Executive Leadership Team Submission  
- Internal & Confidential -

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| □ FOR APPROVAL □ FOR INFOMATION ONLY □ OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **For:** | **Enter CBO Name** | ProjectName**:** | **Project Name** |
| **Date**: | **Enter Creation Date** | Address: | **1245 Vancouver, B.C.** |
| **Prepared by:** | **Name & Title** | File No.: | **12562** |
| **Presented by:** | **ELT Rep. Name & Title** | Program Type: | **123 - Rural & Native Housings** |
|  |  |  |  |
| Submission Summary | |  |  |

1. ***Submission Request***:

*Provide a one sentence description of the request being proposed. The request should be clear, direct and start with “That the Executive Leadership Team...”*

*Example:  That the Executive Leadership Team approve an Extra Ordinary Expense of $24,000 to Aboriginal Housing Society for replacing 20 hot water tanks.*

1. ***Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- |
| Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Submitted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature Date | Signature Date |

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| --- | --- | --- |
| **Review Feedback** (to be completed by ELT) | | |
| *Response:*  □ Approved – as is □ Approved – with below commentary  □ Revise & Resubmit – see commentary  □ Not Approved – see commentary  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Commentary: | ***ELT Review Confirmation Initials***  Chief Executive Officer \_\_\_\_\_\_\_  Chief Financial Officer \_\_\_\_\_\_\_  Director, Housing Operations \_\_\_\_\_\_\_  Director, Public Relations \_\_\_\_\_\_\_  Director, Asset Strategies \_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Copies Distributed to:*  □ Executive  □ Accounting  □ Operations  □ Public Relations  □ Asset Strategies  □ Aboriginal Portfolio Advisor  □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_** |

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| --- | --- | --- |
| Submission Details |  |  |

1. ***Background*:**

Enter text here

1. ***Current Status*:**

Enter text here

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1. ***Key Considerations***:

Enter text here

1. ***List of Attachments or Supporting Documents:***

* Enter document name and description
* Enter document name and description