appointment to the revised OPP Police Board. I believe that the continuity of the board is very important at this point of a major transition of amalgamating three separate boards into one. My past experience and understanding of Police Governance would be an asset to the board.

Thank you for your consideration.

Regards,

Marc

From: Christopher Hales

Sent: Monday, March 11, 2024 6:33:51 PM

To: Margaret Misk-Evans mevans@tecumseh.ca

Subject: Participation in the North Shore OPP Detachment Board

Margaret:

Please accept this email as my confirmation that I am keenly interested in being part of the new North Shore Police Services Board forming on April 1, 2024. I would be willing to serve as either the Tecumseh community representative or as the single representative-at-large. There is a long list of things this new board will need to accomplish in the next year and I feel that I have the board experience to be a positive voice for adequate and effective policing in our communities.

Thank you for your consideration of my expression of interest.

Chris Hales

Chair, Tecumseh Police Services Board



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: March 19, 2024

Report Number: CAO-2024-03

Subject: OPP Detachment Board - Administration

Recommendations

It is recommended:

That Report-CAO-2024-03 entitled “OPP Detachment Board – Administration” **be received**;

And that authorization **be given** for the Town of Tecumseh to provide administrative support to the new Essex County OPP Detachment Board – North;

And further that authorization **be given** to Administration to create a new Administrative Support position dedicated to the OPP Detachment Board – North and proceed with drafting a job description and advertisement for the position;

And furthermore, that the administrative components relating to municipal liaison support and proposed meeting schedule **be approved**;

And furthermore, that the financial administration and compensation provisions outlined within Report CAO-2024-03 **be approved**;

And furthermore, that the proposed arrangements regarding the OPP Detachment Board – North administration **be forwarded** as the Town of Tecumseh’s recommendations, subject to concurrence with the Town of Essex and the Municipality of Lakeshore, for their consideration;

And furthermore, that the administrative and financial arrangements approved by the three member municipalities **be recommended** to the newly formed Essex County OPP Detachment Board – North for its adoption.

Background

On March 26, 2019, Ontario passed the [Community Safety and Policing Act, 2019](#) (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. Once in force, as of April 1, 2024, the CSPA will replace the current *Police Services Act, 1990* (PSA).

At the May 25, 2021 Regular Meeting of Council, [Report CAO-2021-09](#) was presented outlining the new CSPA requirements and endorsement of the two board model as the preferred detachment board composition. On October 25, 2023, the Ministry of the Solicitor General (Ministry) sent a letter to all local municipalities confirming that the Essex County OPP Detachment Board proposal had been approved by the Solicitor General.

To prepare for the CSPA coming into effect, the Ministry provided a [description of the regulation](#) for public review and feedback, that will set out OPP Detachment Board compositions and other related matters. Council endorsed Administration's comments in response to the description regulation, as identified in [Report CAO-2024-01](#), and the Town's feedback was forwarded to the Ministry.

As part of the next steps, the Ministry has advised the new board is to be in place on or about April 1, 2024. The current Police Service Board (PSB) ceases to be in effect at that time. A by-law to disband the current PSB is forthcoming to give effect to its discontinuance. Town Administration is working with the senior administrations of the Town of Essex and Municipality of Lakeshore (collectively the "Senior Administration") to develop the administrative components of the new board for consideration by each respective Council. This report centres on the initial administrative components.

Concurrent to this report, Council will consider the local representative appointments to the new Essex County OPP Detachment Board – North (Board).

Comments

Senior Administration from the three municipalities recommend the overall Board administration to be undertaken by Tecumseh on a fee for service basis, including overhead expenses such as the Administrative Support, financial support services, use of the electronic agenda management software (eScribe), records management, website, livestreaming, hosting meetings, etc. incurred by the host municipality.

Details regarding financial oversight will be forthcoming in a separate report on the Board budget, together with arrangements to be facilitated through a cost-sharing agreement.

Administration

a) Administrative Support

Each of the three municipalities do not have the staffing resources to provide dedicated Administrative Support for the new Board. However, Tecumseh's current Administrative Support (Executive Assistant to the CAO) will assist the new Board in this role on an interim basis.

To carry out the various Board secretariat, administrative and coordination duties, it is recommended that a new position ("Administrative Support") specifically for the Board administration be created and that Council authorize Administration to proceed with drafting a job description and advertising for this proposed new position. It is anticipated that this position will be part-time. The staffing enhancement costs will be outlined in the upcoming budgetary report.

b) Municipal Liaison Support

For the three municipalities, two CAOs currently serve as PSB Secretaries (Tecumseh and Essex), with the Corporate Leader – Legal Counsel acting as Municipal Liaison for Lakeshore. It is jointly recommended that the Municipal Liaison support role continue with representation from each municipality to provide the new Board with governance support in an advisory capacity.

c) Meetings

In accordance with Section 43 of the CSPA, at least four (4) meetings shall be held per year. Senior Administration collectively recommends six (6) meetings per year, with any additional meetings and closed meetings to be held at the call of the Chair.

Tecumseh will host and livestream the Board meetings initially and subject to the Board's preference thereafter.

Financial Administration and Compensation

Section 67 (3) of the CSPA provides for remuneration and expenses of the Board in the regulation. The current description of the regulation provided by the Ministry references the amount of remuneration will be determined by unanimous agreement by the municipalities within the detachment area, or the Province will determine the amount to be paid if an agreement cannot be reached. Board costs are to be allocated equally unless a different arrangement is unanimously agreed to.

Jointly, Senior Administration proposes compensation in accordance with Tecumseh's current remuneration model, as set out in the table below:

Remuneration (2024 annual rate)	Chair \$3,651 Members \$2,947 Administrative Support (interim) \$2,947 Municipal Liaison \$2,947
Per diem*	\$200 full day \$100 half day

*Per diems are provided for training/conferences only; no meeting per diem would be provided.

The compensation for the dedicated Administrative Support will be determined once the job description has been created and the pay evaluated.

Related travel expenses would be per the respective municipal policy until the new Board adopts a consolidated travel policy.

Notwithstanding that the recommendations outlined within this report were derived jointly with Senior Administration from Essex and Lakeshore, all recommendations regarding the administrative and financial arrangements are subject to the concurrence of the Councils of the Town of Tecumseh, the Town of Essex and the Municipality of Lakeshore and eventual adoption by the newly formed Essex County OPP Detachment Board - North.

Consultations

Legislative Services & Clerk

Financial Services

Ron LeClair, Ministry of Solicitor-General Advisor to the OPP Police Service Boards in Essex County

Senior Administration from Municipalities within the Essex County OPP Detachment Board - North

Financial Implications

For the balance of 2024, the new Board is expected to operate within the remaining balances of the cumulative approved budgets of the three member municipalities (Tecumseh, Lakeshore, Essex).

As the new Board is intended to be administered through Tecumseh, actual Town costs incurred to administer the program will be recovered equally from the three participating municipalities.

At this time, no additional cost to the Town is anticipated as a result of the new Board structure and second quarter implementation, and the Town's share of costs towards the new Board is expected to be within the remaining balance of the Town's approved 2024 PSB budget.

Link to Strategic Priorities

Applicable	
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None