
SUBJECT	Addressing the Board of Health
CATEGORY	Board of Health
DIVISION	N/A

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POLICY

Any person or group (delegation) may register to address the Board of Health (BOH) at a meeting on any topic which is on the agenda for that meeting and for which they have not previously addressed the BOH on the same topic.

SCOPE

This applies to anyone who wishes to address the BOH with the exception of those who have a statutory right to do so.

Persons who have a statutory right to be heard by the BOH include, but are not limited to:

- The Minister of Health and his or her deputies;
- The Chief Medical Officer of Health and the Associate Chief Medical Officer of Health and their deputies or agents;
- The Medical Officer of Health of the BOH and the Associate Medical Officer of Health of the BOH, unless the discussion relates to their remuneration or performance of their duties;
- An Assessor appointed by the Minister of Health; and
- A person whose right to address the BOH arises pursuant to an Order of a Judge of a Court of competent jurisdiction.

PROCEDURE

Register as an Attendee

Any person or delegation may address the BOH on any agenda item on the BOH's current agenda by notifying the Recording Secretary by 12:00 p.m. on the Monday before the BOH meeting. Registration is performed by emailing MOH@wdgpublichealth.ca or by calling 1-800-265-7293 and requesting to speak with the Office of the Medical Officer of Health. Registering will require your name, address and preferred method for communication.

Electronic Participation to Address the BOH

All individuals addressing the BOH will do so via electronic participation. If the persons or delegations are not able to use virtual software (Zoom) or do not have access to a computer or internet, a room will be prepared for them at a BOH office in Guelph, Fergus or Orangeville.

Time Allotted for Speaking

Unless the BOH or a BOH Committee decides otherwise, public presentations are permitted a five-minute speaking limit. A delegation to the BOH shall be limited to one speaker on behalf of the delegation. A member of the BOH may introduce the delegation. If other persons wish to speak to the BOH on the same item/subject on the BOH's agenda, the BOH may permit them to do so, however a reasonable effort must be made by the presenter to avoid repetition.

Visual Presentation

Any material which will be shown publicly must be provided to the Office of the Medical Officer of Health no later than 12:00 p.m. on the Monday before the BOH meeting. Given the five-minute speaking limit, presenters are encouraged to limit the amount of visual material and consider using no more than five slides. Additional time for presentations beyond the five-minute limit will not be considered.

Language and Procedures for Public Presentations

Public presenters to the BOH must be aware of the following:

- That speaking in a disrespectful or disparaging manner about any individual will not be tolerated;
- That offensive language is prohibited;
- That when presenting, speakers may only communicate about the subject on which the BOH has invited them to make a public presentation; and
- That all meeting participants are expected to adhere to the procedures By-law and BOH Chair ruling.

Prohibited Discussions

No speaker shall speak disrespectfully of the Governor-General, the Lieutenant-Governor of any Province, or any Member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario or any other Province.

No speaker shall use offensive words or unparliamentary language against the BOH, or against any BOH member or staff member.

No speaker shall speak on any subject other than the subject in debate.

Conflict of Interest

Anyone who addresses the BOH and who has a direct or indirect conflict of interest in the subject matter under discussion shall declare that conflict to the BOH at the time of registration. The Chair will determine whether the conflict of interest (real, potential or perceived) impacts the eligibility of the speaker to address the BOH on that subject matter.

DEFINITIONS

Conflict of Interest refers to a situation where a presenter, or the delegation being represented, have a direct or indirect interest in a BOH activity, decision or outcome, and the interest presents a potential benefit to the presenter and/or the delegation. For the purposes of this policy, real and perceived conflicts of interest are of equal concern.

REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES

- N/A

CONTACT FOR INQUIRIES – Office of the Medical Officer of Health