

New Business Agenda Request

Name:	Date:
Submitted for BC Meeting to be held (Date):	Topic:
Urgent?	Timeline for Completion:
Recommended Action:	Documents/Attachment?

Description (if applicable): _____

This form and any supporting material, must be submitted to the BC Executive Secretary, one week prior to the meeting in which it is to be presented. The Business Committee meets the 3rd Saturday of the month at the community building at 9 a.m.

** Request are not guaranteed a spot on the monthly agenda**

<i>For Internal Use Only</i>	
Received Date: _____	Review Date: _____
Approved: _____	Denied: _____
Comments: _____	
Notification of Approval/Denial: _____	