

**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

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February 26, 1990

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September 19, 2024

Review Date

September 19, 2024

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

A dated Attendance Register (Roll Call) is completed at the meeting, with the Chair announcing the names as listed and the Board members responding. Notation is made on the roll call as to whether the Board member is present, in person or virtually, or absent.

3) Declaration of Conflict of Interest

This is asked by the Chair of the Board and provides an opportunity for members to declare a conflict and the general nature of the conflict of interest (as per C-I-16). At the time of the meeting, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature, if not already declared in the Annual Conflict of Interest Declaration form.

See Procedure C-I-16.

4) Delegations/Presentations

Topics for the staff presentations are identified via the Board agenda planner and proposed by the MOH/CEO. List the title of the presentation on the agenda, as well as the staff name(s), title(s) and division(s).

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, and which involve no decision-making. 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. These can include unapproved minutes to ensure timely communication to 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 other health units or organizations relating to public health matters.
- 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 requiring discussion, direction, or approval.

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 made available 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.

Motion to go in-camera can also be included under New Business where a specific item requires a closed discussion.

9) Rise and Report

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

10) Announcements

Provides an opportunity for the Board Chair, MOH or Board members to share reminders, announcements, etc.

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. The Board of Health Chair is given an opportunity to comment on the draft agenda.

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