

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-284	Title: Correspondence
Approved by: Medical Officer of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2011-09-14
Signature: <i>Original signed by Board Chair</i>		Author:
Date (YYYY-MM-DD): 2021-01-13		
Reference:		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

POLICY

All paper and electronic correspondence addressed, or copied, to the Chair of the Board of Health will be reviewed by the Chair of the Board of Health and the Medical Officer of Health to determine what correspondence is to be included in Board of Health agenda packages.

Correspondence must be received no later than two weeks prior to the scheduled Board of Health meeting to be eligible for consideration. Any correspondence received after this deadline may be carried forward to the following meeting.

All correspondence requested or directed to be sent on behalf of the Board of Health is to be documented (in the minutes of Board of Health meetings and sent by the Secretary of the Board of Health).

Review/Revisions

On (YYYY-MM-DD): 2021-01-13

On (YYYY-MM-DD): 2018-11-14

On (YYYY-MM-DD): 2016-09-14

On (YYYY-MM-DD): 2014-11-03

On (YYYY-MM-DD): 2012-09-12