



******BRIEFING NOTE******

Subject: _____ **Date:** _____

Description of the Issue(s):

Think about these questions as you describe the issue:

- What is the current state?
- What should change and why?
- How does it affect the daily business (effects on applicants, tenants, housing providers, staff, - include any changes in workload/efficiencies?)

Detailed description of the recommendation(s)

Think about these questions as you describe the issue

- What is it?
- How does it work? Who is involved?
- Resources needed (i.e.; funding, additional staffing, community partners, time, space/facilities)
- Execution/follow through
- Special considerations. (i.e. opportunities, challenges, roadblocks)
- Does this require any monitoring or evaluation? For how long?

Other Implications or special considerations (If Applicable):

- Financial impacts
- Additional staffing or time required
- Accountability to other stakeholders (senior levels of government, community etc.)

Impacts of proposed recommendation on other branches/divisions/stakeholders

No Yes If yes, which ones?

Submitted By:

Name	Title – contact information	Date
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