

Board of Health Manual Public Health Sudbury & Districts

Procedure

Category

Board of Health Proceedings

Section

Board of Health Meetings

Subject

Distribution of Agenda Package

Number

E-I-12

Approved By

Board of Health

Original Date

March 23, 1989

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June 21, 2018

Review Date

June 21, 2018

Process

Once the agenda is prepared, the agenda package, along with supporting documentation, are uploaded and published in the board meeting software platform for the Board of Health members to access via their electronic devices.

One print package is required for the Board of Health minute binder and one extra agenda package is to be kept on hand should anyone require it at the meeting.

On the Monday of the week preceding a Board meeting, Communications staff posts the agenda package to the Public Health Sudbury & Districts website and shares a link with the news media informing them of the meeting. The MOH office shares the agenda package constituent municipalities electronically.

Any questions related to the agenda package be directed to the Board Secretary.