

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
5 February 2018 / 5 février 2018**

**Submitted on January 29, 2018  
Soumis le 29 janvier 2018**

**Submitted by  
Soumis par:  
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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2018-OPH-BOH-0001**

**SUBJECT: CONFIRMATION OF THE CHAIR AND VICE-CHAIR**

**OBJET: CONFIRMATION DU PRÉSIDENT ET DE LA VICE-PRÉSIDENTE**

## **REPORT RECOMMENDATIONS**

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

- 1. Confirm the election of Councillor Shad Qadri as Chair for 2018, 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 Jo-Anne Poirier as Vice-Chair for 2018, 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 du conseiller Shad Qadri en tant que président pour l'année 2018, décision qui doit être confirmée 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*;**
- 2. Confirme l'élection du membre Jo-Anne Poirier en tant que vice-présidente pour 2018, décision qui doit être confirmée 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

In March of 2015, the Ottawa Board of Health elected Councillor Shad Qadri to serve as Chair and Member Jo-Anne Poirier to serve as Vice-Chair for the 2015 to 2018 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

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 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.