

**Report to
Rapport au:**

**Ottawa Board of Health
Conseil de santé d'Ottawa
17 December 2018 / 17 décembre 2018**

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**Submitted by
Soumis par:**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2018-OPH-BOH-0012

SUBJECT: ELECTION OF AN INTERIM CHAIR AND INTERIM VICE-CHAIR

OBJET: ÉLECTION DE PRÉSIDENT(E) ET VICE-PRÉSIDENT(E) PAR INTÉRIM

REPORT RECOMMENDATION

That the Board of Health for the City of Ottawa Health Unit elect an Interim Chair and an Interim Vice-Chair, to be confirmed at the first meeting of 2019, 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) par intérim, à être confirmé(e)s lors de la première réunion en 2019, 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 2014 to 2018 term. As required under Section 57 (2) of the *Health Protection and Promotion Act*, these positions were confirmed at the first meeting of the Board in each calendar year.

Given that the Board of Health for the City of Ottawa Health Unit is currently without an elected Chair, the Board is being asked to elect an Interim Chair, to be confirmed at the first meeting of 2019 pursuant to the *Health Protection and Promotion Act*. Also, given that all citizen members' terms expired on November 30, 2018 with the term of Council and, on December 5, 2018 Council approved the interim re-appointment of all 2014-2018 citizen members pending the outcome of the public recruitment process, therefore the Board of Health for the City of Ottawa Health Unit is currently without an elected Vice-Chair. Accordingly, the Board is being asked to also elect an Interim Vice-Chair, to be confirmed at the first meeting of 2019 pursuant to the *Health Protection and Promotion Act*.

Finally, at the first meeting of the Board following Council's appointment of new citizen Members to the Board of Health, the Board will be asked to appoint a Chair and Vice-Chair for the 2018 to 2022 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 support the Interim Chair and Interim Vice-Chair in their respective roles, as needed.