



MEMORANDUM

Date: February 27, 2018
To: TFN Membership and Staff
From: Ted Adnitt – Chief Executive Officer
CC: Chief & Council
Re: Public Works Manager – Delegation of Duties

David Dennis has resigned from his position with Tla-o-qui-aht Public Works & Capital Department as of January 25th, 2018.

Due to this staffing shift, the following delegation has will be in effect until we have reposted and filled the position.

Acting Public Works Manager – Matthew Seitcher

Effective immediately, Matthew will assume role as the Acting/Interim Public Works Manager. He will maintain the following roles during this designation:

- Management over all Public Works Staff
- Management over all Public Works Programs, and Budgets
- Lead and assign project plans, and initiatives for the PW / Capital Department

Matthew's contact information is as follows:

Email: pwmanager@tla-o-qui-aht.org Cell# 250.730.1937

Office Location: #1119 Pacific Rim Highway Tofino – TFN Administration Office

If you have any questions or need further information please contact me at 250.725.2597 (Cell) or via email at: ceo@tla-o-qui-aht.org

