



TO: Chair and Members of the Board of Health  
FROM: Christopher Mackie, Medical Officer of Health  
DATE: Year Month Day

**CONFIDENTIAL**

**TITLE**

**Recommendation**

*It is recommended that the Board of Health...*

1)

**Key Points**  
•

**Background**

[Times New Roman 11 – NO ITALICS in this section]

**Other Headings as Needed**

[Times New Roman 11 – NO ITALICS in this section]

**Next Steps**

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**Authorship**

This report was prepared by XX team, XX Division.

**Signature line**

Medical Officer of Health – signature, name, credentials

CEO – signature, name, credentials

*Information being considered in this report pertains to the following subject matter, as outlined in the Municipal Act, 2001:*

- **Criteria 1**
- **Criteria 2... etc**

### Criteria for bringing report forward in-camera

Except as provided in this section, all meetings shall be open to the public.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

Place an "X" beside all that apply	Subject Matter
	The security of the property of the Middlesex-London Board of Health
	Personal matters about an identifiable individual, including Middlesex-London Board of Health employees
	A proposed or pending acquisition or disposition of land by the Middlesex-London Board of Health
	Labour relations or employee negotiations
	Litigation or potential litigation, including matters before administrative tribunals, affecting the Middlesex-London Board of Health
	Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
	A matter in respect of which the Middlesex-London Board of Health may hold a closed meeting under another Act
	Information explicitly supplied in confidence to the Middlesex-London Board of Health by Canada, a province or territory or a Crown agency of any of them
	A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Middlesex-London Board of Health, 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
	A trade secret or scientific, technical, commercial or financial information that belongs to the Middlesex-London Board of Health and has monetary value or potential monetary value; or
	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 Middlesex-London Board of Health.
	A request under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , if the Middlesex-London Board of Health or other body is the head of an institution for the purposes of that Act.
	An ongoing investigation by Ontario's Ombudsman respecting Middlesex-London Board of Health.
	Educating or training the members of the Middlesex-London Board of Health AND does not materially advances the business or decision-making of the council, local board or committee.