

## Board of Health By-Law 1 Review

Page#	Section #	Revisions Made	Reason for Revision
3 through 30	Throughout	<p><b>Changed:</b> "Director" to "Member"</p> <p>This change is reflected throughout document multiple times.</p>	At WDG a Director is a senior leadership position
3	Definitions	<p><b>Added:</b> "'Hybrid Meeting" means any meeting of the BOH or of a committee, where some members are participating electronically, and some members are in person simultaneously."</p>	
4	4.2	<p><b>Added:</b> For further clarity a Municipal Council may replace a municipal Councillor with an appointed citizen member who resides in the municipality to the BOH as a municipal member to the BOH.</p>	
5	4.4	<p><b>Added:</b> Citizen Members appointed by a Municipal Council have a term of service at the pleasure of Municipal Council but there is nothing in the Act or Regulations requiring this term to align with municipal elections. If, as a result of amendments to the Act, there is a conflict between this Section and the provisions in the Act, the provisions of the Act shall prevail.</p>	
7	5.6	<p><b>Section Added:</b> Where the officer of Medical Officer of Health for the BOH is absent or unable to act, the Associate Medical Officer of Health for the BOH shall act as and has all the powers of the Medical Officer of Health.</p>	WDG now has an Associate Medical Officer of Health
8	5.11	<p><b>Added:</b> The BOH shall not engage the services of any person in a professional, administrative, or technical classification unless the person meets the qualifications and requirements prescribed by the regulations for the classification.</p>	To align with HPPA
8	5.12	<p><b>Removed:</b> written</p> <p><b>Added:</b> recorded</p>	To align with electronic participation
11	6.3	<p><b>Removed:</b> or place</p> <p><b>Added:</b> location or method of participation</p>	To allow the option of an electronic meeting

<p>11</p>	<p>6.4</p>	<p><b>Removed:</b></p> <p>(a) A member of the BOH who participates in a meeting through electronic means in accordance with <i>Municipal Act</i> shall be deemed to be present at the meeting as permitted in accordance with the <i>Municipal Act</i>.</p> <p>(b) In accordance with section 283(3.1) of the <i>Municipal Act</i>, as amended a member of the BOH who participates in a meeting through electronic means <u>shall not be counted</u> in determining whether a quorum of members is present at any point in time.</p> <p>(c) A BOH member who is participating electronically in a meeting shall be able to vote on any matter that is before the BOH, subject to the restriction of a meeting which is closed to the public.</p> <p>(d) The meeting must be held in a physical location and regardless of how many BOH members are participating electronically there must be quorum of members present at the location in order for the business of the meeting to proceed.</p> <p>(e) At every meeting of the BOH the following persons shall be physically present in the meeting room of the BOH:</p> <ul style="list-style-type: none"> <li>(i) The Chair of the BOH (or his/her designate);</li> <li>(ii) A quorum of the members of the BOH; and</li> <li>(iii) The Medical Officer of Health (or his/her designate)</li> </ul> <p>(f) Despite the provisions in this document that provide for a member of the BOH to attend a meeting by electronic means, a member of the BOH shall be physically present for at least five regular meetings of the BOH in each 12-month period beginning January 1.</p> <p>(g) The meeting shall otherwise observe all the rules which govern the proceedings of the BOH. The details on electronic participation at meetings are described in the BOH Policy and Procedure.</p> <p>(h) In accordance with section 238 of the <i>Municipal Act</i> a member of the BOH shall not participate electronically in a meeting which is closed to the public.</p>	<p>To align with the changes to the Municipal Act</p>
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		<p><b>Added:</b></p> <p>(a) A member of the BOH who participates in a meeting through electronic means in accordance with section 283(3.1 to 3.5) of the <i>Municipal Act</i> shall be deemed to be present at the meeting as permitted in accordance with the <i>Municipal Act</i>.</p> <p>(b) A member of the BOH may participate electronically in a meeting that has been designated as either a fully electronic or hybrid meeting.</p> <p>(c) A member of the BOH who participates in a meeting through electronic means <u>shall be counted</u> in determining whether or not a quorum of members is present at any point in time.</p> <p>(d) A BOH member who is participating electronically in a meeting shall be able to vote on any matter that is before the BOH.</p> <p>(e) A member of the BOH can participate electronically in a meeting that is open or closed to the public.</p> <p>(f) Despite the provisions in this document that provide for the BOH to hold a meeting by electronic means, the BOH shall hold at least four in-person meetings of the BOH in each 12-month period beginning January 1.</p> <p>(g) The electronic meeting shall otherwise observe all the rules which govern the proceedings of the BOH.</p>	
11	6.5	<p><b>Removed:</b> three</p> <p><b>Added:</b> four</p> <p><b>Added:</b> A Special Meeting may be held fully electronic, hybrid or in-person.</p>	Having the requirement of 4 Board members rather than 3 would ensure that no one obligated municipality could control the agenda.
12	6.6	<p><b>Removed:</b> intranet</p> <p><b>Added:</b> dedicated and secure website</p>	
12	6.10	<p><b>Added:</b> A matter will only be added to the agenda if it is within the Board's mandate.</p>	

16	7.2	<p><b>Removed:</b> At every BOH Committee meeting, the following persons shall be physically present in the meeting room of the Committee: (i) The Chair of the Committee [or his/her designate] (ii) A quorum of the members of the Committee (iii) The Medical Officer of Health or his/her designate.</p> <p>A member of the BOH shall be physically present at BOH Committee meetings, for each Committee they are a member of, at least once in each 12-month period beginning January 1.</p> <p><b>Added:</b> There is no minimum number of in- person Committee meetings.</p>	To allow electronic participation.
16	7.5	<p><b>Removed:</b> conduct the Committee meetings in person and not electronically;</p> <p><b>Added:</b> To conduct the meeting in accordance with the agenda, this By-Law, and the Rules If the meeting that is being held is a hybrid or electronic meeting through what means, whether electronic or in person</p>	To allow electronic participation
18	8.2	<p><b>Removed:</b> Written comments to the BOH may be submitted to the Chair at any time, and upon receipt shall be forwarded by the Chair to members of the BOH.</p> <p>Persons wishing to address the BOH must notify the Office of the Medical Officer of Health, at least forty-eight (48) hours before the Agenda for the meeting is posted, in order that the person may be listed on the Agenda and the subject of the presentation be identified. The person shall provide a written detail of the submission, including any visual presentation material at least one week before the BOH meeting in order for this material to be received by the BOH.</p> <p>Any delegation of more than one person shall be limited to one speaker. A member of the BOH may introduce the delegation in addition to the speaker.</p> <p>All persons and delegations addressing the BOH, shall be limited to a maximum of five (5) minutes, unless given special permission by the BOH. When more than one person is addressing the BOH, on the same subject, such persons following the first person shall not repeat that which was covered by the preceding speaker(s).</p>	To clarify the process of addressing the Board and moving some items to a policy.

		<p><b>Added:</b></p> <p>Members of the Public who wish to address the Board of Health on a subject that is on the Agenda are referred to BOH Policy CA.45.01.516 <i>Addressing the Board Of Health</i> posted on Wellington-Dufferin-Guelph Public Health’s website under Board of Health section for additional information on this topic.</p> <p>(1) Written comments to the Board</p> <p>May be submitted to the Chair at any time, and upon receipt shall be forwarded by the Chair to members of the Board.</p> <p>(2) Any person may address the Board</p> <p>Any person may address the Board of Health on an item on the Board's current agenda who has not previously addressed the Board on the same subject matter.</p> <p>(3) Delegation to the Board of Health</p> <p>Any delegation of more than one person may address the Board of Health on an item on the Boards current agenda that has not previously addressed the Board on the same subject matter.</p> <p>(4) Register to speak</p> <p>All individuals or delegations wishing to address the Board of Health must register in advance and no later than noon on the Monday prior to the Board meeting.</p> <p>(5) Language and procedures for Public Presentations</p> <p>Everyone who addresses the Board shall follow the language and procedures detailed in Policy CA 45.01.516 for public presentations.</p>	
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<p>19, 20</p>	<p>9.1</p>	<p><b>Removed:</b> When two or more BOH members wish to speak the Chair shall name the BOH member who, in their opinion, first asked to speak.</p> <p><b>Added:</b></p> <p>(a) Order of Speaking The Chair maintains a list of Members who have requested to speak or to ask questions, and the Chair calls on Members to speak or to ask questions in the order in which they appear on the list.</p> <p>(b) Questioning not to be statements Questions must be clear and concise and may not be used to make statement or assertions.</p> <p>(c) Question of members authorized by Board only Members may question only: <i>(i) The Chair</i> <i>(ii) The Medical Officer of Health</i> <i>(iii) The previous speaker, if that speaker has moved a motion, for clarification of the motion</i> <i>(iv) Members of the public, for clarification purposes.</i></p> <p>(d) Member not to ask the same question The Chair may rule a question out of order if a member has already asked substantially the same question in the same form.</p>	<p>To Align with Roberts Rules of Order</p>
<p>21</p>	<p>10.2</p>	<p><b>Removed:</b></p> <p>(f) To adjourn the meeting; (g) That the vote be now taken; (h) That no action be taken</p> <p><b>Added:</b></p> <p>(a) To approve; (b) To adjourn the meeting; (c) To recess (d) To postpone indefinitely (e) To amend; (f) To refer to committee; (g) To postpone to a certain time; (h) To limit or extend limits of debate</p>	<p>Revised to align with Robert's Rules of Order.</p>

		(i) That the vote be now taken (call the question); (j) To Table	
22	10.8	<b>Added:</b> (or as seen on the monitor of the Chair for electronic meetings)	
24	11.1 (c)	<b>Added:</b> A motion to amend or repeal a by-law requires a two-thirds vote of the Members present	
25	11.5	<b>Added:</b> for Wellington-Dufferin-Guelph Public Health under the Board of Health section.	