

**Board of Health Manual**  
**Public Health Sudbury & Districts**  
**Policy**

**Category**

Communication

**Section**

Community

**Subject**

Public Communication

**Number**

F-II-10

**Approved By**

Board of Health

**Original Date**

May 23, 1991

**Revised Date**

June 21, 2018

**Review Date**

June 21, 2018

**Purpose**

The Board of Health recognizes that its primary mandate is to prevent disease and injury and to promote and protect health. This mandate can best be fulfilled if the public is fully informed of the health status, health risks, and health needs of the community. The Board of Health is committed to utilizing all appropriate means of public dissemination of information about the health of the community and the programs and activities of the Board that are directed towards disease and injury prevention and health promotion and protection.

The Board of Health, being a publicly funded agency, further recognizes its responsibility to account to the community and various funding agencies for its expenditures of public funds.

To these ends, through its staff, the Board of Health will:

- Ensure effective communication strategies which reflect local needs by utilizing a variety of communication modalities, taking advantage of existing

resources where possible, and complementing national/provincial health campaigns.

- Disseminate timely information regarding the health status, health risks, and health needs of the community in a timely way to the public and to interested agencies and institutions.
- Respond in a timely and appropriate manner to requests from the public, the media, and other agencies and institutions for information about emerging public health issues or concerns, and to emergencies that may affect the public's health.
- Adhere to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and the *Personal Health Information Protection Act, 2004, S.O. 2004*, and confidentiality policies of the Board of Health when responding to these requests.
- Advise the public, the media, funding and planning bodies, and interested agencies and institutions of the activities and programs of the Board of Health.
- Report to constituent municipalities, appropriate ministries of government, and the public regarding the financial status of the Health Unit and its various programs.

The Board Chair or individual Board members, while recognizing the public's right to access the Board for information, will respond to public enquiries within the following guidelines:

- Only policies currently approved by the Board are to be discussed.
- Policies under development are not public information until approved by the Board.
- Enquiries of a technical or operational nature are referred to the Medical Officer of Health/Chief Executive Officer.
- Personal opinions shall be identified as such.
- Issues that have potential financial or legal implications for the Board shall be directed to the whole Board or the Medical Officer of Health/Chief Executive Officer.
- Written requests for information shall be directed to the Medical Officer of Health/Chief Executive Officer in keeping with Policy F-III-10 and respecting the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* and the *Personal Health Information Protection Act, 2004, S.O. 2004*.