

# 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 20, 2024

### **Review Date**

September 19, 2024

### **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 or prior to the closed session, they are removed from the system at the end of the meeting.