
Board of Health Meeting Procedures

Overview of Key Meeting Procedures

May 6, 2019

Meeting procedures

- The procedures of the Board of Health and its Committees are set out in By-law 2-2019:

<https://www.toronto.ca/legdocs/bylaws/boh/boh-bylaw-2019-02.pdf>



Order of business

- Once quorum is present, Chair calls meeting to order
 - Quorum is a majority of Members
 - Must be achieved within 15 minutes of the appointed start time
- Declarations of interest under the *Municipal Conflict of Interest Act*
- Confirmation of minutes
- Review of the agenda to determine which items can be approved without debate
 - Member may “hold” items they wish to debate
 - Chair will hold any items with a presentation from officials or registered public speakers



Phases of debate on an item

- Presentation from officials (if needed)
- Public speakers
- Members ask questions of public speakers (if needed)
- Members ask questions of officials
- Members speak and place motions
- Voting

Role of Chair

- Presides at meetings
- Follows the agenda
- Maintains order and decorum in the meeting
- Makes procedural rulings
- Determines the order of questioning or speaking
- Rules on whether motions are in order
- Determines that all Members who wish to speak have spoken, that the Members are ready to vote, and ensures Members understand what they are voting on
- May request the Vice Chair to chair the meeting

Role and conduct of Members

- Attend all scheduled meetings
- Carefully consider and make decisions on matters
- Vote on motions put to a vote
- Respect the rules of the procedures
- Speak respectfully at all times
- Respect the confidentiality of matters



Role of Board Secretary

- Provides notice of meetings
- Prepares agendas
- Maintains the record of meetings and issues minutes
- Assists Members with the wording and writing of motions
- Provides procedural advice to the Chair, but the Chair will rule on a question



Agenda overview

- Agenda items may be placed on the agenda by the following:
 - Members of the Board
 - City Council or Council Committees
 - Medical Officer of Health or other City officials
- Written communications about agenda items are also included on the agenda

Agenda overview (cont'd)

- Deadline to submit agenda items to the Board Secretary is 10 business days prior to the meeting
- Agendas are provided to Members and made public 5 business days prior to the meeting
- Confidential materials provided only to Members and select City officials

Declarations of interest

- Members are subject to *Municipal Conflict of Interest Act*: <https://www.ontario.ca/laws/statute/90m50>
- The Chair asks for declarations of interest at the start of each meeting, but they can be declared at any time
- Members must disclose their interests on an item, both verbally and in writing, and avoid taking part in the discussion
- Declarations of interest are recorded in the minutes and, as of March 1, 2019, in an online public registry

Open meetings

- All meetings are open to the public
- All meetings must begin and end in public
- Meetings may be closed to the public if the subject of debate falls under an exception to the open meeting rules
- Board adopts a motion to meet in closed session which gives the reason

The Board *may* meet in closed session

- Security of the property of the Board
- Personal matters about an identifiable person
- Labour relations or employee negotiations
- Litigation or potential litigation that affects the Board
- Receiving of advice that is subject to solicitor-client privilege
- Confidential information supplied by Canada or a province
- Proprietary information supplied in confidence to the Board
- Measures to be applied to negotiations by or on behalf of the Board
- Information belonging to the Board that may have monetary value

Public speakers

- Any person may speak to the Board on any matter on the agenda
- Public speakers asked to register in advance with the Board Secretary
- Board may also hear from public speakers who did not register in advance
- A public speaker has 5 minutes to speak
- Members may ask questions of a public speaker for up to 5 minutes



Questions of officials

- Members indicate to the Chair their intention to ask questions of officials
- Members have up to 5 minutes to ask questions of the Medical Officer of Health or other City officials
- The Board may opt for additional rounds of questions once the Chair has determined that each Member has had the opportunity to ask questions



Speaking and placing motions

- After questions, Members debate the item
- Each Member has up to 5 minutes to speak to the item and may introduce motions at the beginning of their speech
- Motions must be submitted to the Board Secretary before the Member begins speaking

Motion types

- Adopt – Approve the recommendations
- Amend – Change or add to the recommendations
- Receive – Acknowledge the item and take no further action
- Refer – Send to a person or Committee
- Defer – To postpone consideration of an item
 - indefinitely
 - until a specific time or meeting
 - until a specific event
 - until a report or communication is presented



Votes

- Members present must vote, unless they are prevented by law or have declared an interest
- Majority vote is required to pass a motion
- Motions with tied votes fail
- Motions that are not within the Board's mandate are out of order
- Members may request a recorded vote



General information

- All agendas and materials considered by the Board of Health in an open meeting are public and available on the City of Toronto's website at: www.toronto.ca/council

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