

Meeting Proceedings for Board of Health /Committees – B-G-009

Board of Health Policy

1.0 Policy Statement

- 1.1 Members of the Board of Health/Committee, meet regularly to perform such business as required by the *Health Protection and Promotion Act, R.S.O. 1990, c. H. 7, s. 4*. All meetings of the Board of Health, or a Committee of the Board of Health, except for in camera meetings, are open to attendance by members of the public. Adequate notice of all meetings is given to the Board of Health and the public (Board of Health Policy – [B-G-021](#)- Notice and Attendance of Public at Board of Health/Committee Meetings). Records are kept of all Board of Health/Committee meetings, including in camera meetings.
- 1.2 The definition of a “meeting” is any regular, special, or other meeting of the Board of Health, a Board Committee, or the Committee of the Whole.
- 1.3 In accordance with the *Municipal Act, 2001, S.O. 2001, Chapter 25, s. 1. (1)*, minutes are considered a “record”.

2.0 Purpose

This policy describes the process for:

- Giving notice of Board of Health/Committee meetings to members of the Board of Health.
- Attending Board of Health/Committee meetings.
- Proceedings for Board of Health/Committee meetings.
- Keeping minutes of meetings of the Board of Health/Committee.

3.0 Scope / Responsibility

This policy applies to all members of the Board of Health for the North Bay Parry Sound District Health Unit and anyone present at Board of Health/Committee meetings.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

Each member of the Board of Health or other person(s) attending Board of Health/Committee meetings has the responsibility to follow this policy.

4.0 Procedure

4.1 Schedule of Regular Board of Health Meetings

- At the first meeting in the new year the Board of Health determines by resolution the schedule and location of regular Board of Health and Committee meetings for the year. The Board of Health may, by resolution, alter the day, time, and place of any subsequent meeting.
- The Board of Health must meet a minimum of six (6) times each calendar year.

4.2 Special Meetings of the Board of Health

- The Chairperson may call a special meeting when circumstances dictate. Any three Board of Health members may also initiate a special meeting, by written communication, to the Medical Officer of Health/Executive Officer.

4.3 Notice of Meetings to Members of the Board of Health

- The Medical Officer of Health/Executive Officer ensures that written notice of each meeting is provided to the Board of Health/Committee members and those concerned with such meetings. The process for public notice of meetings is in Board of Health Policy - [B-G-021](#) - Notice and Attendance of Public at Board of Health/Committee Meetings.
- The Medical Officer of Health/Executive Officer ensures that the notice of the meeting and accompanying documents are distributed to each member of the Board of Health/Committee a minimum of two working days prior to the day of the meeting. The lack of receipt of the notice of meeting does not affect the validity of holding the scheduled meeting or any action taken at the meeting.
- All formal correspondence directed to the Board of Health is available at the North Bay Parry Sound District Health Unit for the perusal by Board of Health members and is also posted in the Board of Health portal. This does not necessarily include email updates or other informal correspondence from the Medical Officer of Health/Executive Officer, or delegate.

4.4 Attendance at Meetings

Board of Health Members

- a) Board of Health/Committee members are expected to be present at all regular Board of Health meetings and Committee meetings.
- b) Board of Health/Committee members are expected to prepare for all meetings and give early notice to the Medical Officer of Health/Executive Officer or recording secretary if unable to attend.
- c) In the event that a Board of Health member does not attend three consecutive meetings of either the Board of Health or a Committee, without notice of reasonable cause, the Chairperson of the Board of Health/Committee initiates the following appropriate measure(s):
 - Discussion with the absent member regarding reasons for their absence and whether they are able to improve their attendance or wish to resign from the Board of Health.
 - If applicable, a follow-up letter is sent to the member.
 - If applicable, a follow-up letter is sent to the municipality of the geographic area the member is representing and/or the Public Health Branch of the Ministry of Health and Long-Term Care regarding the appointment of a replacement.

Medical Officer of Health/Executive Officer

- a) The Medical Officer of Health/Executive Officer must attend all Board of Health/Committee meetings.
- b) The Board of Health can require the Medical Officer of Health/ Executive Officer to withdraw from any part of the meeting related to the remuneration and/or the performance of the duties of the Medical Officer of Health/Executive Officer.

Other Health Unit Employees

Members of the management team or other employees are invited to attend the meetings of the Board of Health or its Committees as deemed necessary by the Medical Officer of Health/Executive Officer.

4.5 Quorum and Commencement of Meeting

- Any Board of Health member can direct the attention of the Chairperson to the fact that a quorum is not present.
- The recording secretary records the name of those Board of Health members present and advises the Chairperson if a quorum is or is not present (See Board of Health Bylaw Section I). Quorum means one half (50%) of the members of the Board of Health, or of the members of a Committee.
- If there is no quorum present within thirty minutes after the time appointed for the meeting, the meeting adjourns until the next scheduled meeting (See Board of Health Bylaw Section I).
- If a quorum is present within thirty minutes, the Chairperson of the Board of Health or Vice-Chairperson, or person elected to act in their place, calls the meeting to order (See Board of Health Bylaw Section I).
- If the Chairperson or Vice-Chairperson does not attend the meeting by the time a quorum is present, the Medical Officer of Health/Executive Officer calls the meeting to order and a person is elected to preside during the meeting or until the arrival of the Chairperson or Vice-Chairperson (See Board of Health Bylaw Section I).
- Board of Health/Committee members are expected to attend meetings. A Board of Health/Committee member, when circumstances do not permit attendance in person, can participate in a Board of Health/Committee meeting by means of conference telephone, electronic, or other communication facilities.
- Board of Health/Committee members participating by any electronic means may not be counted for quorum, and must not participate in any closed sessions. (See Board of Health Bylaws Section I -9)

4.6 Order of Business

- The business of each Board of Health/Committee meeting is taken up in the order described in the agenda unless a change in order of agenda items is agreed to at the meeting by the Board of Health/Committee.
- Items not on the prepared agenda may be added to the agenda, by agreement, under the “Approval of Agenda”.

4.7 Rules, Proceedings, and Conduct for Meetings of the Board of Health/Committees

- The Board of Health Bylaws, this policy, and Robert’s Rules of Order are used to govern the proceedings of Board of Health/Committee meetings.
- No person is to consume alcohol or tobacco during Board of Health/Committee meetings.
- The Chairperson presides over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting (See Board of Health Bylaw Section IV).

Points of Order

Rules and procedures for raising points of order, which are violations of the rules of procedure, at Board of Health/Committee meetings are addressed in Board of Health Bylaw Section IV and in Robert’s Rules of Order.

Motions

Rules and procedures for motions at Board of Health/Committee meetings are addressed in Board of Health Bylaw Section IV and Robert’s Rules of Order.

Voting

Rules and procedures for voting on matters at Board of Health/Committee meetings and for an objection of the result of a vote are addressed in Board of Health Bylaw Section IV and Robert’s Rules of Order.

Adjournment

Adjournment of Board of Health/Committee meetings may be reached by unanimous consent, without the formality of a motion. If there is an objection to adjourn by any member, the Chair must state the question in a motion to allow for discussion and a formal vote. (See Robert’s Rules of Order – Chapter II)

4.8 Record of Meetings

The Medical Officer of Health/Executive Officer ensures that full and accurate minutes of all meetings of Board of Health/Committee are kept, including text of Bylaws and resolutions passed (See Board of Health Bylaw Section III).

Regular Meetings

- a) A permanent record of all approved Board of Health/Committee agendas, minutes, motions, and supporting documentation distributed to the Board of Health is maintained by the recording secretary of the Board of Health and stored in the administrative area of the Medical Officer of Health/Executive Officer for 2 years and then archived as per the Records Retention and Management work instruction ([WI-HU-108](#)).
- b) A copy of the approved Board of Health minutes is posted on the North Bay Parry Sound District Health Unit website.
- c) All other copies of minutes from Board of Health/Committee meetings are considered individual reference copies and should be shredded at the end of each calendar year.

In Camera Meetings

In camera meeting procedure is described in Board of Health Policy - [B-G-015](#) - In Camera Meeting Proceedings.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) In Camera Meeting Proceedings – [B-G-015](#)
- e) Notice and Attendance of Public at Board of Health/Committee Meetings – [B-G-021](#)
- f) Code of Conduct – [B-G-010](#)
- g) Board of Health Portal

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Municipal Statute Law Amendment Act*, 2006. S.O. Chapter 32. Sched. A. s. 103. [Ontario E-Laws Website](#).
- d) Robert's Rules of Order (Current Version).

7.0 Summary of Revisions

Scheduled review. Revision to Sections 4.3, 4.4, 4.5, 4.8 and, 6.0.

2018-03-29 – Letterhead updated.

8.0 Board Policy Development Details

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