REMOVE THIS NOTE PRIOR TO USING

This is to be used when the Action Briefing Template is not being used. This can be used for a regular item ie. Minutes/regular report approvals/items brought forward previously or if detailed information on the Action for is not required

|  |  |
| --- | --- |
| **ITEM #:** |  |
| **Meeting:** | [NAME GROUP OR CMT] |
| **Date:** | **[OF MEETING]** |

**Decision Requested: STATE APPROVAL OF X**

**Moved by:**   **Seconded by:**

**Resolved that:**

**STATE MOTION HERE**

**Context and Background:**

HIGHLIGHT CONTEXT – REFER TO FULL REPORT IF INFORMATION IS THERE.

BRIEF – ONLY ONE PAGE MAXIMUM

**Attachments:**

MUST INCLUDE TRACK CHANGE DOCUMENT

**Submitted by:**