

Board of Health Manual Public Health Sudbury & Districts

Procedure

Category

Board of Health Proceedings

Section

Board of Health Meetings

Subject

Preparation of the Agenda

Number

E-I-11

Approved By

Board of Health

Original Date

February 26, 1990

Revised Date

June 16, 2016

Review Date

June 21, 2018

Process

An agenda is to be prepared by approximately the second Tuesday of the month. It should contain, along with the following items, in order of appearance, date, time and place of meeting.

1) Call to Order

This is when the Chair calls the attention of all present at the meeting that the meeting is now to commence.

2) Roll Call

An Attendance Register (dated) is completed, with the Chair announcing the names as listed and the Board members responding.

3) Declaration of Conflict of Interest

This is asked by the Chair of the Board members which is their opportunity to announce a conflict (as per C-I-16) which would then eliminate that individual from any discussion on that topic. These should be recorded in the minutes.

4) Delegations/Presentations

This is placed on the Agenda only when a request is received for a delegation to appear. Procedure to accept a delegation is as follows:

Where a delegation wishes to have any policy matter considered by the Board of Health, a letter shall be addressed to the Board Secretary and the letter shall:

- be printed, typewritten or legibly written;
- clearly set out the matter at issue and the request made of the Board of Health
- be signed with the name of the writer and contain the mailing address, street address and telephone number of the writer.

Written delegation requests should be received prior to 12:00 noon the second Monday of the month prior to a regularly scheduled Board of Health meeting.

5) Consent agenda

The consent agenda is a single item that includes all items that the Board of Health would normally approve with little or no discussion. The consent agenda is introduced by a motion.

The consent agenda may include, but is not limited to, items such as Board or standing committee minutes, the report of the Medical Officer of Health/Chief Executive Officer, routine financial reports, correspondence and information items.

Items for clarification or for which a board member has a question are normally requested before the meeting.

After introduction of the consent agenda motion, the Chair shall then invite discussion on any item(s) set forth in the consent agenda motion. Any member who wishes to discuss any item(s) set forth in the consent agenda motion shall so advise the Chair, following which:

- the item(s) for discussion shall be separated from the consent agenda motion and moved to the regular agenda as an item to be discussed
- the remainder of the consent agenda motion shall be voted on;

Items of the consent agenda that were moved to New Business shall be discussed there and at the conclusion of the discussion:

- if no amendments have been proposed to any item(s), the Chair shall call for a vote on each separated motion; or
- if amendments have been proposed to any item(s):
 - each amendment shall be voted on separately without further amendment or debate; and
 - the Chair shall call for a vote on each item, as amended.

- i) **Minutes of Previous Meeting**
These are distributed as part of the agenda package prior to the meeting.
- ii) **Business Arising from Minutes**
Items are listed on the Agenda that require follow-up from previous minutes.
- iii) **Standing Committees**
These are the minutes and Committee Chair's report from any committees established by the Board.
- iv) **Report of Medical Officer of Health/Chief Executive Officer**
Program and service highlights are submitted by the Division Heads to the Secretary two weeks prior to a scheduled Board meeting as per the document "Schedule of Reporting at Board Meetings" located within the EC terms of reference which can be found in the General Administrative Manual. The purpose of the Report is to provide the Board with an update on issues relating to public health concerns and to public health programs and services as per Section 67 (1) of the *Health Protection and Promotion Act* (1990). The report will also include periodic reports to the Board on the status of compliance with the required obligations under the other statutory requirements.
- v) **Correspondence**
These are items received through the mail.
- vi) **Items for Information**
These are general public health materials, i.e., newsletters, shared for the Board's information.

6) New Business

These items are listed and are derived from items that are of interest/concern.

7) Addendum

This is a separate agenda prepared and made available (if required) at the beginning of the Board meeting and contains items that have arisen during the time the agenda was prepared and before the Board meeting. A motion is prepared to deal with items on the addendum.

8) In Camera

See By-Law 04-88 and Procedure F-111-10 regarding matters to be discussed in-camera.

A motion is prepared for the Board to begin in-camera proceedings.

9) Rise and Report

A motion is prepared for the Board to rise and report from the in-camera proceedings.

10)Announcements/Enquiries

This is the opportunity for Board members to make announcements and/or make general enquiries.

11)Adjournment

A motion is prepared to announce the conclusion of the meeting.

Once the agenda package has been prepared, the Board Secretary meets with the Medical Officer of Health/Chief Executive Officer to review and confirm its relevant agenda items.

See E-I-12 Procedure related to the distribution of the agenda package.