



# Skeena-Queen Charlotte Regional District

## BOARD POLICY

<b>Title:</b>	Late Agenda Items	
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### 1. PURPOSE

The regular practice of the Skeena-Queen Charlotte Regional District is to finalize and produce Board agendas seven (7) days prior to the actual meeting. Frequently, items are received after this time

The purpose of this policy is to provide direction regarding the inclusion of items on a Board agenda that are received after the cut-off date.

### 2. POLICY

Matters arising after the preparation of the Board Agenda will only be considered for inclusion as a late item if one or more of the following criteria are met:

- 2.1. Time-sensitive;
- 2.2. Imminent danger or threat to public safety;
- 2.3. High community/public interest;
- 2.4. Legal issue of importance; and
- 2.5. Important additional information pertinent to items on the agenda.

### 3. TERMS/DEFINITIONS

“*Cut-off*” is defined as 10:00 a.m. seven (7) days prior to the scheduled date of the Board meeting.

### 4. SCOPE

This policy applies to all agenda submissions received after the cut-off.

### 5. RESPONSIBILITY

The Corporate Officer is granted the authority to evaluate all submissions received after the cut-off for inclusion as a late item.

### 6. PROCEDURE

- 6.1. Prior to the meeting, the Corporate Officer will make the determination of whether an item meets the criteria.
- 6.2. If an item is brought forward at the meeting, the Chair will make the determination whether the item will be included on the Agenda as New Business.

7. REFERENCES – Not applicable

<b>Approval Date:</b>	September 21, 2012	<b>Resolution No.</b>	329-2012
<b>Amended:</b>			