

# EXECUTIVE COUNCIL- AGENDA PROCESSING FORM



CARCROSS/TAGISH FIRST NATION  
Governance Department  
BOX 130, Carcross, YT, Y0B 1B0  
PHONE (867) 821-4251, FAX (867) 821-4802



- Fill out this Side -

## Request to Present to Executive Council:

Date: \_\_\_\_\_(yyyy/mm/dd)

Name \_\_\_\_\_ Organization \_\_\_\_\_

Contact Information Phone \_\_\_\_\_ Email \_\_\_\_\_

Case Type: ☐ Presentation ☐ Decision Request ☐ Appeal ☐ Departmental Update  
☐ Other: \_\_\_\_\_

Information on the item you wish to discuss (if you require more space, please provide attachments)

Issue: \_\_\_\_\_

Background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Have you discussed this issue with a CTFN staff member:

☐ No ☐ Yes

If yes, name & position \_\_\_\_\_

Date: \_\_\_\_\_(yyyy/mm/dd)

Date you wish to Present: \_\_\_\_\_(yyyy/mm/dd)

Time required \_\_\_\_\_ (minutes)

Submit this form to the CTFN Governance Office

**☐ This Side for Internal Use Only -**

**Governance Office Intake:**

Date received: \_\_\_\_\_(yyyy/mm/dd)

Accepted by EC: ☐ No ☐ Yes

Date: \_\_\_\_\_(yyyy/mm/dd)

Referred to Department: ☐ Capacity Development ☐ Governance ☐ Wellness  
☐ Infrastructure & Finance ☐ Heritage, Lands & Natural Resources

Briefing Note Requested: ☐ No ☐ Yes From: (name & position)\_\_\_\_\_

Notes:

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Senior Government Official (print): \_\_\_\_\_ Initials: \_\_\_\_\_

Kha Shade Heni or Deputy KSH (print): \_\_\_\_\_ Initials: \_\_\_\_\_

**ORIGINAL FILED BY GOVERNANCE**

**Follow up:**

Resolution Number : \_\_\_\_\_

Referred to Department: ☐ Capacity Development ☐ Governance ☐ Wellness  
☐ Infrastructure & Finance ☐ Heritage, Lands & Natural Resources

Report back required: ☐ No ☐ Yes From: (name & position)\_\_\_\_\_

Correspondence required: ☐ No ☐ Yes From: (name & position)\_\_\_\_\_

Details:

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