



TREASURY BOARD USE ONLY

| REVIEWER | INITIAL | DATE |
|--|---------|------|
| Director of Finance/ Chief Financial Officer | | |
| Communications Officer | | |
| Deputy Minister of Priorities and Intergovernmental Affairs, or designate, if applicable | | |

| |
|-------------------|
| MINUTE #: |
| AGENDA ITEM #: |
| MEETING DATE: |

MEMORANDUM TO TREASURY BOARD

SUBJECT: _____

SUBMITTED BY: _____
(Department or Agency)

APPROVED BY: _____ (Minister) _____ (Deputy or Equivalent)
 _____ (Date) _____ (Date)

1.0 RECOMMENDATION(S)
1.1

2.0 BACKGROUND
2.1

3.0 ENVIRONMENTAL IMPLICATIONS
3.1

4.0 INFORMATION MANAGEMENT AND TECHNOLOGY IMPLICATIONS
4.1

5.0 FACTORS
5.1

6.0 FINANCIAL IMPLICATIONS
6.1

7.0 CONTACT(S)
7.1

8.0 ATTACHMENT(S)
8.1