

ISSUED BY: Board of Directors
AUTHORIZED BY: Board of Directors
ISSUE DATE: February 11, 2014
CATEGORY: Part V-B – Governance Process
SUBJECT: **CONSENT AGENDA**

NUMBER: **V-B-15**
REVISION DATE: March 28, 2023
REVIEW DATE:
PAGE: 1 of 2

Content of Agenda

The agenda for meetings of the Board of Directors (Board) will distinguish between the following types of matters:

- Decision;
- Education;
- Information;
- Monitoring.

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

Items requiring a decision that are expected to require no discussion or debate 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.

Approval of Agenda

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

Board members will begin each regular Board meeting in camera solely to have a brief discussion about the Open and Closed Session agendas in the absence of staff.

Members of the Board may request that matters be added to or deleted from the agenda(s), or that the order of items be moved, including moving matters out of the consent agenda section. The Chair shall make a decision on each such request.

The CEO and the Chief of Staff will then join the in camera meeting to share what is on their minds and highlight any matters of particular importance.

Following the in camera review, at the beginning of each of the Open and Closed Session, the agenda will be approved by the Board.

When 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.

When only one item in a 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.

Minutes

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

References

Ontario Hospital Association Guide to Good Governance

Policy Review Log

Date	Action
February 11, 2014	Issued
May 12, 2015	Revised
March 16, 2017	Reviewed
March 31, 2020	Revised
March 28, 2023	Revised