

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
4 February 2019 / 4 février 2019**

**Submitted on January 24, 2019  
Soumis le 24 janvier 2019**

**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  
613-580-2424, ext./poste 21544, [Diane.Blais@ottawa.ca](mailto:Diane.Blais@ottawa.ca)**

**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2019-OPH-BOH-0001**

**SUBJECT: ELECTION OF A CHAIR AND VICE-CHAIR**

**OBJET: ÉLECTION DE PRÉSIDENT(E) ET VICE-PRÉSIDENT(E)**

#### **REPORT RECOMMENDATION**

**That the Board of Health for the City of Ottawa Health Unit elect a Chair and a Vice-Chair, to be confirmed at the first meeting of each year of its term, as required by the *Health Protection and Promotion Act*.**

#### **RECOMMANDATION DU RAPPORT**

**Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa élise un(e) président(e) et un(e) vice-président(e), à être confirmé(e)s lors de la première réunion du Conseil à chaque année de son mandat, comme l'exige la *Loi sur la protection et la promotion de la santé*.**

#### **BACKGROUND**

Section 57 (2) of the *Health Protection and Promotion Act (HPPA)*, requires that boards of health elect a chair and vice-chair at the first meeting in each year whereas Section 5 of the Board of Health Procedure By-law requires that the Board of Health elect a Chair and Vice-Chair in each year of its term, in accordance with the HPPA. It further states that the Board Secretary or the City Clerk and Solicitor shall preside for the election of the Chair but that the Chair shall preside for the election of the Vice-Chair.

Accordingly, the Board of Health is being asked to elect a Chair and a Vice-Chair for the term, to be confirmed at the first meeting in each calendar year pursuant to Section 57 (2) of the *Health Protection and Promotion Act*.

## **DISCUSSION**

Section 3 of the Board of Health Procedure By-law, being By-law 2011-1, describes the role of the Chair as follows:

### **Duties of the Chair**

1. 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 and seconded, 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 recommendation 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**

Following these elections, the Board Secretary will provide support as needed to the Interim Chair and Interim Vice-Chair or the Chair and Vice-Chair, as the case may be.