



# BOARD OF HEALTH POLICY

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 16-2026	
SLT:		
MCC:		
IF APPLICABLE		
DIRECTOR		
JOHSC:		
PPL:		

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**SECTION:** BOARD OF HEALTH **POLICY NO.:** BH-02-22

**SUBJECT:** Public Attendance and Deputations

**APPROVED BY:** Board of Health **POLICY DATE:** January 2026

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## 1. PURPOSE

- 1.1. The purpose of this policy is to provide the Board of Health with a clear process for the management of public attendance, deputations and other presentations from outside organizations or members of the public at Board of Health meetings.
- 1.2. Application of this policy will ensure the Board receives necessary information in a timely manner and that Board of Health meetings will proceed in an orderly fashion.

## 2. POLICY

- 2.1. This policy applies to all members of the Board of Health for the Thunder Bay District Health Unit and to all meetings of the Board of Health.
- 2.2. Public notice of meetings is provided on the Health Unit website one week prior to meetings, once the schedule is approved at the first meeting of the year, in accordance with Board of Health By-Law.
- 2.3. All meetings of the Board of Health are open to attendance by members of the public (in-person or virtually) except for closed or in-camera meetings, as defined by the *Municipal Act 2001*, and amendments thereto.
- 2.4. Requests for deputations or audiences with the Board of Health from members of the public or outside organizations must be received in writing by the Medical Officer of Health and Chief Executive Officer or designate, at least seven (7) days in advance of the meeting at which they wish to appear, including a written submission of their presentation.
- 2.5. Requests to provide a presentation to the Board are at the discretion of the Medical Officer of Health and Chief Executive Officer or designate, in consultation with the Chair of the Board.
- 2.6. Each delegation is allowed a maximum of two (2) speakers, for a maximum of ten (10) minutes on the agenda. An extension may be granted by a resolution of the Board.

- 2.7. Members of the public, or any delegation that has not obtained prior consent, may not address the Board during a meeting, unless approved by a two-thirds vote of Board members present.
- 2.8. Unless otherwise directed by a resolution, no action respecting the presentation of a delegation is taken until Board members have an opportunity to discuss the presentation and to receive advice or input from the Medical Officer of Health and Chief Executive Officer, or designate.
- Delegations will be made aware that presentations are for information only and they may not lobby or otherwise petition the Board at the meeting.
- 2.9. Any communication received by Board members for consideration by the Board must be submitted to the Chair of the Board and the Medical Officer of Health and Chief Executive Officer, or designate, in accordance with Board of Health By-Law.
- 2.10. The Chair presides over the conduct of the meeting, ensuring the preservation of good order and decorum relating to procedures at the meeting, including the exclusion or removal of non-members if necessary to maintain order.

### **3. APPLICABLE PROCEDURES**

There are no procedures with this policy.

### **4. DEFINITIONS**

- 4.1 A **Meeting** is any regular, special or other meeting of the Board of Health, any Committee of the Board of Health or the Committee of the Whole.
- 4.2 **Members of the public** are any individual or group of individuals not an appointed member of the Board of Health for the Thunder Bay District Health Unit.
- 4.3 **Outside organization** means any organization, municipality, board or other governing body that is not the Board of Health for the Thunder Bay District Health Unit.

### **5. REFERENCES**

- 5.1 Board of Health By-law
- 5.2 Procedure No. BH-02-19 Communications
- 5.3 Roberts Rules of Order

### **6. APPENDICES/LINKS AND ATTACHMENTS**

There are no attachments with this policy.