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**Date:** 4/17/2018 3:07:08 PM

**Subject:** Changes in City Manager's and City Clerk's Offices

Greetings Mayor and Council,

Effective in early May, the External Relations and Protocol team, which is led by Lesley Matthews, will report to Katrina Leckovic, City Clerk. This change is in line with municipal standards, as many other External Relations and Protocol teams in cities across Canada report to their City Clerks.

Wendy Au, Assistant City Manager, will be retiring in late spring / early summer. She plays a key role in the City Manager's Office, and her departure prompts this need for the External Relations and Protocol team's change. Wendy is currently heading up a team working on the submission bid for Chinatown's designation as a UNESCO World Heritage Site. Some of her responsibilities, including working with DTES groups and crime prevention, will be assumed by Tobin Postma, Director, Strategic Initiatives, as well as work on the Great Beginnings Program. More information about how Wendy's work will be managed will be available closer to when she retires.

Another change to note is that we have a new team dedicated to the Chinatown Revitalization project, with Sandra Singh and Gil Kelley leading the initiatives that will revitalize and activate Chinatown, conserve and promote Chinese culture, both traditional and contemporary, through arts and culture, community engagement, and economic development.

Please contact me if you have any questions.

Best,  
Sadhu

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