



BOARD OF HEALTH

SECTION:	Governance	APPROVED BY:	Board of Health
NUMBER:	BOH-GOV-040	REVISED:	June 2024
DATE:	May 1, 2018		

Recording of Board of Health Meetings

PURPOSE:

The purpose of this policy is to ensure the creation of an accurate and comprehensive record of Board of Health (BOH) meetings, while promoting transparency and public access to the proceedings.

POLICY:

Meetings of the BOH shall be recorded and open session portions made available to the public to enhance transparency and provide a reliable record for the creation of official meeting minutes.

PROCEDURE:

- 1. Notification and Consent:** At the beginning of each meeting, the Chair will inform attendees, including members of the public, that the meeting will be recorded and made available on the SWPH's public website. Attendance and participation in the meeting imply consent to this recording and public dissemination.
- 2. Storage and Security:** Recordings will be securely stored by the Executive Assistant until they are made public.
- 3. Public Access:** Recordings will be made available to the public via a link on Southwestern Public Health's (SWPH) website within five business days after the meeting. This timeframe allows for necessary administrative processing and quality checks. Recordings will be removed from the public website no later than the next BOH meeting, or 30 days, whichever occurs first.
- 4. Retention and Disposal:** Recordings will be retained as part of the public record for a period defined by SWPH's record retention policy. After this period, recordings will be disposed of in a secure manner unless required for legal, audit, or archival purposes.
- 5. Amendments to the Policy:** This policy may be revised to reflect changes in legal requirements, technological advancements, or organizational practices.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

REVISION DATES:

September 2022

June 2024