

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
18 September 2023 / le 18 septembre 2023**

**Submitted on September 7, 2023
Soumis le 7 septembre 2023**

**Submitted by
Soumis par:
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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2023-OPH-BOH-0010

SUBJECT: 2024 Ottawa Board of Health Meeting Schedule

OBJET: Horaire des réunions du Conseil de santé d'Ottawa pour l'année 2024

REPORT RECOMMENDATION

That the Board of Health for the City of Ottawa Health Unit approve the 2024 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 2024, tel que décrit dans le présent rapport.

BACKGROUND

The purpose of this report is to set out the 2024 Board of Health 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 2024 the Board of Health will meet six (6) times. As a result, regular Board meetings have been scheduled on the following dates to enable timely decision-making.

- February 12, 2024 (second Monday of the month because the third Monday is Family Day)
- April 15, 2024
- June 17, 2024
- September 16, 2024
- November 4, 2024 (first Monday of the month for tabling of the draft 2025 Budget – may be changed to align with Council’s budget timetable (to be confirmed))
- December 2, 2024 (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, since November 2022, the Board of Health has been 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 2024, 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.