

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
20 December 2022 / le 20 décembre 2022**

**Submitted on December 15, 2022  
Soumis le 15 décembre 2022**

**Submitted by  
Soumis par:**  
**Dr./D<sup>re</sup> Vera Etches, Medical Officer of Health / Médecin chef en santé publique**

**Contact Person  
Personne ressource:**  
**Diane Blais, Board of Health Secretary / Secrétaire du Conseil de santé Ottawa  
Public Health/Santé publique Ottawa  
613-580-2424, ext./poste 21544, *Diane.Blais@ottawa.ca***

**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2022-OPH-BOH-0012**

**SUBJECT: 2023 Ottawa Board of Health Meeting Schedule**

**OBJET: Horaire des réunions du Conseil de santé d'Ottawa pour l'année 2023**

## **REPORT RECOMMENDATION**

**That the Board of Health for the City of Ottawa Health Unit approve the 2023 meeting schedule, as outlined in this report.**

## **RECOMMANDATION DU RAPPORT**

**Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa approuve l'horaire des réunions de 2023, tel que décrit dans le présent rapport.**

## **BACKGROUND**

The purpose of this report is to set out the 2023 meeting dates to ensure that Board members can make the appropriate arrangements in their calendars. Section 8 of the

*Procedure By-law* (By-law No. 2011-1) for the Ottawa Board of Health outlines certain parameters for regular Board meetings. Specifically, it states that the regular meetings are to be held at 5:00 pm on the third Monday of the month, unless otherwise changed by the Board, and that the time and date of individual regular meetings may be varied by the Chair.

## **DISCUSSION**

It is expected that in 2023 the Board will meet seven (7) times. As a result, regular Board meetings have been scheduled on the following dates to enable timely decision-making.

- January 30, 2023 (last Monday of the month for tabling of the draft 2023 Budget - to align with Council's budget timetable)
- February 27, 2023 (last Monday of the month for approval of the 2023 Budget – to align with Council's budget timetable)
- April 17, 2023
- June 19, 2023
- September 18, 2023
- November 6, 2023 (first Monday of the month for tabling of the draft 2024 Budget – may be changed to align with Council's budget timetable (to be confirmed))
- December 4, 2023 (first Monday of the month for approval of the 2024 Budget – may be changed to align with Council's budget timetable (to be confirmed))

Section 10 of the *Procedure By-law* (By-law No. 2011-1) for the Ottawa Board of Health states that the regular meetings of the Board shall be held in the Champlain Room at Ottawa City Hall or at such other place as is specified in the agenda. Due to the COVID-19 pandemic, from April 2020 to September 2022, the Board of Health met via Zoom and, as of November 2022, the Board of Health is meeting in a hybrid format, with in-person attendance in the Champlain Room and electronic participation via Zoom.

Finally, if the need arises for a Special Meeting of the Board of Health, one may be called, as outlined in section 14 of the *Procedural By-law* – at the call of the Chair or by petition of the majority of Board Members.

## **RURAL IMPLICATIONS**

There are no rural implications associated with this report.

**CONSULTATION**

The purpose of this report is administrative in nature and therefore no public consultation is required.

**LEGAL IMPLICATIONS**

There are no legal impediments to implementing the recommendation in this report.

**RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated to this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

**DISPOSITION**

Staff will arrange for Board of Health meetings for 2023, as per the meeting schedule adopted by the Board. The meeting schedule may be amended throughout the year pursuant to certain provisions of the Procedure By-law.