

Process

Policy Type: Governance Process

Policy Number: #101

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Process

This policy statement identifies three processes that are to be followed by Board members and management staff for the tabling of an issue before the Board:

- a. At the commencement of each Board meeting, the Chair will request that new business items be identified. When identified, the issues will be added to the agenda under the heading “new business.”
- b. A Board member or management staff may table an issue before the Victoria Airport Board’s Steering Committee. The Steering Committee shall add the issue to the agenda being prepared for the forthcoming Board meeting, under the heading, “new business.”
- c. A Board member of a Standing Committee, or management support staff to the standing committee may identify an issue as part of the committee process. The Chair of the committee will advise the Steering Committee or Board members at the Board meeting, that an issue has been tabled at the Standing Committee meeting and the item will be placed on the agenda that will be prepared for a forthcoming meeting, under the heading “new business.”

Management of an Issue

An issue may be identified orally at a Board meeting, at a Standing Committee meeting or at a Steering Committee meeting. It is preferred, where feasible, that an issue be identified in writing along with a brief background explanation. Where an issue has been tabled with the Steering Committee in written form, the documentation will be distributed to Board members with the Board meeting agenda.

In regard to management of issues under the heading “new business”, the Board may:

- a. refer the issue to a Standing Committee for review and report;
- b. refer the issue to management staff for action and report;
- c. table the issue at the Board meeting, for resolution at a future Board meeting;
or
- d. address the issue at the Board meeting at which it was introduced.

Tracking

An issue identified and recorded under the agenda heading “new business” which is not finalized, shall be placed on subsequent agenda(s), under the heading “unfinished business.”