



Staff Report for Council Meeting

Date of Meeting: [Click here to enter a date.](#)

Report Number: [add report number]

Department: Office of the Chief Administrative Officer

Division: Select Division

Subject: SRCFS.17.9999 – Snacks needed in the Office of the Clerk

Purpose:

XXXXXXXXXXXX

Recommendation(s):

That the following snacks be provided in the Office of the Clerk:

- a) Chips (salt and vinegar)
- b) Chocolate Bars (Smarties are liked by all)
- c) Cookies (assortment)
- d) Fresh Baked Goods

Contact Person:

XXXX

Submitted by: Select Director

Approved by: Neil Garbe, Chief Administrative Officer

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

Background:

XXXX

Subheading

XXXX

Financial/Staffing/Other Implications:

XXXX

Subheading

XXXX

Relationship to the Strategic Plan:

XXXX

Conclusion:

XXXX

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call contact person listed in this document.

- XXXX
- XXXX
- XXXX

Report Approval Details

Document Title:	SRCFS.17.9999.docx
Attachments:	
Final Approval Date:	Sep 7, 2017

This report and all of its attachments were approved and signed as outlined below:

Tina Arbuckle - Sep 7, 2017 - 3:12 PM