



Department: Administration

POLICY STATEMENT

AGENDA DEADLINES

1. All material for a Regional Board meeting, must be in the hands of the Director of Administration by the deadline of 12 noon on the Monday of the week prior to the week of the meeting, for meetings held on the second and fourth Thursdays of the month. For Board meetings held on other days, the Director of Administration may adjust the deadline as appropriate to permit preparation of the agenda package.
2. For all other meetings, the deadline for production of an agenda, is three working days prior to the meeting day.