

12.14.14.08.CIF

ACCOUNTABILITY
CODE



Under the guidance of Almighty God, Our Creator, and as a sovereign Nation; We, the peoples of Tsuu T'ina Nation, in preservation and continuation of the Tsuu T'ina Nation's unique culture, identity, traditions, language and institutions, and with respect to the special relationship to the land and resources, in continued relationship with all First Nations and Canada; Do ordain and establish this law in accordance with our inherent right to governance.

Tsuu T'ina Nation
Accountability Code
LRN.12.14.14.08.CIF

Enacted on the 22nd of December 2014 in Tsuu T'ina Nation
Coming Into Force Date: April 30, 2015

Table of Contents

Section 1. Interpretation

Section 2. Definitions

Section 3. Tsuu T'ina Nation Legislation

Section 4. Tsuu T'ina Nation Governance Structure

Section 5. Tsuu T'ina Nation Accountability, Roles and Responsibilities

Section 6. Communication

Section 7. Administration

Section 8. Fiscal Accountability

Section 9. Enforcement and Dispute Resolution

Section 10. Severability

Section 11. Amendment

Section 1. Interpretation

For the well being of our peoples, and the preservation of our lands, culture, spirituality and our language, we, the Tsuu T'ina Peoples assume our responsibilities to promote self-sufficiency for our Nation in a manner that is not prejudicial to our collective interests.

Section 2. Definitions

“Accountability” means being liable for activities or decisions. This includes “yes” or “no” authority and ex officio; accepting the liability for delegating responsibility of policy, process and/or overall direction of the Nation.

“Board or Committee” means a body appointed or elected by the Tsuu T’ina Electorate or Chief and Council for the governance of a specific society, or corporation.

“Approve or Approval” means to consent, agree to, or endorse;

“Assign or as assigned” means to appoint or delegate, or as appointed or delegated;

“Authority” means the power or right to determine, control, command or approve;

“Chief Executive Officer” or **“CEO”** means the individual assigned by Council who is responsible for the day-to-day oversight of the Nation’s operations;

“Budget” means the forecast of planned revenues and expenditures for the Nation, a Program or a Company, for a specific period of time;

“Budget Meeting” is a meeting at which Chief and Council approves the allocation of funds for the Nation’s total operations on an annual basis.

“Chief and Council” The official elected leadership of the Tsuu T’ina Nation.

“Citizen” a person who is defined per the Tsuu T’ina Nation Citizenship code

“Company” means a Nation organization or corporation that exists for the purpose of generating funds for the Nation;

“Executive Director” means the employee responsible for the day-to-day oversight of the Tsuu T’ina Nation’s specific Portfolios, Services, Essential Services, Companies, Economic Development, Legislative Procedures, and Community Relations.

“Ex officio” means the authority of the Chief by virtue of elected position may attend, vote, and contribute to meetings of any level of governance for Tsuu T’ina Nation. This includes all boards, committees, and portfolio business of the Tsuu T’ina Nation.

“Employee” means a person who works for the Nation in one of its Programs, Departments or Companies.

“Executive Director of Finance” means the individual assigned by Council to be responsible for the day-to-day management of the Nation’s financial administration systems and processes;

“Finance Act” means the Tsuu T’ina Finance and Administration Act;

“Fiscal Year” means the one-year period ending on March 31st of each year;

“General Meeting” A meeting called by Chief and Council where Nation Citizens come together to act on and discuss business as it pertains to the Tsuu T'ina Nation and its Citizens.

“Manager” means the Program or Company Manager hired as an employee to manage the day-to-day responsibilities of their respective Program or Company.

“Nation Funds” means all monies of the Nation;

“Responsibility” means being the individual or group of individuals who do the work or direct the completion of work or activity;

“Reports” To present an account of information orally or in written form detailing the progress and nature of a situation or program.

“Tsuu T'ina Chief and Council” means the elected governing body for the Tsuu T'ina Nation;

“Tsuu T'ina Nation” or “Nation”, in the context of the accountability code, means all Tsuu T'ina departments, Programs, and Companies.

Section 3. Tsuu T'ina Nation Legislation

1. Tsuu T'ina Nation Legislation includes all Laws, Bylaws, Regulations, Policies, and Procedures as ratified by the Tsuu T'ina Nation Chief and Council.
2. Tsuu T'ina Nation Legislation may be sourced from the Tsuu T'ina Nation Legislation and Legal Directory, and is not limited to:
 - a. All Tsuu T'ina Nation Ratified Law;
 - b. Human Resources – Policy and Procedures;
 - c. Tsuu T'ina Finance and Administration Act;
 - d. Procurement Policy & Procedures;
 - e. Department of Education Policy and Procedures Manual;
 - f. Tsuu T'ina Nation Child & Family Services Society Policy Manual;
 - g. Tsuu T'ina Nation Policing Services Policy Manual;
 - h. Tsuu T'ina Citizenship Code and Regulations;
 - i. Financial Agreements, Tripartite Agreements, Bilateral and other intergovernmental legislation as agreed to by the Tsuu T'ina Nation.

Section 4. Tsuu T'ina Nation Governance Structure

Each level of governance and administration has its own level of authority and accountability respective to its position within the structure.

A. Citizen

1. The governance structure originates with the Tsuu T'ina Nation Citizens.

B. Chief and Council

1. Chief and Council report to the Tsuu T'ina Nation Citizens.

C. Chief Executive Officer

1. The Chief Executive Officer reports directly to the Tsuu T'ina Nation Chief and Council.

D. Executive Director of Finance

1. The Executive Director of Finance reports to the Chief Executive Officer.

E. Executive Directors

1. All Executive Directors report to the Chief Executive Officer for administrative purposes.
2. All Executive Directors receive their mandate and direction from the Tsuu T'ina Nation Chief and Council Portfolio representatives.

F. Portfolio Staff

1. Managers report directly to the Executive Director responsible for the Portfolio to which they are assigned.
2. Nation Staff report to their respective Manager, or Supervisor for the performance of duties.

G. Boards and Committees

1. Elected Boards and Committees report to Tsuu T'ina Nation Citizens and Chief and Council, with the exception of appointed boards and committees, which report to Tsuu T'ina Chief and Council. Boards and Committees have terms of reference, funding agreements or legislation that are specific to their respective field for reporting mechanism, but must adhere to Tsuu T'ina Legislation at minimum.

Section 5. Tsuu T'ina Nation Accountability, Roles and Responsibilities

A. Citizen

1. Each Tsuu T'ina Nation Citizen has a role in ensuring that Tsuu T'ina Nation legislation is followed and accepts responsibility for the following:
 - a. Understanding that Tsuu T'ina Nation is a collective Indigenous Nation based on familial and clan descent such as it has been since time immemorial.
 - b. Individuals are responsible for their actions and accountable to their family and their Nation, and should conduct their behavior to serve the best interests of the Nation.
 - c. Each Nation Citizen is responsible for the preservation and protection of our Lands.
 - d. Nation Citizens meet their responsibilities by participating in Community meetings and other forums where Nation business is dealt with. Participation in meetings and staying informed about Nation business helps each of us fulfill our responsibility.
 - e. Eligible Nation Citizen Electors must participate in referenda for:

aa. Chief and Council	ac. Lands Surrender,
General Election,	ad. Lands Designation,
ab. Citizenship Vote,	ae. Legislation

B. Chief and Council

1. The Chief and Council role while elected to a term of office by the Nation's Citizens is to provide them with representation in the Nations Government and to ensure that the Nation's governance is conducted fairly and in the best interests of the Citizens.
2. The Chief and Council are responsible for ratifying all legislation for use and benefit of the Tsuu T'ina Nation through the Legislative Process.
3. The Chief and Council accept liability for all decisions of the Nation except those that are made by the Nation Citizens in a vote pursuant to the Tsuu T'ina Nation Legislative Process.
4. Chief and Council are accountable to the Nation Citizens on an individual basis at each election and collectively during the time between elections as they carry out their duties.

C. Chief Executive Officer

1. The Chief Executive Officer is responsible for overseeing the Executive Director's administration of each Portfolio in accordance with Tsuu T'ina Nation legislation, and other applicable funding requirements. Detailed roles and responsibilities are set out in a job description.
2. The Chief Executive Officer may delegate to an Executive Director the task of providing information to Chief and Council in relation to the Portfolio they administer.

D. Executive Director of Finance

1. The Executive Director is responsible for overseeing the Finance Department in accordance with the Tsuu T'ina Nation Finance and Administration Act. Detailed roles and responsibilities are set out in a job description.

E. Executive Directors

1. The Executive Director is responsible for overseeing the administration of the portfolio they are responsible for through specific legislation.

F. Portfolio Staff

1. Managers are directly responsible for ensuring that services, or products are available to the Nation Citizens. Managers are responsible for their duties as specified in their job descriptions. Managers are accountable to their support staff and must provide sufficient information and direction for them to carry out their work safely and effectively.
2. Staff is responsible for their duties as specified in their job descriptions.

G. Boards and Committees

1. Boards and Committees roles and responsibilities are defined pursuant to specific applicable legislation and financial requirements for each Board and/or Committee.

Section 6. Communication

A. General

1. Notice of referendum, public meetings, and community events shall be posted at the main reception area within the Administration Office or by way of Internet website.
2. A schedule of events will be accessible by calling the main reception switchboard as available.
3. Elders shall be informed about public meetings via the Elders Coordinator Office.
4. Tsuu T'ina Nation General Meeting minutes are accessed through written request to the Nation Chief Executive Officer. Minutes of meetings will not be allowed outside the Nation Administration office and must be viewed within the office for the protection of sensitive community information.
5. Agreements, reports and submissions will be available to the Nation Citizens on request for in house review. This information is confidential to the nation and must not be made available to the general public or the media. Citizens' requests for information must be directed to the Chief Executive Officer.
6. Nation Citizens and Nation Staff also have a responsibility to conduct themselves at all times with respect in a courteous and professional manner when dealing with one another and the Public.

B. Citizen

1. Nation Citizens are responsible for accessing communication streams concerning community events and meetings.
2. Nation Citizens are responsible for scheduling appointments to speak with Chief and Council, Executive Directors, and Managers for respectful time management.
3. Nation Citizens are responsible for providing written questions or concerns to a board or committee. Written submissions are to receive a written reply of acknowledgement of request and process of assessment within 5 business days.

C. Chief and Council

1. The Chief and Council report to the Nation Citizens at scheduled General Citizen meetings. Further reporting meetings include the presentation of the Nation Budgets each spring, and the Audit report each fall.
2. The Chief and Council in the exercise of their duties are entitled to the most accurate and up to date information available on which to base their decisions. Executive Directors and delegated staff must provide information to the Chief and Council through the designated Council Portfolio holders.
3. The Chief and Council may as an alternative or in addition to the general meetings

COMING INTO FORCE APRIL 30, 2015

described above call for Nation workshops to provide the members with information on specific issues or on the Nation's business in general.

4. Individual Councillor Members shall not discuss personal confidential citizen information with the general public or family members.
5. Items on Chief and Council agenda are not public information until the Tsuu T'ina Nation Chief and Council has made a decision collectively.
6. Chief and Council are responsible for scheduling appointments to speak with Nation Citizens for respectful time management.

D. Chief Executive Officer

1. The Chief Executive Officer ("CEO") shall ensure that the Nation administration posts all events forwarded to the office in a conspicuous public area within the main administration office. The CEO provides the main switchboard with event postings as available. The CEO is required to communicate through applicable channels to ensure that Chief and Council, staff and the general public are aware of office closures.
2. The CEO is responsible for scheduling appointments to speak with Nation Citizens for respectful time management.
3. The CEO is required to refer inquiries from Nation Citizens, general public, and other officials or economic development personnel to the relevant Executive Director.
4. The CEO must oversee and schedule in house citizen review of agreements, reports and submissions. This information is confidential to the nation and must not be made available to the general public or the media.

E. Executive Director of Finance

1. The Executive Director of Finance ("EDF") is responsible for scheduling appointments to speak with Nation Citizens for respectful time management.
2. The EDF is responsible for submitting correspondence for budgeting via the Tsuu T'ina Finance Act.
3. The EDF is responsible for ensuring that financial reporting for citizen meetings are presented in clear layman language.

F. Executive Directors

1. Executive Directors shall prepare and present Portfolio reports, correspondence or specific activities for the Portfolio they administer at general Nation Citizenship meetings.

2. Executive Directors are responsible for schedule appointments to speak with Nation Citizens in order to ensure respectful time management.

G. Portfolio Staff

1. Managers shall prepare and deliver yearly open house presentations as required. Further communication may also be furnished through newsletter, open house or Internet update.
2. Managers are responsible for returning phone inquires and schedule appointments to speak with Nation Citizens in order to ensure respectful time management.

H. Boards and Committees

1. Boards and Committees provide information according to their mandate, legislation and financial requirements.
1. Board and Committee members as individuals must not answer questions or concerns regarding board/committee business. The Citizen must submit a written inquiry to the board/committee for an official response.

Section 7. Administration

A. General

1. Tsuu T'ina Nation Legislation and other applicable provisional funding agreements govern the administration of all Portfolios within the structure.
2. Tsuu T'ina Nation Legislation and Legal Document Directory include all ratified legislation to be used for the Portfolios as applicable. Further legislation may be used according to funding agreements.

B. Citizen

1. Nation Citizens are responsible for providing necessary information and for adhering to administrative policy when applying for Citizen benefits.

C. Chief and Council

1. Due to the size and complexity of the Nations' structure, Chief and Council delegates responsibility for administrative duties but are ultimately liable for decisions made by their delegates.
2. Each Nation Councillor has been delegated to represent a specific Portfolio and shall provide the Portfolio Executive Director with a mandate and direction.
3. Councillor Portfolio representatives are responsible for maintaining knowledge of Portfolio activities, budget, and reporting requirements. This knowledge does not give any individual Councillor authority to intervene in policy decision on a daily basis.
4. The Chief Executive Officer through the respective Portfolio Executive Director must manage administrative queries.
5. Legislation may only be amended through the Tsuu T'ina Nation Legislative Process.
6. The office of Legislative Procedures is required to ensure that Nation Staff and Citizens are aware of legislative ratification, amendments, and repeals.

D. Chief Executive Officer

1. The Chief Executive Officer administers all Nation mandates through the Executive Directors using Nation legislation, as well as Chief and Council Directives.

E. Executive Director of Finance

1. The Executive Director of Finance specifically oversees the financial mandates using the Tsuu T'ina Finance Act, and by following generally accepted accounting principles.

F. Executive Directors

1. Executive Directors administer Portfolio departments and programs according to Chief and Council mandate, budget availability and applicable legislation.

G. Portfolio Staff

1. Managers are expected to manage their programs or companies in accordance with their specific mandate, ratified Legislation and other legislation according to funding agreements.
2. Staff must carry out their duties regarding programs or companies in accordance with their specific mandate.

H. Boards and Committees

1. Tsuu T'ina Nation Legislation and other applicable provisional funding agreements govern the administration of all Boards and Committees.

Section 8. Fiscal Accountability

A. General

1. Chief and Council, the Chief Executive Officer, the Executive Director of Finance, all Executive Directors, and Portfolio staff in the organizational structure must adhere to the Tsuu T'ina Nation Finance and Administration Act in order to provide fiscal accountability.

B. Citizen

1. Each Nation Citizen holds an equal share in Tsuu T'ina Nation economic development and other sources of funding. It is the responsibility of the Citizen to attend information meetings.

C. Chief and Council

1. The Chief and Council shall call a meeting of the Tsuu T'ina Citizens each year during the month of April to inform the citizens of the budget prepared for the next fiscal year.
2. At the Budget meeting of the Tsuu T'ina Citizens, Chief and Council shall;
 - a. Delegate staff to facilitate the meeting,
 - b. Refer staff to field specific Portfolio queries,
 - c. Notify the Citizens of the balance of the Capital and Revenue funds held in trust for the Nation by Her Majesty,
 - d. Inform the Citizens of estimates of any revenues anticipated in the next fiscal year,
 - e. Inform the Citizens of any financial arrangements the Nation may have with any agencies of any level of the Canadian Government including the Terms of Reference,
 - f. Inform Citizens of all financial arrangements the Nation may have with any institution, including terms of any such arrangements.

Section 9. Enforcement and Dispute Resolution

A. Accountability Code violation

1. Nation Citizens who assert that their individual personal or professional rights and/or benefits have been violated must;
 - a. Prepare written documentation of the issue to be addressed by the Tsuu T'ina Nation Grievance Hearing Committee.
 - b. Tsuu T'ina Nation Chief and Council will only hear written issues when all avenues of dispute resolution have failed; department/program/Portfolio legislation/grievance committee. A record of clear effort by the Nation Citizen to resolve the issue must be evidenced in a written submission.
2. Nation Citizens who have reason to believe that this Accountability Code has not been adhered to and cannot resolve the matter through the Executive Directors or Chief and Council, may as a last resort, report the incident to the Tsuu T'ina Police Commission for an appeal of the grievance decision.

B. Composition of Grievance Hearing Committee

1. A committee shall review and determine the outcome of a grievance filed pursuant to this Code.
2. The committee composition is as follows;
 - a. One Tsuu T'ina Citizen
 - b. Two (2) Peacemakers of the Tsuu T'ina Nation. Peacemakers must be:
 - Graduates of the Tsuu T'ina Nation Peacemaking training, and
 - Not related to the accused violator, the Chief or the other Peacemaker.
3. The Peacemaker shall withdraw from a hearing where the member has an actual or potential conflict of interest.
4. Another peacemaker(s) shall replace Peacemaker(s) who have withdrawn from the hearing.

C. Reporting a Violation

1. A Tsuu T'ina Nation Citizen may report a violation of the Accountability Code formally called a grievance.
2. The Peacemaker Office will determine whether a formal grievance qualifies to be filed in accordance with this Code.
3. The Peacemakers Office reviews allegations per the following process:
 - a. All reports of violation are filed with the Tsuu T'ina Nation Peacemakers office.
 - b. Allegations must be in writing and submitted on an official intake form provided by the office.

- c. The form must contain the names and addresses of the accusing party and the person who is being accused.
- d. The report of violation must state the facts constituting the alleged violation of the Accountability Code and should contain supporting documents.
- e. The accusing party, acknowledging the belief that the law has been violated, must sign the report of violation.
- f. If a formal grievance is warranted, the Office prepares a case file to begin review for a hearing.

D. Grievance Notification Process

- 1. Upon grievance acceptance, the Office of the Peacemaker must issue a written notice of grievance to all parties.
- 2. The notice must include the allegations and description of the Accountability Code breach.

E. Hearing Process

- 1. Once a hearing is scheduled the Office of the Peacemaker shall issue a written notice of hearing within five (5) business days to participants.
- 2. All participants are to be provided an opportunity to be heard, and to produce testimony and evidence.
- 3. Participants and any Nation Citizen may provide submissions at an appeal hearing.
- 4. Following an appeal hearing, the Office of the Peacemaker shall provide written notice within 5 business days of the grievance committee's decision.

Section 10. Severability

1. If any section or sections of this Code thereof are found in any court of law to be illegal or beyond the power of Chief and Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this law shall be deemed to be separate and independent therefrom and to be enacted as such.

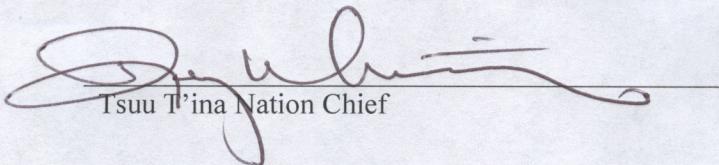
Section 11. Amendment

1. This Code shall be amended through the Tsuu T'ina Legislative Process.

THIS LAW IS HEREBY made at this duly convened meeting of the Council of the Tsuu T'ina Nation this 22nd day of December 2014, by Band Council Resolution.

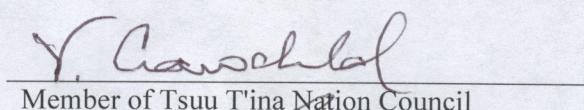
COMING INTO FORCE: *April 30, 2015*

Voting in favour of the Law, as evidenced by signatures, are the following members of the Council:



Tsuu T'ina Nation Chief

Member of Tsuu T'ina Nation Council



Member of Tsuu T'ina Nation Council



RE: ACCOUNTABILITY CODE

INDIAN AND NORTHERN AFFAIRS CANADA		Chronological No.			
		PAGE / OF /			
		File Reference No.			
		BCR #: 3235			
BAND COUNCIL RESOLUTION					
Note: The words from our Band Funds "capital" or "revenue" whichever is the case must appear in all resolutions requesting expenditures from Band Funds.					
The Council of the: TSUU T'INA NATION					
Date of Duly Convened Meeting:	Date	Month	Year	Province	Cash Free Balance
	22	12	14	Alberta	Capital Account \$ _____ Revenue Account \$ _____

WHEREAS CHIEF AND COUNCIL OF THE TSUU T'INA NATION HAS BEEN DULY ELECTED PURSUANT TO THE PROVISIONS OF THE INDIAN ACT AND IS EMPOWERED TO ACT ON BEHALF OF THE MEMBERS OF THE TSUU T'INA NATION;

WHEREAS CHIEF AND COUNCIL HAVE MET IN A QUORUM AT A DULY CONVENED CHIEF AND COUNCIL MEETING ON DECEMBER 22, 2014 2014; AND

WHEREAS CHIEF AND COUNCIL IS ACTING ON ITS AUTHORITY WHICH IS DIRECTLY DERIVED FROM THE ELECTORATE OF THE TSUU T'INA NATION; AND

WHEREAS THE TSUU T'INA NATION CHIEF AND COUNCIL DESIRE TO MAKE A CODE GOVERNING ACCOUNTABILITY ON THE TSUU T'INA NATION RESERVE; AND

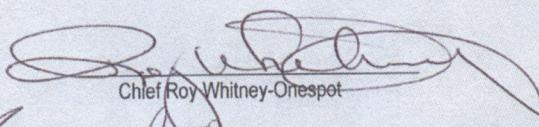
WHEREAS THE GOVERNMENT OF CANADA RECOGNIZES THE INHERENT RIGHT OF SELF-GOVERNMENT AS AN EXISTING ABORIGINAL RIGHT UNDER SECTION 35 OF THE CONSTITUTION ACT, 1982; AND

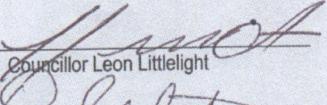
WHEREAS IT IS RECOGNIZED THAT THE INHERENT RIGHT OF GOVERNANCE INCLUDES THE RIGHT TO GOVERN IN RELATION TO MATTERS THAT ARE INTERNAL TO THE COMMUNITY, AND INTEGRAL TO THE UNIQUE CULTURE, IDENTITY, TRADITIONS, LANGUAGES AND INSTITUTIONS OF THE NATION; AND

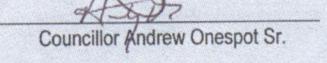
WHEREAS IT IS CONSIDERED TO BE NECESSARY FOR THE BENEFIT, SECURITY AND PRESERVATION OF THE TSUU T'INA NATION AND CULTURE.

NOW THEREFORE BE IT RESOLVED: THE TSUU T'INA CITIZENS HEREBY ENACT THIS CODE THROUGH THE TSUU T'INA LEGISLATIVE PROCESS AND GIVE AUTHORITY TO CHIEF AND COUNCIL TO RATIFY THIS LAW:

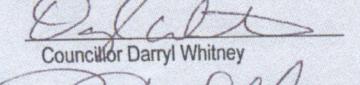
Quorum: 7

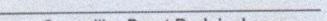

Chief Roy Whitney-Onespot

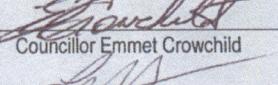

Councillor Leon Littlelight

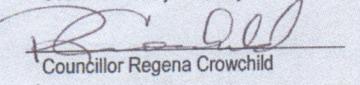

Councillor Andrew Onespot Sr.

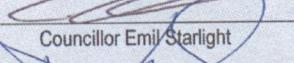

Councillor Ellery Starlight

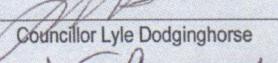

Councillor Darryl Whitney

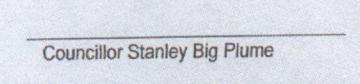

Councillor Brent Dodginghorse

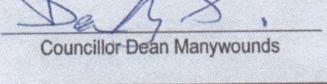

Councillor Emmet Crowchild

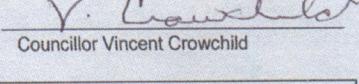

Councillor Regena Crowchild


Councillor Emil Starlight


Councillor Lyle Dodginghorse


Councillor Stanley Big Plume


Councillor Dean Manywounds


Councillor Vincent Crowchild

FOR DEPARTMENTAL USE ONLY

Expenditure	Authority - (Indian Act Section)	Source of Funds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue	Expenditure	Authority - (Indian Act Section)	Source of Funds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue
Recommending Officer			Recommending Officer		
Signature		Date	Signature		Date
Approving Officer			Approving Officer		
Signature		Date	Signature		Date



Tsuu T'ina Nation
CHIEF AND COUNCIL

9911 Chiila Blvd. Tsuu T'ina, AB. T2W 6H6
Ph. 403.281.4455 Fax: 403.251.6061 Email: ccouncil@tsuutina.com

CCD: 33

CHIEF AND COUNCIL DIRECTIVE

To: Peter K. Manywounds, Chief Executive Officer
Vanessa Big Plume, Legislative Procedures – Executive Director

From: Council Member, Emmett Crowchild
TTN Chief and Council February 2015 Chairperson

Date: February 10, 2015

RE: MATRIMONIAL PROPERTY LAW, RESIDENCY LAW AND ACCOUNTABILITY CODE

At a duly convened meeting held February 10, 2015 Chief and Council agreed by majority, and directed the following:

The Matrimonial Property Law, Residency Law and Accountability Code shall come into force on April 30, 2015.

Any questions regarding the above directive may be addressed to the undersigned.

A handwritten signature in black ink, appearing to read "Emmett Crowchild".

Council Member, Emmett Crowchild
TTN Chief and Council February 2015 Chairperson

ahf

pc: Chief and Council
Stephen Runner, Assistant Chief Executive Officer
Eva Korpela, Executive Director – Finance
File Copy