

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
16 September 2024 / le 16 septembre 2024**

**Submitted on August 2, 2024
Soumis le 2 août 2024**

**Submitted by
Soumis par:**
Dr./D^{re} Vera Etches, Medical Officer of Health / Médecin chef en santé publique

**Contact Person
Personne ressource:**
**Casey Whitarcar, Board of Health Secretary / Secrétaire du Conseil de santé
Ottawa Public Health/Santé publique Ottawa
613-807-5318, Casey.Whitarcar@ottawa.ca**

Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2024-OPH-BOH-0013

SUBJECT: 2025 Ottawa Board of Health Meeting Schedule

OBJET: Horaire des réunions du Conseil de santé d'Ottawa pour l'année 2025

REPORT RECOMMENDATION

That the Board of Health for the City of Ottawa Health Unit approve the 2025 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 2025, tel que décrit dans le présent rapport.

BACKGROUND

The purpose of this report is to set out the 2025 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 2025 the Board will meet six (6) times. As a result, regular Board meetings have been scheduled on the following dates to enable timely decision-making.

- February 10, 2025 (second Monday of the month because the third Monday is Family Day)
- April 14, 2025
- June 16, 2025
- September 15, 2025
- November 3, 2025 (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 1, 2025 (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 2025, 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.