

# Board of Health Manual Public Health Sudbury & Districts

## Procedure

### Category

Board of Health Proceedings

### Section

Board of Health Meetings

### Subject

Preparation of a Closed Meeting Agenda

### Number

E-I-15

### Approved By

Board of Health

### Original Date

June 15, 2017

### Revised Date

June 21, 2018

### Review Date

June 21, 2018

### Process

A closed agenda is to be prepared approximately one week prior to the scheduled meeting and made visible for Board members via BoardEffect at the time of the closed meeting. It should contain, along with the following items, in order of appearance, date, time and place of meeting to begin closed meeting proceedings once the in-camera motion is passed for the Board

#### 1) Review of Agenda / Declaration of Conflict of Interest

This is asked by the closed meeting Chair (position held by the Vice-Chair) of the Board members and provides an opportunity to announce a conflict (as per C-I-16). This would eliminate that individual from any discussion on that topic. These should be recorded in the minutes.

#### 2) Approval of In-Camera Minutes of Previous In-Camera Meeting

These are distributed as part of the closed meeting agenda package.

### 3) New Business

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

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

Any motions listed on the agenda of a closed meeting should include a notation:

**MOTION for consideration out of camera:**

The Board will entertain a motion to rise and report from the in-camera proceedings.

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.

A print package is required for the confidential Board of Health closed meeting binder.

See E-I-13 and E-I-14 related to the distribution of the closed meeting minutes, motions as well as the posting and circulation of closed meeting minutes.