

## Document 2

## Recommended Amendments to Ottawa Board of Health Policies and By-Laws Procedure By-law

	Reason/Authority for Amendment	Action/Section	Recommended Language	Current Language
1.	Housekeeping – correct title of Legislation Act, 2006.	Amend – 2. (13)	“Holiday” means a holiday as defined by the <i>Legislation Act, 2006</i> , as amended	“Holiday” means a holiday as defined by the <i>Legislation Act, 2006</i> , <b>c. 21, Sched F</b> , as amended
2.	Housekeeping - correcting reference to Communications Department (not Communications Branch).	Amend – 2. (22)	“Public Service Announcement” means an electronic notice sent in both official languages to the listing of daily newspapers, local and community newspapers and broadcast outlets located within the City of Ottawa maintained by the Corporate Communications <u>Department</u> ;	“Public Service Announcement” means an electronic notice sent in both official languages to the listing of daily newspapers, local and community newspapers and broadcast outlets located within the City of Ottawa maintained by the Corporate Communications <b>Branch</b> ;
3.	Housekeeping -	Add new – 13. (3)	<u>A meeting of the Board may be closed to members of the public if the following conditions are both satisfied:</u> a) <u>The meeting is held for the purpose of educating or training the members; and</u> b) <u>At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board;</u>	

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4.	Housekeeping - Adding in reference to the relevant legislation	Amend - 22	<p>22. SECRET BALLOT PROHIBITED</p> <p>No vote shall be taken in the Board by ballot or by any other method of secret voting, unless the Board is in closed session and such vote is permitted to be taken in closed session <u>pursuant to the relevant legislation.</u></p>	<p>22. SECRET BALLOT PROHIBITED</p> <p>No vote shall be taken in the Board by ballot or by any other method of secret voting, unless the Board is in closed session and such vote is permitted to be taken in closed session.</p>
5.	Housekeeping <ul style="list-style-type: none"> <li>Remove reference to “have printed”</li> <li>Adding missing sections, correcting titles of sections</li> </ul>	Amend – 28(1)	<p>28. (1) The Secretary shall, under the direction of the Chair, prepare for the use of the Members at the regular meetings of the Board an Agenda under the following headings:</p> <p>a) Announcements/Ceremonial Activities;</p> <p>b) Roll Call;</p> <p>c) Regrets;</p> <p>d) Declarations of pecuniary interest (including those originally arising from prior meetings);</p> <p>e) <u>Confirmation of Minutes;</u></p>	<p>28. (1) The Secretary shall, under the direction of the Chair, prepare <b>and have printed or electronic version</b> for the use of the Members at the regular meetings of the Board an Agenda under the following headings:</p> <p>a) Announcements/Ceremonial Activities;</p> <p>b) Roll Call;</p> <p>c) Regrets;</p> <p>d) Declarations of pecuniary interest (including those originally arising from prior meetings);</p> <p><b>e) Minutes of the previous</b></p>

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			f) Communications; g) <u>Motions to Introduce reports;</u> h) MOH Oral or Written Update/Report; i) <u>Chair Oral or Written Update/Report;</u> j) <u>In Camera Items;</u> k) <u>Motion to Adopt Reports;</u> l) Motions of which notice has been given previously; m) <u>Motions requiring suspension of the rules of procedure;</u> n) Notices of Motion (for consideration at subsequent meeting); o) <u>Information Previously Distributed</u> p) Confirmation by-law; q) Inquiries and answers; r) Adjournment;	<b>meeting;</b> f) Communications; g) MOH Oral or Written Update/Report; h) <b>Reports from Auditor-General;</b> i) <b>Postponements and deferrals;</b> <b>j) Unfinished business;</b> <b>k) Reconsiderations;</b> l) Motions to Introduce reports m) Motions of which notice has been given previously; n) Notices of Motion (for consideration at subsequent meeting); <b>o) Introduction and consideration of by-laws;</b> p) Confirmation by-law; q) Inquiries and answers;

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			s) <u>Next Meeting</u> ;	r) Adjournment;
6.	Housekeeping - add the word "Directions" to the title	Amend – 32	32. <u>DIRECTIONS, INQUIRIES AND ANSWERS</u>	32. <b>INQUIRIES AND ANSWERS</b>
7.	Housekeeping – To correct an error in the by-law (i.e. section currently refers to "inquiry", when it should be "direction")	Amend – 32 (4)	32 (4) <u>Directions</u> shall identify the requested timeframe for a response. Such timeframe may be amended by the Board either at the meeting at which the <u>Direction</u> is introduced, or without notice, at any subsequent meeting.	32. (4) <b>An inquiry</b> shall identify the requested timeframe for a response. Such timeframe may be amended by the Board either at the meeting at which the <b>inquiry</b> is introduced, or without notice, any subsequent meeting.
8.	Proposed Addition - provision for withdrawing an inquiry	Add – 32(5)	<u>Should the Member, who submitted an inquiry at the Board, wish to subsequently withdraw said inquiry before staff provides a response, they must provide a written request to the Board Secretary.</u>	
9.	Housekeeping - adding reference to e- mail and secure electronic data file sharing service	Amend – 33.(3)	Delivery, pursuant to subsection (1), shall be <u>via electronic mail or by way of a secure electronic data file sharing service.</u>	Delivery in accordance with subsection (1) shall be <b>to the office of the Member at City Hall if the Member is a Member of Council, otherwise it shall be to the address that the Member has provided to the Secretary in writing.</b>

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10.	Housekeeping	Add – Title for Section 34	<u>“PUBLIC NOTICE OF REGULAR AND SPECIAL MEETINGS”</u>	<b>“NOTICE OF MEETING”</b>
11.	Housekeeping - to clarify what should be included in <i>In Camera</i> minutes	Add new – 36.	<p>36. <u>IN CAMERA MINUTES</u></p> <p><u>In Camera</u> minutes shall record:  <u>Where the meeting took place;</u></p> <ul style="list-style-type: none"> <li>a) <u>When the meeting started and adjourned;</u></li> <li>b) <u>Who chaired the meeting;</u></li> <li>c) <u>Who was in attendance, including the identity of the Secretary or other designated official responsible for recording the meeting;</u></li> <li>d) <u>Whether any participants left or arrived while the meeting was in progress and if so, at what time this occurred;</u></li> <li>e) <u>A detailed description of the substantive and procedural matters discussed, including specific reference to any documents considered;</u></li> <li>f) <u>Any motions, including who introduced the motion and seconders; and</u></li> <li>g) <u>All votes taken and all</u></li> </ul>	

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			<u>directions given.</u>	
12.	Housekeeping - for clarity and in keeping with Robert's Rules of Order, Section 24(7)	Amend – 41.(1) (d)	(d) The Board, if appealed to, shall call a vote, without debate on the following question; "Shall the Chair be sustained?" <u>The Chair shall be sustained on a tie vote and the decision of the Board shall be final.</u>	(d) The Board, if appealed to, shall call a vote, without debate on the following question; "Shall the Chair be sustained?", <b>and its decision shall be final.</b>
13.	Housekeeping – to reflect current practice	Delete – 53 (3) and Amend 56 (4)	Except as provided in subsection (1), all motions shall be in writing, <u>shall commence with the words "Be It Resolved That" and shall be moved.</u>	(3) Except as provided in subsection (1), all motions shall be in writing <b>and signed by the mover.</b>  (4) All motions shall commence with the words "Be It Resolved that", and shall be moved.
14.	Housekeeping – for clarity (i.e. refers to "previous question" – which is more commonly known and previously referred to as the question "Shall the Chair be sustained?")	Amend – 57 (1) (d)	is not in order immediately following the affirmative resolution of a motion <u>"That the question be now put";</u>	(d) is not in order immediately following the affirmative resolution of a motion <b>for the previous question;</b>

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15.	Housekeeping - amending for clarity regarding audible communication devices	Amend - 73	<p>73. <u>COMMUNICATION DEVICES</u></p> <p>The use of any audible communication device is prohibited <u>during a Board meeting, if in the Chair's opinion, the device is interfering with the meeting.</u></p>	<p>73. <u>COMMUNICATION DEVICES</u></p> <p><b>(1) Subject to subsection (3), at the meetings of the Board, the use of cellular phones, audible pagers or any other similar communication device is only permitted in the press gallery section of the Board Chambers.</b></p> <p><b>(2) Unless a meeting of a Committee is taking place in the Board Chambers, in which case subsections (1) and (3) apply, the use of audible cellular phones, audible pagers or any other similar communication device is prohibited in the room in which the Committee is meeting.</b></p> <p><b>(3) Despite subsection (1), the use of any communication device may be prohibited by the Chair of the Board or the Committee if, in the Chair's opinion, the device is interfering with any video or audio broadcast of the meeting.</b></p>

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16.	Proposed addition – Verbal updates	Add – 74	<p>VERBAL UPDATES</p> <p><u>A memo outlining the details communicated to the Board of Health, via Verbal Updates, shall be appended to the minutes of the meeting.</u></p>	
17.	Housekeeping	Multiple – Re-number Sections, Sub-sections and references to same, as necessary		