



BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Agenda Item Submission Deadline	002

1. PURPOSE

1.1 To provide direction with regard to agenda items.

2. SCOPE

2.1 This policy applies to all submissions received after the preparation of the Committee or Board Agenda.

3. DEFINITIONS

4. POLICY

4.1 All items for Board and Standing Committee agendas should be submitted in their final form to the appropriate Division/Department by noon on Friday of the week prior to the Board or Standing Committee meeting.

5. EXCEPTIONS

5.1 Late items will only be considered for a Committee or Board agenda if they meet the following criteria:

- a) Imposed deadline - matters arising after the preparation of the agenda and which if not acted upon in a timely manner, would prejudice or compromise the Regional District position or the position of a constituent or group of constituents;
- b) Imminent danger or threat to public safety;
- c) High community/public interest;
- d) Legal issue of imminent importance;
- e) Urgent matters which are purely administrative and require no background information to support them; or
- f) Important additional information pertinent to items on the agenda.
- g) A Notice of Motion and items of New Business are excluded from this policy.

6. AUTHORITY TO ACT

6.1 Retained by the Board in part and delegated to staff in part.

7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	February 24, 1983	Resolution No.	114/83
Amendment Date:	December 12, 2002	Resolution No.	700/02
Amendment Date:	December 10, 2009	Resolution No.	500/09
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 6
Review Date:	July 11, 2024	Resolution No.	209/24 Rec. No. 10
Review Date:	June 26, 2025	Resolution No.	178/25 Rec. No. 2



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