

Board of Health Manual
Public Health Sudbury & Districts
Policy

Category

Board of Health Proceedings

Section

Board of Health Meetings

Subject

Posting and Circulation of Board Minutes

Number

E-I-14

Approved By

Board of Health

Original Date

February 26, 1990

Revised Date

June 21, 2018

Review Date

June 21, 2018

Purpose

Once the regular Board meeting minutes are prepared, the Secretary to the Board of Health distributes electronic copies of unapproved minutes to the Board of Health members, Senior Management Executive Committee members and constituent municipalities for their information. The unapproved minutes are posted for staff to view.

All meeting minutes, whether it be a closed or public meeting, are approved at the subsequent meeting of the originating committee. Once approved by the Board of Health, the Board minutes are posted on the Public Health Sudbury & Districts website for a period of four years. The minutes are filed for permanent preservation.

Unapproved Board Standing Committee minutes are shared with Board members at the next regular Board meeting under Reports of Standing Committees.

If minutes of a closed meeting are circulated in print for approval or information, they are copied on colored paper and distributed and retrieved at the meeting. If they are circulated electronically at the meeting, they are removed from the system at the end of the closed session.