

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 20, 2024

Review Date

June 20, 2024

Process

A closed agenda is to be prepared and made visible for Board members via BoardEffect no less than three working days and no more than one week prior to the scheduled Board of Health meeting with a closed session. The in-camera agenda package will be removed immediately following the meeting.

The closed agenda 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.