

# **Board of Health Manual Public Health Sudbury & Districts**

## **Procedure**

### **Category**

Board of Health Proceedings

### **Section**

Board of Health Meetings

### **Subject**

Minutes and Motions

### **Number**

E-I-13

### **Approved By**

Board of Health

### **Original Date**

February 26, 1990

### **Revised Date**

June 20, 2024

### **Review Date**

June 20, 2024

### **Process**

#### **Board of Health Meeting Minutes**

All items listed on the Agenda in order of appearance, should be addressed in the minutes even if it is only to indicate no action/discussion or tabled for information. It should contain a brief, succinct synopsis of any discussion that takes place and the conclusions reached. Specific reference to an individual should be avoided, other than that of "the Chair", "Board Members", etc. The comments should not be so brief that anyone years after would not be able to determine the theme of the discussion as the minutes are classed as permanent documents.

Closed session minutes are taken by the Recording Secretary. In the event the Recording Secretary is excused from the closed session, the Chair or designate must document the proceedings. Closed session minutes of the Board must be approved in a subsequent closed meeting of the Board.

Board of Health closed session materials, that may include the previous in-camera minutes, will be made available electronically as non downloadable and non printable, no less than three business days and no more than one week prior to the scheduled Board of Health meeting with a closed session. The in-camera agenda package, that may include the previous in-camera minutes, will be removed immediately following the meeting. Once approved, the minutes of the closed sessions must be retained by the Recording Secretary.

See Policy E-I-14 Posting/Circulation Board of Health approved and unapproved minutes. Minutes of previous meetings constitute part of the Agenda Package.

See Procedure E-I-12 regarding Distribution of the Agenda Package.

Once approved, original minutes are filed for permanent preservation and properly labeled in a binder along with the supporting documentation, i.e. attendance register (once photocopied and forwarded to Payroll for disbursements of per diems, mileages, etc.), addendum and any information distributed at the Board meeting.

The Board Chair and Recorder signs the approved minutes at the next regularly scheduled meeting.

## **Standing Committee Minutes**

These are also a brief, succinct synopsis of events that transpire during the meeting. Motions that are prepared for the meeting can relate only to items which the Committee may deal with on their own (i.e. election of committee Chair). All other items should be listed as recommendations and presented as a motion to the Board for approval as the Committee may not approve an item, only recommend that the Board approves the item, save and except when the Board Executive Committee assumes governance of the Board when regular board meetings are not scheduled.

See Policy E-I-14 Posting/Circulation Board of Health approved and unapproved minutes. Minutes of previous meetings constitute part of the Agenda Package.

Committee minutes for the Board and Board Standing Committee minutes should indicate the presiding Chairperson for that meeting and be signed off by that Chairperson and the Recording Secretary.

Closed session minutes of Board Standing Committees such as the Board Executive Committee are taken by the Recording Secretary. In the event the Recording Secretary is excused from the closed session, the Chair or designate must document the proceedings. Closed session minutes must be approved in a subsequent closed meeting of the originating standing committee. Board of Health closed session materials, that may include the previous in-camera minutes, will be made available electronically as non downloadable and non printable, no less than three business days and no more than one week prior to the scheduled Board Standing Committee meeting with a closed session. The

in-camera agenda package, that may include the previous in-camera minutes, will be removed immediately following the meeting. Once approved, the minutes of the closed sessions must be retained by the Recording Secretary.

## Motions

Motions are prepared as listed on the agenda in advance of the meeting, for review by the Medical Officer of Health/Chief Executive. They are then numbered in sequence at the top right-hand corner (i.e. 1 of 12, 2 of 12, etc.) as they are distributed amongst the Board members upon their arrival prior to the start of the Board meeting for a Mover and a Secunder. Motions can therefore, be put in order and made available to the Chair for reference and approval at the meeting as they appear on the agenda.

### Motions – Closed Meeting

Before holding a meeting or part of a meeting that is to be closed to the public, the board shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

### Motions - Open Meeting

A meeting shall not be closed to the public during the taking of a vote.

### Exception

A meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

After the meeting, motions are then numbered in conjunction with the other motions (i.e. 25-90, 26-90, etc.) with the last two digits signifying the year in which the motion was presented and approved. The numbering of motions for the Board and Standing Committee will be distinct. Once properly numbered and also included on an electronic master list, they then become a part of the master list of **all** motions that are available through the office of the Secretary to the Board. A summary of program-related motions is also available on the Public Health Sudbury & Districts website.

Motions are filed in the Board motion binder for permanent preservation.