

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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September 19, 2024

Review Date

September 19, 2024

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.

Three business days before the Board meeting (typically on the Monday of the week of the 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 with constituent municipalities electronically.

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