



# TteS Briefing Note External Procedures

## Briefing Note (“BN”) for External:

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

Briefing Note TEMPLATE	<p>Briefing Note TEMPLATE is on the TteS Website <a href="https://tkemlups.ca/chief-council/governance/">https://tkemlups.ca/chief-council/governance/</a></p> <p>All Briefing Notes that require a decision are to have suggested Motion wording drafted by the Submitter / Presenter for Chief and Council (“CNCL”) to review during presentation.</p> <p>The Admin Team does not create Motion wording.</p> <p>Please note, all Briefing Notes will be included in the Legal Minutes.</p>
<b><u>Briefing Note Item:</u></b>	<b><u>What is required:</u></b>
Topic	This is the title for Agenda purposes
List Attachments	Please list <u>ALL</u> Attachments pertaining to this BN i.e. letter of support, power point presentation etc.
<input checked="" type="checkbox"/>	<p>To check a box:</p> <ol style="list-style-type: none"> <li>1. Double click inside the box</li> <li>2. Click “Checked”</li> <li>3. Click “OK”</li> </ol>
<input checked="" type="checkbox"/> Information Only	The topic being shared is just “For Council’s Information”
<input checked="" type="checkbox"/> In Camera Discussion	<p>This will be requested “<i>off the Record</i>” discussions where audio and electronic recording will stop.</p> <ul style="list-style-type: none"> <li>○ In Camera Delegation requests are to be specified <u>prior</u> to the Meeting and may <u>occur on a different date</u> than the scheduled CNCL Meeting</li> <li>○ If you have questions about whether you <u>need</u> In Camera discussions, please contact our Admin Team to confirm, prior to submitting your BN</li> </ul>
<input checked="" type="checkbox"/> Motion Required	<p>A Motion is a formal proposal to bring a subject before Council for its consideration and action.</p> <ul style="list-style-type: none"> <li>○ If you are needing a quorum vote for a Motion, please check this box and provide Motion wording in the area provided.</li> <li>○ If you have questions about whether you <u>need</u> a Motion, please contact our Admin Team to confirm, prior to submitting your BN</li> </ul>
<input checked="" type="checkbox"/> BCR Required	<p>A Band Council Resolution (“BCR”) is a legal document signed by a quorum of CNCL at a duly convened CNCL Meeting.</p> <ul style="list-style-type: none"> <li>○ If you are needing a signed and registered BCR, please check this box and provide BCR Wording in the Template provided by our Admin Team</li> <li>○ The BCR TEMPLATE is accessible by the Admin Team upon request</li> <li>○ Please ensure you list the Formatted BCR in the Attachments portion of the Briefing Note</li> <li>○ If you have questions about whether you <u>need</u> a BCR, please contact our Admin Team to confirm, prior to submitting your BN</li> </ul>
<input checked="" type="checkbox"/> Kúkpi7 Signature Required	<p>A Motion from the CNCL Regular Meeting is required for the approval and insertion of Kúkpi7’s signature on <i>any</i> TteS document i.e. letters, BCR’s, Agreements, Contracts, Annual Reports etc.</p> <ul style="list-style-type: none"> <li>○ Please specify if Electronic Signature is okay</li> </ul>



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<input checked="" type="checkbox"/> All Council Signatures Required	<p>A Motion from the CNCL Regular Meeting is required for the approval and insertion of Councillors signatures on <i>any</i> TteS document i.e. letters, BCRs, Agreements, Contracts, Annual Reports etc.</p> <p>○ Please specify if Electronic Signature is okay</p>
<input checked="" type="checkbox"/> Delegation Required	<p>If you would like to obtain a Delegation Time, please check this box.</p> <p>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 Tk'emlúps CNCL, delegations must provide the information identified on the Briefing Note Template. The provision of this information clarifies the purpose of the delegation for CNCL.</p> <p>All Delegation requests will be filtered through the Admin Team and will need final approval by the Chair.</p> <p>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 run longer dependent on the Chair.</p> <p>CNCL Regular meetings occur Every Tuesday 8:30am – 4:00pm</p> <p>○ Delegations are permitted 10:00am – 12:00pm <i>only</i></p>
<p>List of Delegations</p> <p><input checked="" type="checkbox"/> External</p> <p><input checked="" type="checkbox"/> Internal (<i>TteS Staff</i>)</p>	<p>List <u><i>ALL</i></u> guest names both external and internal to this portion.</p> <p>○ List attendee Names, Company, Position/Title</p> <p>○ In the event an attendee is not listed, the Presenter shall introduce this attendee to the Chair</p> <p>○ This ensures the ability to include in the Agenda's and Legal Minutes "for the record"</p> <p>○ This also ensures the Chair is given notice of who to expect for your delegation</p> <p>○ Internal TteS Staff: check this if you need any TteS staff member(s) present during your delegation; list attendee Names, Position/Title</p>
<p>Level of Urgency</p>	<p><input checked="" type="checkbox"/> Low – not as important</p> <p><input checked="" type="checkbox"/> Medium – important</p> <p><input checked="" type="checkbox"/> High – very important</p>
<p>Recommended Motion</p>	<p>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.</p> <p>○ At the end of your Delegation, please ensure that <i>you read out</i> 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".</p>
<p>Background/History</p>	<p>Provide in summary the background and/or history to your request</p>

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



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**Admin Team Emails:** [councilsupportteam@ttes.ca](mailto:councilsupportteam@ttes.ca)

**The Admin Team consists of:**

- **ES** = Alicia John, Executive Secretary to Chief and Council, Administration at [alicia.john@ttes.ca](mailto:alicia.john@ttes.ca)
- **Sec** = Joel Esslemont, Secretary to Chief and Council, Administration [joel.esslemont@ttes.ca](mailto:joel.esslemont@ttes.ca)
- **EA to ED's** = Gina Taylor, Administrative Supervisor / **EA** to Executive Directors, Corporate at [gina.taylor@ttes.ca](mailto:gina.taylor@ttes.ca)