

# **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

## **Revised Date**

June 21, 2018

## **Review Date**

September 15, 2022

## **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.