

Document 1

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

	Reason/Authority for Amendment	Action/Section	Current Language	Recommended Language
1.	Housekeeping – add cross-reference.	Amend – 1. (3)	A motion pursuant to subsection 1(2) shall identify the reason for the request for the suspension of the rules or the late introduction of the item, as the case may be	A motion pursuant to subsections 1(2) or 28(3) shall identify the reason for the request for the suspension of the rules or the late introduction of the item, as the case may be
2.	Housekeeping - correcting reference to job titles	Amend – 2.	“Deputy City Manager” means the official responsible for a portfolio within the City;	“ General Manager ” means the official responsible for a portfolio within the City;
3.	Housekeeping	Amend – 2.	“Presiding Officer” means the Chair at a regular or special meeting of the Board or the Member of Board appointed as the Chair of a Committee or, in the absence of either, another Member of the Board appointed in accordance with the provisions of this by-law;	“Presiding Officer” means the Chair at a regular or special meeting of the Board or the Member of the Board appointed as the Chair of a Committee or, in the absence of either, another Member of the Board appointed in accordance with the provisions of this by-law;
4.	Housekeeping - correcting department name	Amend – 2.	“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	“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

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			located within the City of Ottawa maintained by the Corporate Communications Department;	within the City of Ottawa maintained by the Service Innovation & Performance Department;
5.	Housekeeping - correcting reference to job titles	Amend – 5(2)	The Board Secretary or City Solicitor shall preside for the election of the Chair but the Chair shall preside for the election of the Vice-Chair	The Board Secretary or City Clerk and Solicitor shall preside for the election of the Chair but the Chair shall preside for the election of the Vice-Chair
6.	Housekeeping	Amend – 13(8)	Upon resuming open session, the Chair shall state:	Upon resuming in open session, the Chair shall state:
7.	Proposed Amendment - delete subsections 28(1)(h) and 28(1)(i) and renumber other items	Amend – 28(1)	<p>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> <ul style="list-style-type: none"> a) Announcements/Ceremonial Activities b) Roll Call c) Regrets d) Declarations of pecuniary interest (including those originally arising from prior meetings) e) Confirmation of Minutes f) Communications g) Motion to Introduce Reports h) Chair of the Board of Health Oral or Written Update/Report i) Medical Officer of Health Oral or Written Update/Report 	<p>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> <ul style="list-style-type: none"> a) Announcements/Ceremonial Activities b) Roll Call c) Regrets d) Declarations of pecuniary interest (including those originally arising from prior meetings) e) Confirmation of Minutes f) Communications g) Motion to Introduce Reports h) Information Previously Distributed i) In Camera Items j) Motion to Adopt Reports k) Motions of which notice has been

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			j) In Camera Items k) Motion to Adopt Reports l) Motions of which notice has been given previously m) Motions requiring suspension of the rules of procedure n) Notices of Motion (for consideration at subsequent meeting) o) Information Previously Distributed p) Confirmation by-law q) Inquiries and answers r) Adjournment s) Next Meeting	given previously l) Motions requiring suspension of the rules of procedure m) Notices of Motion (for consideration at subsequent meeting) n) Confirmation by-law o) Inquiries and answers p) Adjournment q) Next Meeting
8.	Proposed Amendment - delete subsections 28(8) and 28(9)	Amend – 28	(8) Reports, other than from the Auditor-General, submitted pursuant to clause 28(1)(h) may be submitted directly to the Board provided that they have been distributed in accordance with subsection 28(3). (9) Notice of a report from the Auditor-General shall be given at the meeting of the Board prior to the meeting where the report is to be tabled with the Board. The report shall be considered at the next regular meeting (or special meeting called for that purpose) following the meeting at which the report is tabled.	

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9.	Housekeeping	Amend - 32(4)	Directions shall identify the requested timeframe for a response. Such timeframe may be amended by the Board either at the meeting at which the direction is introduced, or without notice, any subsequent meeting	Directions shall identify the requested timeframe for a response. Such timeframe may be amended by the Board, either at the meeting at which the direction is introduced or, without notice, at any subsequent meeting
10.	Housekeeping - correcting to reflect the current schedule of City of Ottawa advertising	Amend – 34(1) and 34(2)	<p>(1) Notice of a regular meeting of the Board shall be given by publication in a daily newspaper no later than the Wednesday immediately prior to the meeting.</p> <p>(2) Notice of a special meeting of the Board will, where time permits, be given by publication in a daily newspaper no later than the Wednesday immediately prior to the meeting.</p>	<p>(1) Notice of a regular meeting of the Board shall be given by publication in a daily newspaper no later than the Friday immediately prior to the meeting.</p> <p>(2) Notice of a special meeting of the Board will, where time permits, be given by publication in a daily newspaper no later than the Friday immediately prior to the meeting.</p>