

Agenda Setting Policy

Policy Number	<i>BOH108</i>	Approved Date	<i>February 20, 2019</i>
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REVISION HISTORY

Reviewed		Amended:	March 20, 2024
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Purpose

This board of directors of the Corporation (the “**Board**”) wishes to provide an efficient process for approval of regular or routine issues that come before the Board or matters where no debate is anticipated to ensure the effectiveness of Board meetings.

Scope

This policy applies to each agenda prepared for a meeting of the Board.

Regulation

a) Content of Agenda

The agenda for board meetings will distinguish between the following types of matters:

- Decision;
- Discussion; and
- Information.

Only decision items will require a motion, seconder and a vote.

Items requiring a decision that are expected to require no discussion or debate (i.e. routine or informational matters) may, at the chair's option, be placed on the agenda under the heading 'consent agenda'.

Materials and motions proposed to be dealt with under the consent agenda portion of the agenda shall be clearly identified as falling under the consent agenda in the meeting packages. Board members should review the consent agenda items prior to the meeting on the expectation that no discussion will take place during the board meeting.

b) Approval of Agenda

The agenda will be approved by the Board at the beginning of each meeting.

Members of the Board may request that matters be added, deleted or that the order of items be moved and the chair shall make a decision on each such request. Any such decision may be subject to challenge and reversed by the Board.

Items may be moved out of the consent agenda section at the request of any member of the Board prior to approval of the agenda. No motion or vote of the Board is required with respect to a request to move an item out of the consent agenda.

Where a member of the Board requests that an item be moved out of the consent agenda section, the chair shall decide where to place that item on the agenda, but not whether or not to remove the item from the consent agenda.

Where only one item in a committee report does not qualify as a consent agenda item or is requested to be moved, that item shall be moved out of the consent agenda and the rest of the items in the report shall remain in the consent agenda.

Approval of the agenda by the Board constitutes approval of each of the items listed under the consent agenda portion of the meeting. No separate vote to approve the consent agenda portion is required, however meeting minutes shall separately report and reflect each resolution evaluated on consent.

Board of Health meeting agendas will be formatted with the content provided in Appendix A.

c) Minutes

Minutes of the meeting will include the full text of resolutions adopted under the consent agenda portion of the meeting.

Amendment

This policy shall be reviewed and approved by the Board every two years, and may be amended from time to time as the Board deems necessary.

Draft AGENDA

Board of Health
Location of meeting
Month, Day, Year
9:15 am – 12:00 pm

- 1.0 9:15 **Call To Order**
- 1.1 Land Acknowledgement
- 2.0 **Approval of the Agenda**
- 3.0 **Declaration of Conflict of Interest**
- 4.0 **Consent Agenda**
- 4.1 9:35 Approval of Minutes from Previous Meeting Date
- 5.0 **In Camera**
- 5.1
- 6.0 **Business Arising**
- 6.1
- 7.0 **New Business**
- 7.1
- BREAK**
- 8.0 **Advocacy**
- 8.1
- 9.0 **Items of Education**
- 9.1
- 10.0 **Items of Information**
- 10.1

11.0 **Announcements/Inquiries**

12.0 **Date of Next Meetings**

- Date, Location
- Date, Location

13.0 **Adjournment**