

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
2 November 2020 / le 2 novembre 2020**

**Submitted on October 22, 2020  
Soumis le 22 octobre 2020**

**Submitted by  
Soumis par:**  
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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2020-OPH-BOH-0007**

**SUBJECT: 2021 OTTAWA BOARD OF HEALTH MEETING SCHEDULE**

**OBJET: HORAIRE DES RÉUNIONS DU CONSEIL DE SANTÉ D'OTTAWA  
POUR L'ANNÉE 2021**

#### **REPORT RECOMMENDATION**

**That the Board of Health for the City of Ottawa Health Unit approve the 2021 meeting schedule, as outlined in this report.**

#### **RECOMMANDATION DU RAPPORT**

**Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa approuve l'horaire des réunions de 2021, tel que décrit dans le présent rapport.**

## BACKGROUND

The purpose of this report is to set out the meeting dates for 2021 to ensure that Board members can make the appropriate arrangements in their calendars. Section 8 of the *Procedure By-law* (By-law No. 2011-1) for the Ottawa Board of Health outlines certain parameters for regular Board meetings. Specifically, it states that the regular meetings are to be held at 5:00 pm on the third Monday of the month, unless otherwise changed by the Board, and that the time and date of individual regular meetings may be varied by the Chair.

## DISCUSSION

It is expected that in 2021 the Board will meet six times. As a result, regular Board meetings have been scheduled on the following dates to enable timely decision-making in 2021.

- February 8, 2021 (second Monday of the month because the third Monday is Family Day)
- April 19, 2021
- June 21, 2021
- September 20, 2021
- November 15, 2020 (Budget tabling – may need to be rescheduled to align with Council's Budget timetable)
- December 13, 2020 (Budget approval - may need to be rescheduled to align with Council's Budget timetable)

Section 10 of the *Procedure By-law* (By-law No. 2011-1) for the Ottawa Board of Health states that the regular meetings of the Board shall be held in the Champlain Room at Ottawa City Hall or at such other place as is specified in the agenda.

Finally, if the need arises for a Special Meeting of the Board of Health, one may be called, as outlined in section 14 of the *Procedural By-law* – at the call of the Chair or by petition of the majority of Board Members.

At this time, it is anticipated that there may be a need to amend the meeting schedule in the latter part of the year in order to align with the City Council's process and timelines for the 2022 Budget. As indicated above, the *Procedure By-law* allows for such changes to be made to the schedule, at the call of the Chair, subject to sufficient notice being given to Members.

**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 to 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**

Staff will arrange for Board of Health meetings for 2021, as per the meeting schedule adopted by the Board. The meeting schedule may be amended throughout the year pursuant to certain provisions of the Procedure By-law.