

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH MANUAL	
Title/Subject: Minutes – Board, Committees	Original Date: November 29, 1989
Policy/Procedure Number: V-35-0	Revision Date: January 23, 2020
Approved by: Board of Health	Reviewed Date: January 23, 2020
Signature: Original Signed	
Reference: HUAM V-195	

Policy:

1. Board Minutes:

- 1.1. The minutes of the regular Board sessions shall be taken by the Executive Assistant of the Board or designate. The approved minutes will be signed by the Board Chair, Executive Assistant of the Board and circulated as per procedure.
- 1.2. The Minutes of all Board meetings will be located in the office of the Medical Officer of Health.

2. Subcommittees:

- 2.1. The minutes of the subcommittees (Governance and Quality Assurance, Finance, Audit Property and Risk Management Committee) shall be taken by the Executive Assistant of the Board or designate. These minutes will be in electronic format and require approval at the subsequent meeting.

Procedure:

3. Board Minutes:

- 3.1. The Board minutes will be circulated to each Board member for approval at the following Board of Health meeting.
- 3.2. The approved Board minutes and agenda package will be posted on the Health Unit website following each Board of Health meeting. A Board Summary will be circulated to obligated municipalities, staff and Board members outlining the meeting and posted on the Health Unit website.

4. Subcommittee Minutes:

All recommendations from the subcommittee will be taken to the Board of Health at its next meeting.