

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2020 July 16

BY LAW AMENDMENT REGARDING SPECIAL MEETINGS

Recommendation

It is recommended that the Governance Committee recommend to the Board of Health to:

- 1) Receive Report No. 011-20 re: “By-Law Amendment Regarding Special Meetings”; and*
- 2) Approve the amendment to governance By-law #3 ([Appendix A](#)).*

Key Points

- Per Governance Policy G-000 Bylaws, Policy and Procedures Governance policy development and Review can be initiated by the Board of Health.
- G-B30 By-law No. 3 Proceedings of the Board of Health was last reviewed May 21, 2020.
- This amendment is required in order to clarify the original intent of the policy and to facilitate the calling of special meetings within a reasonable timeframe depending on the circumstances.

Background

Per *Governance Policy G-000 Bylaws, Policy and Procedures*, the Board of Health is responsible for the Health Unit’s governance by-laws and policies. Review and revision of governance policies can be initiated at any time by the Board of Health based on changing legislation or organizational needs. *G-B30 By-law No. 3 Proceedings of the Board of Health*, was last brought forward and approved by the Board on May 21, 2020. That review however did not contemplate a change to allow for the Chair of the Board or 3 members of the Board to provide less than the 5-day notice period as per section 4.3 when special meetings are required to be called. This amendment is consistent with Municipal Act requirements.

Next Steps

The Board of Health has the opportunity to review the appended by-law. Once satisfied with its review, the by-law will be read for approval and implementation.

This report was prepared by the Healthy Organization Division.



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Medical Officer of Health