



TSUUT'INÀ GWÁGHÁ NÌHĪNÁ?Ò-NÁ

TSUUT'INÀ NATION GOVERNANCE & ADMINISTRATION

403-238-6419
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TSUUT'INA NATION, AB
T3T0E1

Jan 6th, 2025



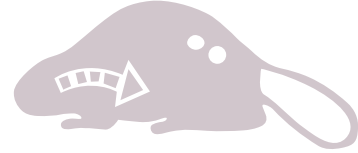
GOVERNANCE & ADMINISTRATION PORTFOLIO MEMORANDUM

RE: Interim Legislative Procedures Technical Services Director William Big Crow January 6th, 2025-January 17th, 2025

**TO: Tsuut'ina Nation Head Chief & Minor Chiefs
Tsuut'ina Nation Departments & Staff
Tsuut'ina Nation Citizens**

FROM: Governance & Administration Executive Director: Jordan Big Plume

**CC: Governance Minor Chief Rep: Regena Crowchild & Kendall Jacobs
CEO : Jerry Simon**



RE: " INTERIM LEGISLATIVE PROCEDURES TECHNICAL SERVICES DIRECTOR ; WILLIAM BIG CROW FROM JANUARY 6TH, 2025 - JANUARY 17TH, 2025."

Dzinisi Guja,

We would like to inform you that William Big Plume, Director LPTS, is currently on parental leave and will be back from leave on January 20th, 2025. **Effective January 6th, to January 17th, 2025, William Big Crow will serve as the Interim LPTS Director.** During this transitional period, William Big Crow will hold full signing authority and will be your primary contact. Please direct any LPTS inquiries to **William Big Crow at william.bigcrow@tsuutina.com**.

William Big Crow is currently reviewing the Legislative Listing and Ratified Documents for the Nation. His responsibilities include working with all portfolios to streamline the flow of amended documents through the Legislative Process Act. For Policy and Procedure requests or guidelines, please contact the LPTS team for Citizen review.

KEY POINTS TO NOTE:

- 1. LEGISLATIVE DRAFTING:** The LPTS Director will collaborate with corresponding departments on amendments and drafting of policy and related documents. Legislative drafting requests can be submitted via email using the Legislative Request Form.
- 2. CONTENT REQUEST FORM:** If a Department Manager wishes to proceed with legislative development, a content request form must be completed and returned to the LPTS Director.
- 3. LEGISLATION DEVELOPMENT:** The LPTS team will work with the Department Manager/Staff to develop legislation based on the request forms. A drafting committee will be established, and the LPTS department will schedule sessions for Legislative Document Development.
- 4. REVIEW PROCESS:** Once a draft is completed, it will be submitted through the Legislative Process Act via either "Stream A" or "Stream B" and reviewed by Chief and Council for ratification.
- 5. IMPLEMENTATION:** A ratified document will enter the "coming into force phase," where it will be administered and enforced by the relevant program, department, or lead of the requested legislation.

If you have any concerns please email or call the Executive Director Jordan Big Plume for any immediate inquiries at the undersigned below.

Jordan Big Plume
Executive Director Of Governance & Administration
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