



## **District of Sault Ste. Marie Social Services Administration Board**

### **Board Meeting Reports Minutes Policy**

#### **Meeting Schedule:**

1. The Board will establish an annual meeting calendar in January of each year that will be posted on the Board website.
2. A Special Board meeting can be called at any time at the request of the majority of the designated jurisdictions, a majority of the Board members, by the Board Chair, by the CEO (or designate).
3. All regularly scheduled Board meetings will begin at 4:30PM
4. The Board Chair may extend the start time in order to achieve quorum.
5. At the January Meeting of each year, the Executive of the Board will be elected from amongst its members. (See Board Executive Election Policy).

#### **General Meeting Procedures:**

1. The Executive Assistant to the Chief Executive Officer in consultation with the Board Chair will make all arrangements for all Board meetings.
2. The Executive Assistant to the Chief Executive Officer and Board Chair will work to ensure that Board member attendance for the meeting fulfils the double majority quorum requirements of the Procedural By-law.
3. Board members will advise of any anticipated absence from a scheduled Board meeting or event by advising the Executive Assistant to the Chief Executive Officer at least 3 days in advance of the meeting.
4. If Board attendance does not meet quorum, the Board Chair is advised and an alternative date as close as possible to the original meeting date is set where quorum can be met.

#### **Board Agenda**

1. The Draft agenda will include the following in this order:
  - i. Call to Order
  - ii. Approval of Agenda
  - iii. Declarations of Pecuniary Interest
  - iv. Approval of Previous Minutes (to include Committee meeting minutes)



**District of Sault Ste. Marie**  
**Social Services Administration Board**

- v. Manager's Reports
  - vi. New Business
  - vii. Items Outstanding from Previous Meetings
  - viii. In Camera Session
  - ix. Correspondence Brought Forward For Discussion
  - x. Adjournment
2. The Draft Agenda will be set jointly by the Board Chair with input from the Chief Executive Officer.
  3. The Agenda will attempt to be made available to the Board by 4.00 pm on the Friday preceding the date of the meeting.
  4. The Agenda will be attempt made available on the website no later than by 12:00 PM (noon) on the Monday preceding the date of the meeting
  5. The agenda will be presented for approval at the meeting.
  6. Additions to the Agenda will be limited by the Board Chair to important issues which were either inadvertently missed or when the item become known after the setting of the agenda; in accordance with the Board's procedural By-laws Items which should be added to a subsequent agenda may also be identified at this time.
  7. The final Agenda for the meeting will be accepted by resolution.

**Board Meeting Facilitation**

1. In order to expedite the meeting, the Executive Assistant to the Chief Executive Officer will complete the names of the movers and seconders of standard resolutions. This will be done on a rotational basis.
2. The resolution mover and seconder may be changed at the meeting if necessary or if so requested by a member.
3. The resolutions will contain a section at the bottom of each resolution to record those in favour and those opposed in order to ensure double majority consensus.

**Financial Reporting**

1. Quarterly Financial Reports will be presented at the meeting held two months following the month the Quarter ends. Specifically:

First Quarter Financial Report - May  
Second Quarter Financial Report - August  
Third Quarter Financial Report – November  
Fourth Quarter (Year End) Financial Report – February/March



**District of Sault Ste. Marie**  
**Social Services Administration Board**

**Program Quarterly Activity Reports**

1. The Chief Executive Officer will provide a quarterly update report to the board. The quarterly update report will include an overview of activities completed, any significant variance in caseload/waitlist/program applications/call volumes etc.

**Minutes**

All meeting minutes will record:

- Those present
- Those Absent With Regrets,
- Those simply Absent
- The time any member entered or exited the meeting
- Time entered into closed session
- Time entering into open session
- Time of Meeting start time
- Time of Meeting Adjournment