



## BRIEFING NOTE

**Committee:**  
**Meeting Date:**  
**Agenda Item #:**

*All sections must be completed and the current year's template used for this document to be accepted. Ideally, the Briefing Note is 1-2 pages long (not including attachments), and provides a clear, concise description of what the item is; why it is being presented to the Board/Committee; and, if for approval, provides the information needed to make a good decision.*

**Agenda Item:** *Insert title as it is to appear on agenda*

**Action Required:** ☐ Approval ☐ Discussion ☐ Information

**Motion:** *The recommendation should state concisely and exactly what is being recommended and the date of implementation, if applicable.*

*"The \_\_\_\_\_ Committee recommends the Board of Governors approve ..."*

**Summary:** *Include a brief description of the agenda item, including timelines.*

**Rationale:** *List any applicable operational, financial, regulatory, environmental, reputational, or other implications that this decision will have. Could include (as appropriate) a brief description of/reference to:*

- process of review followed and alternatives considered;*
- why this is the preferred course of action;*
- previous Board or Committee review or decisions on this topic.*

**Proposed by:** *Insert name and title*

**Consultation:** *Indicate those parties who have been consulted and when (including appropriate levels of consultation/approval such as President's Group; Finance for budget implications; etc.)*

**Alignment:** *Outline the linkage between the agenda item and guiding documents (eg. Academic Plan, Campus Master Plan, Budget, etc)*

**Compliance:** *List the appropriate legislation, university policy and/or procedure relevant to the item.*



Risk Assessment: *Note the assessed level of risk and type of risk (financial, legal, health & safety, reputational, etc) related to the item, including the risks involved in taking the proposed action, as well as how the proposed action helps to mitigate or manage risk.*

Attachments: *List the attached documents by title, in the order they should appear.*

*For University Secretariat Use Only (Official only if initialled by University Secretary):*

Final Approval by: ☐ BOG      ☐ E&G      Date: \_\_\_\_\_ Initials: \_\_\_\_\_

MOTION:      Moved: \_\_\_\_\_      Seconded: \_\_\_\_\_      Carried ☐

☐ same wording as recommendation    ☐ differs from recommendation      ☐ for information only