

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

**Category**

Board of Health Proceedings

**Section**

Board of Health Meetings

**Subject**

Minutes and Motions

**Number**

E-I-13

**Approved By**

Board of Health

**Original Date**

November 15, 2007

**Revised Date**

September 15, 2022

**Review Date**

September 19, 2024

**Purpose**

Board of Health minutes and motions will be maintained. These minutes will serve as a Record of meeting, as per the *Municipal Act, Section 239, Subsection (7)*:

A municipality or local board or a committee of either of them, shall record without note or comment all resolutions, decisions, and other proceedings at a meeting of the body, whether it is closed to the public or not. 2006, c. 32, Sched. A, s. 103 (3).