



# TteS Briefing Note External Procedures

## **Briefing Note for External:**

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

Briefing Note TEMPLATE	Briefing Note TEMPLATES are on the TteS Website <a href="http://www.tkemlups.ca">www.tkemlups.ca</a>
<b>Briefing Note Item:</b>	<b>What is required:</b>
Topic	Title for Agenda purposes
List Attachments	List all Attachments pertaining to this BN i.e. power point presentation
<input checked="" type="checkbox"/> Information Only	The topic being shared is just “For Council’s Information”
<input checked="" type="checkbox"/> In Camera Discussion	This will be requested “ <i>off the Record</i> ” discussions where audio and electronic recording will stop, and all staff will vacate the discussions <ul style="list-style-type: none"> <li>○ In Camera Delegation requests are to be specified prior to the Meeting</li> </ul>
<input checked="" type="checkbox"/> Motion Required	If you are needing a quorum vote for an administrative Motion
<input checked="" type="checkbox"/> BCR Required	If you are needing a signed and registered Band Council Resolution <ul style="list-style-type: none"> <li>○ The Band Council Resolution (“BCR”) TEMPLATE is accessible by Admin Team</li> </ul>
<input checked="" type="checkbox"/> Kúkpi7 Signature Required	A Motion from the CNCL Regular Meeting is required for the approval and insertion of Kúkpi7’s signature on any TteS document i.e. letters, BCR’s, Agreements, Contracts, Annual Reports etc. <ul style="list-style-type: none"> <li>○ Please specify if Electronic Signature is okay</li> </ul>
<input checked="" type="checkbox"/> All Council Signatures Required	A Motion from the CNCL Regular Meeting is required for the approval and insertion of Councillor’s signatures on any TteS document i.e. letters, BCR’s, Agreements, Contracts, Annual Reports etc. <ul style="list-style-type: none"> <li>○ Please specify if Electronic Signature is okay</li> </ul>
<input checked="" type="checkbox"/> Delegation Required	To obtain a Delegation Time, ensure this portion is checked
List of Delegations	List ALL guest names both internal and external to this portion
<input checked="" type="checkbox"/> Internal	
<input checked="" type="checkbox"/> External	
Level of Urgency	<input checked="" type="checkbox"/> Low – not as important <input checked="" type="checkbox"/> Medium – important <input checked="" type="checkbox"/> High – very important
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
Background/History	Provide in summary the background and/or history to your request

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

### **The Admin Team consists of:**

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