

Policy	Board Meeting Proceedings
Section	Board of Health
Number	02-04
Policy Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-FEB-19
Reviewed/Revised	
Next Review	2027-FEB-19
Associated HKNP Procedures and Forms	

POLICY

PURPOSE

The purpose of this policy is to provide further guidance with respect to the conduct of meetings held pursuant to the Haliburton Kawartha Northumberland Peterborough (HKNP) Board of Health By-Law Number 3 - Calling of and Proceedings at Meetings.

DEFINITIONS

“Act” means the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7;

“Board” means the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit;

“Chair” means the Chair of the Board elected pursuant to the Act, or in the absence of the Chair of the Board, it means the person designated to act on their behalf with respect to meetings of the Board;

“committee” means two or more members appointed by the Board to meet and transact business on behalf of the Board;

“Councils” means the municipal councils of the Corporations of:

- a. County of Haliburton;
- b. City of Kawartha Lakes;
- c. County of Northumberland;
- d. City of Peterborough; and
- e. County of Peterborough;

“Business Administrator” means the business administrator of the Board;

“Employee” means an employee of the Board;

“Health Unit” means Haliburton Kawartha Northumberland Peterborough Health Unit;

“In-Camera” means a part of a Board meeting or committee meeting that is closed to the public;

“Medical Officer of Health” means the Medical Officer of Health of the Board as defined under the Act and its regulations;

“meeting” means an official gathering of members of the Board or a committee to transact business;

“member” means a member of the Board who is appointed by a Council or the Lieutenant Governor-in-Council or a person who is appointed to a committee by the Board;

“motion” means a formal proposal by a member in a meeting that the Board or a committee take certain action;

“Municipal Act” means the Ontario *Municipal Act, 2001*, SO 2001 c25;

“quorum” means a majority of the members;

“resolution” means a motion that is carried at a meeting by a majority vote of the voting members; and

“Vice-Chair” means the Vice-Chair of the Board elected pursuant to the Act.

1. Agenda

1.1. Agenda packages will be posted on the Board website on the same day that agendas are distributed to members.

1.2. On the day following Board meetings, members will be contacted and advised of the date, time, and location of the next meeting, and asked about their availability for the next meeting.

1.3. Consent items are items to be considered for the Consent portion of the agenda and shall be determined by the Medical Officer of Health. Matters selected for

Consent Items are to be routine, housekeeping, information or non-controversial in nature and can include staff reports, correspondence or Committee reports.

- 1.3.1. If the Board wishes to comment or seek clarification on a specific matter noted in the list of Consent Items, the member is asked to identify the item and clarification or comment will be provided or made. An item(s) requiring more than clarification or comment will be extracted and moved to the New Business section of the agenda. The Consent Items, exclusive of extracted items where applicable, can be approved in one resolution.
- 1.3.2. Matters listed under Consent Items shall include an explanatory note as follows: "All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate the Board of Health's consideration can be approved by one motion".
- 1.4. New Business items are those that have not been discussed by meeting attendees previously and that do not belong in staff or Committee reports.
- 1.5. The Chairperson of the Board shall direct the preparation of an agenda for a special meeting.
- 1.6. The business of each special meeting shall be taken up in the order as listed on the agenda of such meeting unless otherwise decided by the members.

2. Minutes

- 2.1. Minutes shall include:
 - 2.1.1. The place, date and time of the meeting;
 - 2.1.2. The name of the Chair and the attendance of the members and all persons in attendance;
 - 2.1.3. The adoption of the previous minutes and corrections, if requested; and
 - 2.1.4. All other proceedings of the meeting without note or comment, including the name of a Member who declares a Conflict of Interest in accordance with the *Ontario Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

3. Delegations and Debate

- 3.1. The Chair shall give due consideration to the length of the agenda and the number of delegation requests received, and may limit the number of delegations to a maximum of five (5) per meeting.

- 3.2. All delegations appearing before the Board shall be permitted to speak only once on an item, unless new information is being brought forward, or unless permission is given by the Chair, in consultation with the Medical Officer of Health.
- 3.3. Every member shall address the Chair respectfully prior to speaking to any motion.
- 3.4. When two or more members ask to speak, the Chair shall name the member who, in their opinion, first asked to speak.
- 3.5. A member may speak more than once to a motion, but after speaking shall be placed at the foot of the list of members wishing to speak.
- 3.6. No member shall speak to the same motion at any one time for longer than ten minutes. Five-minute extensions may be granted by resolution.
- 3.7. A member may ask questions prior to speaking to a motion.
- 3.8. Any member may request that the question or motion under discussion be read at any time during the debate, but not so as to interrupt a member while speaking.
- 3.9. A member may ask a question of the previous speaker and then only to clarify any part of their remarks.
- 3.10. When it is a member's turn to speak, before speaking, they may ask questions of the Medical Officer of Health or staff present, to obtain information relating to the matter in question and with the consent of the speaker, or other members may ask a question of the same persons.
- 3.11. All questions shall be stated concisely and shall not be used as a means of making statements or assertions.
- 3.12. Any question shall not be ironical, offensive, rhetorical, trivial, vague or meaningless or shall not contain epithet, innuendo, ridicule, or satire.
- 3.13. Any member who has the floor may require the motion under discussion to be read.

4. Decorum and Discipline

- 4.1. A member shall not:
 - 4.1.1. Speak disrespectfully of His Majesty the King or any member of the Royal

Family, the Governor General, a Lieutenant Governor, the Board or any member thereof;

- 4.1.2. Use offensive or unparliamentary language;
 - 4.1.3. Disobey the rules of the Board or the decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board;
 - 4.1.4. Speak other than to the matter in debate;
 - 4.1.5. Leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared; or
 - 4.1.6. Interrupt a member while speaking except to raise a point of order.
- 4.2. If a member commits an offence, the Chair shall interrupt and correct the member.
- 4.2.1. If an offence is serious or repeated, the Board may decide, by resolution, not to permit the member to resume speaking;
 - 4.2.2. Should any member persist in a breach of decorum after having been called to order by the Chair, the Chair shall without debate put the question, "Shall the member be ordered to leave their seat for the duration of the meeting?";
 - 4.2.3. If the Board votes in the affirmative, the Chair shall order the member to leave their seat for the duration of the meeting; and
 - 4.2.4. If the member apologizes, the Chair, with the approval of the Board, may permit them to resume their seat.

5. Questions of Privilege and Points of Order

- 5.1. The Chair shall permit any member to raise a question relating to the rights and benefits of the Board or one or more of the members thereof and questions of privilege shall take precedence over all other motions, except to adjourn and to recess.
- 5.2. When a member wishes to call attention to a violation of the rules of procedure, they shall ask leave of the Chair to raise a point of order and after leave is granted, they shall state the point of order with a concise explanation and then not speak until the Chair has decided the point of order.
- 5.3. The decision of the Chair shall be final unless a member appeals immediately to the Board.
- 5.4. If the decision is appealed, the appeal must have a seconder. The appellant has the right to speak to the appeal and the Chair may respond. The Board shall then decide the question without debate by majority vote and its decision shall be final.

- 5.5. When the Chair calls a member to order, the member shall cease speaking until the point of order is dealt with and they shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

6. Voting

- 6.1. Where a member requires that a recorded vote be taken, the Chair will poll the members alphabetically by their last name and the Secretary shall document the vote of each Member for the minutes.
- 6.2. After any matter has been decided, any member may move for reconsideration of the matter at a subsequent meeting in the same year, but no discussion of the question that has been decided shall be allowed until the motion for reconsideration has been carried by two-thirds of the members.
- 6.3. After any matter has been decided, any member may move for reconsideration of the matter at a subsequent meeting in the same year but no discussion of the question that has been decided shall be allowed until the motion for reconsideration has carried by two-thirds of the members, and no matter shall be reconsidered more than once in the same calendar year.

7. Committees

- 7.1. It shall be the duty of a committee:
- 7.1.1. to report to the Board on all matters referred to it and to recommend such action as it deems necessary;
 - 7.1.2. to forward to an incoming committee for the following year any matters not disposed of; and
 - 7.1.3. to provide to the Board any information relating to the committee that is requested by the Board.

8. In-Camera Sessions

- 8.1. The following script should be used for notice regarding in-camera matters on the public agenda. The corresponding exception should be listed based on the topic being addressed under section 239 of the Municipal Act, 2010, and must include the general nature of the discussion, providing as much information as possible without compromising the matter:

“In accordance with the Municipal Act, 2001,

- Section 239(2)(a), Security of Board property;*
- Section 239(2)(b), Personal matters about an identifiable individual, including Board employees;*
- Section 239(2)(c), A proposed or pending acquisition or disposition of land by the Board;*
- Section 239(2)(d), Labour relations or employee negotiations;*
- Section 239(2)(e), Litigation or potential litigation, including matters before administrative tribunals affecting the Board;*
- Section 239(2)(f), Advice that is subject to solicitor-client privilege;*
- Section 239(2)(g), A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.*
- Section 239(2)(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;*
- Section 239(2)(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- Section 239(2)(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or*
- Section 239(2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.*
- Section 239(3)(a), A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act.”*

8.2. Voting in a closed meeting is only allowed for procedural reasons or to give directions or instructions to staff and others identified under the Act.

8.3. After a closed meeting, the Chair should report, in a general manner, how the agenda items were dealt with. The Board must also pass a corresponding motion in open session.

For example:

MOTION:

That the Board of Health for the HKNP:

- *receive for information, In Camera item XX - Confidential Update, pertaining to exception Section 239(X)(X)*
- *approve direction to staff, as discussed, related to In Camera item XX, pertaining to exception Section 239(X)(X)*
- *direct staff to report back to a subsequent Board or Committee meeting, related to In Camera Item XX, pertaining to exception Section 239(X)(X)*

ADDITIONAL INFORMATION

RELATED HKNP DOCUMENTS

By-Law Number 3 - Calling of and Proceedings at Meetings

VERSION HISTORY

DATE	LEAD	DESCRIPTION
2025-FEB-19	A. Gorizzan	Original