TteS Briefing Note
External Procedures

****Submission deadline is 12:00pm the Thursday prior*

Briefing Note ("BN") for External:

Briefing Note TEMPLATE	Briefing Note TEMPLATE is available on the TteS Website: **Chief & Council – Tkemlúps Te Secwépemc** All Briefing Notes (BN) requiring a decision must include suggested Motion wording, drafted by the Submitter / Presenter for Chief and Council ("CNCL") to review during the presentation. **Note**: All Briefing Notes will be recorded in the Legal Minutes.
Briefing Note Item:	**What is required**:
Topic	Provide a clear and concise title for Agenda purposes
List Attachment(s)	List *ALL* supporting document(s) pertaining to this BN i.e. letter of support, power point presentation etc.
☑	To check a box: Click inside the box to check
☑ Information Only	The topic being presented "For Council's Information" (no decision required)
☑ In Camera Discussion	Discussions occur "*off the Record*" (no audio recording). o Scheduled on Monday's based on submissions/availability. o Dates/times determined by Admin Team upon receipt o If you have questions about whether you *need* In Camera discussions, please contact our Admin Team to confirm, prior to submitting your BN
☑ Motion Required	A Motion is a formal proposal brought before CNCL for consideration and action. o If you need a quorum vote for a Motion, please check this box, and o Provide complete Motion wording in the designated section. o The Admin Team does not draft Motion wording. o If you have questions about whether you *need* a Motion, please contact our Admin Team to confirm, prior to submitting your BN
☑ BCR Required	A Band Council Resolution ("BCR") is a formal legal document approved and signed by quorum of CNCL at a duly convened CNCL Meeting o If a signed and registered BCR is required, please check this box o Attached draft BCR Wording as a word document o Ensure the draft BCR is listed under attachments section o If you have questions about whether you *need* a BCR, please contact our Admin Team to confirm, prior to submitting your BN
☑ Kúkwpi7 Signature Required	A Motion from the CNCL Regular Meeting is required to authorize Kúkwpi7 signature on *any* TteS document i.e. letters, BCR's, Agreements, Contracts, Annual Reports etc. o Indicate whether Electronic Signature is acceptable
☑ All Council Signatures Required	A Motion from the CNCL Regular Meeting is required for the approval and insertion of Councils signatures on *any* TteS document i.e. letters, BCRs, Agreements, Contracts, Annual Reports etc. o Indicate whether Electronic Signature is acceptable

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☑ Delegation Required	If you would like to obtain a Delegation Time, please check this box. A Delegation is a representative(s) that has been mandated/requested to speak at a meeting and/or seeks a vote of approval by CNCL quorum. To schedule to appear before the Tk̓emlúps CNCL, submitter must provide the information identified on the Briefing Note Template. The provision of this information clarifies the purpose of the delegation for CNCL. All Delegation requests will be filtered through the Admin Team and will need final approval by the Chair. Delegations are permitted a maximum of fifteen (15) minutes for the delegation's presentation; five (5) minutes of that is allocated for question / answer period; Times may vary at the Chair's discretion. CNCL Regular meetings occur Every Tuesday 8:30am – 4:00pm o Delegations are permitted 10:45am – 12:00pm *only* o Cancelled after New Years o Cancelled after Easter o Cancelled after Kamloopa Powwow
List of Delegate(s) ☑ External ☑ Internal (*TteS Staff*)	List *ALL* attendees both external and internal o Include attendee Names, Positions/Titles, Company o If an attendee is not listed in advance, the Presenter must introduce them to the Chair o Ensures attendees accurate recording in the Agenda and Legal Minutes o Ensures the Chair informed of all expected delegation attendees o Internal TteS Staff: check this if you require TteS staff to attend your delegation; include attendee Names, Positions/Titles
Level of Urgency	☑ Low – not as important ☑ Medium – important ☑ High – very important
Background/History	Provide in summary the background and/or history to your request
Recommended Motion	All Briefing Notes that require a decision are to have suggested Motion wording drafted by the Submitter/Presenter for CNCL to review during presentation. Be as specific and detailed as possible in your Motion wording; include desired outcome i.e. if you need a Signature. o At the end of your Delegation, please ensure that *you read out* your suggested Motion wording as per your Briefing Note. Any suggested changes may come from the table upon their request. This ensures your Motion is not missed and is captured "for the record". o The Admin Team does not create Motion wording.

Please note, all Briefing Note's will be included in the Legal Minutes

Admin Team Email: Admin@ttes.ca