

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
13 January 2025 / 13 janvier 2025**

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Soumis le 2 janvier 2025**

**Submitted by
Soumis par:**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2025-OPH-BOH-0003

SUBJECT: Confirmation of the Chair and Vice-Chair for 2025

OBJET: Confirmation de présidence et de vice-présidence pour 2025

REPORT RECOMMENDATIONS

That the Board of Health for the City of Ottawa Health Unit:

- 1. Confirm the election of Councillor Catherine Kitts as Chair for 2025, to be confirmed at the first meeting of each year of its term as required by the *Health Protection and Promotion Act*; and**
- 2. Confirm the election of Member Tammy DeGiovanni as Vice-Chair for 2025, to be confirmed at the first meeting of each year of its term as required by the *Health Protection and Promotion Act*.**

RECOMMANDATIONS DU RAPPORT

Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa :

- 1. Confirme l'élection de la conseillère Catherine Kitts en tant que présidente pour l'année 2025, décision qui doit être confirmée lors de la première réunion du Conseil chaque année de son mandat, comme l'exige la *Loi sur la protection et la promotion de la santé*;**
- 2. Confirme l'élection de la membre Tammy DeGiovanni en tant que vice-présidente pour 2025, décision qui doit être confirmée lors de la première réunion du Conseil chaque année de son mandat, comme l'exige la *Loi sur la protection et la promotion de la santé*.**

BACKGROUND

At the beginning of its term, the Ottawa Board of Health elected Councillor Catherine Kitts to serve as Chair and Member Tammy DeGiovanni to serve as Vice-Chair for the 2022 to 2026 term. The *Health Protection and Promotion Act* requires that the Board confirm the positions of Chair and Vice-Chair at the first meeting of each year.

DISCUSSION

The role of the Chair, pursuant to section 3 of the Board of Health's procedural by-law, is as follows:

Duties of the Chair

"It shall be the duty of the Chair to carry out the responsibilities set forth in this by-law and:

- (a) to open the meeting of the Board by taking the chair and calling the Members to order;
- (b) to announce the business before the Board and the order of business;
- (c) to receive and submit, in the proper manner, all motions presented by the Members of the Board;
- (d) to put to a vote all motions in the proper form which arise in the course of the meeting, and to announce the result;
- (e) to vote on all matters, which are moved, or which arise in the course of the meeting;

- (f) to decline to put to a vote motions which infringe upon the Rules of Procedure;
- (g) to enforce the Rules of Procedure;
- (h) to restrain the Members when necessary during debate within the Rules of Procedure;
- (i) to enforce on all occasions the observance of order and decorum among the Members;
- (j) to call by name any Member persisting in a breach of the Rules of Procedure and order the Member to vacate the meeting of the Board;
- (k) to permit questions to be asked through the Chair of any officer of the Board in order to provide information to assist any debate when the Chair decides it is appropriate;
- (l) to provide information to Members of the Board on any matter touching on the business of the Board;
- (m) to receive all petitions and communications and announce them to the Board;
- (n) to authenticate, by signature, all by-laws and minutes of the Board;
- (o) to inform the Members of the Board of the proper procedure to be followed;
- (p) to represent and support the Board, to state and to implicitly obey the Board's decisions in all matters;
- (q) where it is not possible to maintain order, the Chair may, without any motion being put, adjourn the meeting to a time to be named by the Chair; and,
- (r) to adjourn the meeting when the business is concluded.

The role of the Vice-Chair is to act for the Chair in his or her absence.

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 recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with 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

Upon approval of the recommendations by the Board of Health, the Board Secretary will support the Chair and Vice-Chair in their respective roles, as needed.