


North Bay Regional Health Centre  Centre régional de santé de North Bay	<b>Policy/Procedure</b>
<b>Title</b> Consent Agenda	<b>Policy Number</b> ADM-BO-030
<b>Developer</b>  Governance Committee	<b>Category</b>   Board of Directors
	<b>Issue Date</b>   December 2020
	<b>Revision Date</b>
	<b>Next Review Date</b>   December 2022

Index
1.0 <u>Scope of Policy/Procedure</u>
2.0 <u>Policy Statement</u>
3.0 <u>Procedure/Process</u>
4.0 <u>References</u>
5.0 <u>Stakeholder Review</u>
6.0 <u>Approval</u>

### 1.0 Scope of Policy/Procedure

- A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. (For example: Items that have already been discussed and/or explained and do not require further discussion and/or are supported by a previously adopted Board policy.)

### 2.0 Policy Statement

- The North Bay Regional Health Centre Board of Directors and Committees will use a consent agenda process by expediting the approval of routine matters where no debate is anticipated. Items requiring a decision that are expected to require no discussion or debate may, at the Chairs's option, be placed on the agenda under the heading 'consent agenda'.
  - Such agenda items may include, but are not limited to:
    - Approval of previous minutes
    - Final approval of proposals or reports that the Board has been dealing with for some time
    - Reports provided for information only to Committees (ie – PowerPoint Presentations)
    - Committee minutes
    - Correspondence requiring no action

### 3.0 Procedure/Steps

- Documentation for consent items must be provided to the Board prior to meetings so that Directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask questions prior to the meeting that are related to the consent agenda items by contacting the Board Chair or Committee Chair(s).
- Consent items will be voted on as a group at the beginning of each board meeting.

**Disclaimer:** This is a controlled document for internal use only.

Policy/Procedure documents appearing on paper are not controlled should always be checked against the electronic version prior to use.

- Board members may request that an item be removed from the consent agenda to discuss the item, query the item or to register a vote against the item. No motion or vote of the Board is required with respect to a request to move an item out of the consent agenda.
- An item removed from the consent agenda will be discussed and acted upon.
- Note – It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item further. Discussion is permitted before the vote. However, everyone should be cognizant that extensive conversation defeats the purpose of the consent agenda.
- Minutes of the meeting will include the full text of resolutions adopted under the consent agenda portion of the meeting.
- The policy may be amended by the Board.

#### 4.0 References

Ontario Hospital Association - Guide to Good Governance – Third Edition. Form 8.16 – Consent Agenda Policy.

#### 5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	November 2020
Board of Directors	December 2020

#### 6.0 Approval

Signing Authority Signature	Date Signed
Chair, Board of Directors	November 27, 2020