

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH MANUAL	
Title/Subject: Committee of the Whole	Terms of Reference Number: VI-40
Date: November 12, 1998	Revision Date: October 16, 2008
Approved by: Board of Health	Signature: Original Signed
Reference:	

Purpose:

When the Board wishes to consider a report(s) with all the freedom of an ordinary Committee it shall be referred to as the Committee of the Whole.

1. Responsibilities:

- 1.1. Any clause or recommendation in a report may with the permission of the majority of members be deleted or amended while the Board is in Committee of the Whole, when the report has been adopted, it will be read as amended.
- 1.2. Concurrence for the report(s) shall follow in the next scheduled Board of Health meeting.
- 1.3. By-laws when referred to the Committee of the Whole will be reviewed and debated.
- 1.4. Policy and procedure will not be mandated at the Committee of the Whole, but recommendations will be forwarded to the Board of Health.

2. Composition:

- 2.1. The Committee shall consist of all members of the Board of Health.
- 2.2. The Medical Officer of Health and the Director, Corporate Services also attend.
- 2.3. The Medical Officer of Health – Executive Assistant, or designate, will record the minutes.

3. Structure:

- 3.1. The Board Chair will nominate the Chair of the Committee, as required.
- 3.2. Meetings will be scheduled as required.
- 3.3. Committee of the Whole meetings will be open sessions.
- 3.4. Standing Rules of the Board shall be observed in the Committee of the Whole, so far as they may be applicable.
- 3.5. The Chair shall decide questions of Order in Committee of the Whole.