



## APPENDIX "A"

### Jan. 21, 2025. Service Standard Deadlines

#### Pre-Meeting (s.7)

- **Tues. Dec. 31** - Chair circulates to the Executive Assistant and Vice-Chair and Board Members proposed in-camera and public session agenda topics and related materials and asks if there are any other agenda topics. (7.1)
- **Fri. Jan. 3** – Chair, Vice-Chair and Executive Assistant shall meet to discuss and finalize agenda topics and materials, as well as invited guests. (7.2)
- **Tues. Jan. 7**, - Executive Assistant shall circulate to the Chair and Vice-Chair draft session agendas in standard format as close to final as possible, including draft notes with any questions. At that time the Executive Assistant shall include a proposed package of materials for each agenda indexed to each documents corresponding agenda item number. (7.3)
- **Thurs. Jan. 9**, - Chair/Vice-Chair shall provide the Executive Assistant with their revisions/comments on the draft agendas in Word track changes format and shall include a revised indexed package of materials for each agenda incorporating any document additions/deletions or re-numbered indexing as appropriate based on agenda revisions. (7.4)
- **Tues. Jan. 14**, - the Executive Assistant shall circulate to Members final meeting agendas and related packages of agenda materials, all in bookmarked PDF format (By-law s.P4). *As well, post agenda package for public meeting on Board website.* (7.5)

#### Post-Meeting (s.8)

- **Wed. Jan. 22**, - all invoices and special remuneration claims, the Executive Assistant shall forward such invoices and claims to the Town Clerk for payment. (8.1)
- **Thurs. Jan. 23**, – Executive Assistant shall arrange for Chair and Executive Assistant to sign all public and in-camera meeting minutes approved at the meeting. (8.2)
- **Fri. Jan. 24**, - Executive Assistant shall forward the signed approved public minutes from previous month's meeting to the Town Clerk for distribution to Council and post on the Board's website. (8.3)
- **Fri Jan. 24**, - Executive Assistant shall provide the Chair and Vice-Chair with draft in-camera and public minutes of the meeting which are as close to final as possible, including draft notes with any questions. (8.4)
- **Wed Jan. 29**, - Chair and Vice-Chair shall provide the Executive Assistant with their revisions to the draft minutes. (8.5)
- **Mon Feb. 3**, - the Executive Assistant shall provide the Chair and Vice-Chair with final drafts of the minutes to be included on the next appropriate meeting agenda for consideration/approval of the Board. (8.6)