


## Public Meeting Notification

 <b>Saskatchewan Health Authority</b>  <b>WORK STANDARD</b>	<b>Title:</b> Public Meeting Notification <b>Role performing Activity:</b> Board Associate	
	<b>Location:</b> Saskatoon City Hospital	<b>Department/Unit:</b> SHA Board Office
	<b>Document Owner:</b> Governance & Policy Portfolio	<b>Date Prepared:</b> November 16, 2017
	<b>Date Approved:</b> December 4, 2017	
	<b>Related Policies/Documentation</b>	

**Work Standard Summary:**

Information about public meetings is communicated to the public regularly.

Essential Tasks:	
<b>Public Meetings</b>	
1.	Annually the Board determines the meeting schedule for the following year. <ul style="list-style-type: none"> <li>The Board Associate posts the annual meeting schedule to the Saskatchewan Health Authority (SHA) public website.</li> </ul>
2.	Notice of the time and place of a public meeting are made available to the public at least one week prior to the meeting. <sup>1</sup> The Board Associate updates information regarding public meetings (5) days prior to each public meeting by posting a copy of the agenda to the website.
3.	The Board Associate forwards meeting details to the Communications & Community Engagement department no less than (5) days prior to the Public Meeting.
4.	The Communications & Community Engagement department prepares a standard news advisory and forwards the news advisory and public meeting agenda to media outlets as per standard process.
<b>Special Meetings (open to the public)</b>	
1.	The Board Associate convenes a special meeting within seventy-two (72) hours (three calendar days) of receipt of the request. <sup>2</sup>
2.	The Board Associate forwards meeting details to the Communications & Community Engagement department.
3.	The Communications & Community Engagement department prepares a standard news advisory for special meetings open to the public and forwards the news advisory and agenda to media outlets.
4.	The Board Administrative Associate provides agenda and material (available) to all Board members forty-eight (48) hours prior to the meeting.
5.	The Board Associate provides the notice of the time and place of the special meeting to the public on the website.

<sup>1</sup> General Bylaws, s. 10(2)

<sup>2</sup> General Bylaws, s. 11(2)

