

Updates on the City of Ottawa’s local boards

Local board updates

The following are generally considered to be “local boards” for the purposes of certain requirements under the *Municipal Act, 2001* and/or *Municipal Elections Act, 1996*. Some notable governance-related updates since the [2022-2026 Council Governance Review](#) are noted below:

1. Advisory committees

On July 12, 2023, Council considered the staff report titled, “[Advisory Body Review](#),” and approved a revised advisory body structure establishing advisory committees as statutory and policy-based advisory bodies. Advisory committees now include as follows:

- The Accessibility Advisory Committee (required under the *Accessibility for Ontarians with Disabilities Act, 2005*)
- The Community Safety and Well-Being Advisory Committee (required under the *Community Safety and Policing Act, 2019*)
- The French Language Services Advisory Committee (required under the City’s Bilingualism Policy, which is tied to the *Bilingualism By-law* and requirements under the *City of Ottawa Act, 1999*)
- The Planning Advisory Committee (required under the *Planning Act*)

As noted in the staff report, advisory committees are considered to be “local boards” of the City of Ottawa. In its approval of the staff report, Council directed each advisory committee to adopt and provide to the Office of the City Clerk mandatory governance documents and minimum provisions to address statutory by-law and policy requirements. Advisory committees adopted the required documents through consideration of the following reports:

Advisory Committee	Date	Report considered
Accessibility Advisory Committee	August 15, 2023	Update on Advisory Bodies Review and adoption of new Mandatory Policies and Procedures for Advisory Committees
Community Safety and Well-Being Advisory Committee	March 18, 2024	Adoption of the Community Safety and Well-Being Advisory Committee Procedure By-law and Mandatory Policies for Advisory Committees

French Language Services Advisory Committee	November 16, 2023	Adoption of Procedure By-law and Mandatory Policies for Advisory Committees
Planning Advisory Committee	February 22, 2024	Adoption of Planning Advisory Committee Procedure By-law and Mandatory Policies for Advisory Committees

2. Board of Health for the City of Ottawa Health Unit

No significant changes were reported for this local board.

3. Build Ottawa (former Ottawa Community Lands Development Corporation)

On November 22, 2023, Council considered the report titled, "[Updated Ottawa Community Lands Development Corporation Name, Mandate, Policies and Procedures](#)," and approved recommendations including as follows:

- A change in name of the Ottawa Community Lands Development Corporation to Build Ottawa and the amended objects as outlined in the report and the form of Articles of Amendment attached to the report.
- Amended policies and procedures outlined in the report and attached to the report. Included in the attached policies and procedures are:
 - Disposal of Real Property Policy
 - Staffing Policy
 - Procurement of Goods and Services Policy

Under its new name, Build Ottawa continues to be a "local board" of the City of Ottawa for the purposes of certain statutory provisions (relating to mandatory policies), in accordance with the rationale provided for the Ottawa Community Lands Development Corporation in the local board review for the 2022-2026 Council Governance Review report. Similarly, Build Ottawa continues to be a "municipally-controlled corporation" that falls under the purview of the City's Auditor General.

4. Business Improvement Areas

Changes with respect to Business Improvement Areas (BIAs) include as follows:

- *The Bank Street BIA is now known as the Centretown BIA.* As noted in the report titled, "[2022 Business Improvement Area and Sparks Street Mall Authority – Annual Reports and Audited Financial Statements](#)," which Council considered on December 6, 2023, the Bank Street BIA will now be referred to as the

Centretown BIA, as requested by the BIA Board of Management through its motion approved at the board meeting on July 20, 2023.

- *Repeal of the by-law designating the ByWard Market Business Improvement Area:* On June 14, 2023, Council considered the staff report titled, "[ByWard Market Strategic Alignment Initiative and Public Realm Plan Update](#)," and approved a recommendation directing the City Clerk to bring forward for Council approval the repeal of By-law 302-90 that designated the ByWard Market Business Improvement Area, and By-law 303-90 (as amended by By-law No. 27-93) that established the Board of Management, by no later than December 31, 2023. On September 13, 2023, Council enacted and passed By-law No. 2023-393, which repealed the by-laws as directed.
- *Downtown Rideau Business Improvement Area composition matters:* As noted in the 2022-2026 Mid-term Governance Review report, this BIA is requesting Council approve amending its composition such that only one Member of Council sits on the board, rather than two.
- *The Quartier Vanier BIA is now known as Vanier BIA:* As noted in the report titled, "[2022 Business Improvement Area and Sparks Street Mall Authority – Annual Reports and Audited Financial Statements](#)," which was considered by Council on December 6, 2023, the Quartier Vanier BIA will now be referred to as Vanier BIA and ZAC Vanier in French, and ZAC Vanier BIA when both languages are required, as requested by the BIA Board of Management through its motion approved at the board meeting on May 31, 2022.
- *Expansion of the Sparks Street BIA boundary and rebranding.* On October 16, 2024, Council considered the staff report titled, "[Sparks Street Business Improvement Area – Boundary Adjustment](#)," and approved recommended changes to the BIA boundaries. On November 13, 2024, Council considered and received the staff report titled, "[2023 Business Improvement Area and Sparks Street Mall Authority – Annual Reports and Audited Financial Statements](#)," which stated that, "Should the Sparks Street BIA Boundary Adjustment (Expansion) be successful in the Notice of Intention (objection) period ending on December 23, 2024, the Sparks Street BIA will now be referred to as the Downtown BIA, as requested by the BIA Board of Management through their motion approved at their Board meeting on October 21, 2024. Subject to Council's approval, the new BIA name will be in effect on January 1, 2025, when the boundary adjustment (expansion) takes effect in accordance with the Boards of Management for Business Improvement Areas (By-law No. 2021-255), and staff will subsequently place any required amending by-laws on the agenda of Council for enactment, to reflect the new BIA name." The boundary adjustment was successful and staff are working to implement the changes as noted above.

The City of Ottawa's *BIA Governance By-law* (By-law No. 2021-255) provides standardized governance for boards of management for BIAs.

5. ByWard Market District Authority (former Ottawa Markets Municipal Services Corporation)

On June 14, 2023, Council considered the staff report titled, "[ByWard Market Strategic Alignment Initiative and Public Realm Plan Update](#)," and approved the following recommendations, among other things:

- Receive for information the proposed Mission Statement, Mandate and Operational Boundary of the Municipal Services Corporation to be known as the ByWard Market District Authority.
- Receive the resignation of the existing Municipal Services Corporation Board, approve a new Municipal Services Corporation governance structure, and consider the appointments at the annual general meeting of the three new Board Members at Large to the Municipal Services Corporation ... and receive for information the proposed recruitment process for the remaining Board Members at Large.
- Direct the City Clerk to bring forward for Council approval the repeal of By-law 302-90 that designated the ByWard Market Business Improvement Area, and By-law 303-90 (as amended 27-93) that established the Board of Management, by no later than December 31, 2023.

The staff report included the following comments with respect to board composition:

- The board will be comprised of up to 12 members, including 11 voting members and one non-voting member. There will be two permanent, ex-officio members: City of Ottawa Mayor or Mayor's designate (voting) and the General Manager of Planning, Real Estate and Economic Development or their designate (non-voting).
- An initial board will be comprised of the two ex-officio members, the Past Chair of the Municipal Services Corporation, inaugural Chair of the Business Advisory Committee (former Chair of the ByWard Market BIA), and three additional Members at Large selected by the Working Group and approved by Council. An additional three to five Members at Large will be selected by the new board through a public nomination process and approved by Council.

Council also approved Motion No. 2023-16-14, which provided as follows:

THEREFORE BE IT RESOLVED that the Board governance structures allow for the appointment of a Council Observer to the Board governance structure;

BE IT FURTHER RESOLVED the Council Observer on the MSC Board shall:

- a. **Be the City Councillor for either Ward 12 – Rideau Vanier, or Ward 15 – Kitchissippi; and**
- b. **Serve a term of one year, alternating annually; and**
- c. **Be able to attend all meetings of the Board of Directors, and relevant subcommittees, as an ex-officio, non-voting observer.**

ByWard Market District Authority – Status as a local board

As noted in past reviews of the Ottawa Markets Municipal Services Corporation, Subsection 21(1) of *Ontario Regulation 599/06* states that such a corporation “is not a local board for the purposes of any Act.” However, Subsection 21(2) of the Regulation further states that despite Subsection 21(1), such a corporation is deemed to be local boards for the purposes of Subsection 270(2) of the *Municipal Act, 2001*, relating to mandatory policies for local boards, as well as other named pieces of legislation, including the *Municipal Conflict of Interest Act*.

This means that the Municipal Services Corporation known as the ByWard Market District Authority is required to adopt and maintain policies with respect to the sale and disposition of land, the hiring of its employees and its procurement of goods and services.

Other matters relating to this local board are addressed in the 2022-2026 Mid-term Governance Review report.

6. City of Ottawa Superannuation Fund

No significant changes were reported for this local board.

7. Committee of Adjustment

Matters relating to this local board are addressed in the 2022-2026 Mid-term Governance Review report.

8. Ottawa Community Housing Corporation

No significant changes were reported for this local board.

9. Ottawa Investment Board

On June 14, 2023, Council considered the staff report titled, “[2022 Investments, Endowment Fund, and other Treasury Activities](#),” and among other things approved “the Terms of Reference and Governance for the [Ottawa] Investment Board in accordance with the Prudent Investor Regime.”

As noted in the Terms of Reference, the Ottawa Investment Board is established as a municipal service board (local board of the City of Ottawa), in accordance with the

requirements of sections 418.1 and 196 of the *Municipal Act, 2001*, and Ontario Regulation 438/97. The Ottawa Investment Board is responsible for the control and management of the City's investments pursuant to the prudent investor standard, Plan Governance and the Statement of Investment Policies and Procedures (SIP&P) adopted by City Council.

As a local board, the Investment Board is subject to certain statutory requirements under the *Municipal Act, 2001* regarding matters such as a procedure by-law; mandatory policies with respect to sale and other disposition of land, hiring of employees, and procurement of goods and services; as well as rules and procedures with respect to the use of board resources during the election campaign period pursuant to Section 88.18 of the *Municipal Elections Act, 1996*.

On May 31, 2024, the Investment Board considered the report titled, "[Adoption of the Ottawa Investment Board Procedure By-law and Mandatory Policies for Boards](#)," and approved the Ottawa Investment Board Procedure By-law; policies for sale and disposition of land, hiring of employees and procurement of goods and services; and rules and procedures regarding the use of board resources during the election campaign period.

10. Ottawa Police Service Board

As noted in the 2022-2026 Mid-term Governance Review report and a [memorandum](#) to Members of Council from the former City Solicitor and Interim City Clerk, various legislative provisions came into force in 2024 under Bill 68, the *Comprehensive Ontario Police Services Act, 2019*, as well as Bill 102, the *Strengthening Safety and Modernizing Justice Act, 2023*. These changes affect many areas of policing policy, including the role of municipal councils with respect to police service boards.

The 2022-2026 Mid-term Governance Review report includes recommendations to address certain requirements under some of the new provisions.

11. Ottawa Public Library Board

No significant changes were reported for this local board.

12. Sparks Street Mall Authority

No significant changes were reported for this local board.

Other updates

1. Dissolution of Crime Prevention Ottawa

On July 12, 2023, Council considered the staff report titled, "[Advisory Body Review](#)," as amended, and approved a recommendation (arising from Motion No. FCSC2023 - 06-03 at the Finance and Corporate Services Committee meeting of [July 4, 2023](#)), which directed staff to:

- a. Begin the process of dissolving Crime Prevention Ottawa and allocating its current staff complement to the 2024 Budget Process and the \$1.2 annual budget to Community Safety, Well-Being, Policy and Analytics Services within the Community and Social Services Department under the delegated authority of the General Manager of Community & Social Services. Although operational and granting processes will continue through the transition phase, the Crime Prevention Ottawa Governance Board shall cease to exist as a structure and will cease to have any delegated authorities effective the approval of this motion at city council;
- b. Report back to the Community Services Committee and Council no later than the 2022-2026 Mid-term Governance Review regarding actions the Community and Social Services Department has undertaken, or will undertake, that will address the goals set out in the mandate of the former Crime Prevention Ottawa;
- c. Add to the terms of reference of the City of Ottawa Community Safety and Well-Being Plan language in support of crime prevention, community collaborations, research, funding, policy, and programme interventions that reduce harm as key strategies for reducing crime and improving community safety; and
- d. Ensure that agencies currently receiving funding through Crime Prevention Ottawa will continue to receive funding to the end of their current terms, after which these agencies will be considered for funding through the Community Safety and Well-Being plan.

On October 2, 2024, Council considered the report titled, "[Update to the Community Safety and Well-Being Plan: Incorporation of the former Crime Prevention Ottawa](#)," which outlined the actions staff have taken to incorporate the goals set out in the mandate of the former Crime Prevention Ottawa into the Community Safety and Well-Being Plan.

2. Dissolution of the Manotick Mill Quarter Community Development Corporation

Further to Council's direction, the Manotick Mill Quarter Community Development Corporation Dissolution was confirmed as dissolved effective March 31, 2023.

On November 9, 2016, Council considered the staff report titled, "[Manotick Mill Quarter Community Development Corporation Dissolution \(MMQCDC\)](#)," and approved a recommendation that directed staff to proceed with the necessary steps for dissolution of the MMQCDC as soon as reasonably possible. On September 13, 2017, Council

considered the report titled, "[Manotick Mill Quarter Community Development Corporation – 2016 Annual Report](#)," which stated as follows:

"In assessing the steps required to dissolve the MMQCDC, Legal Services has advised that it must first fulfill all of its contractual obligations as a Corporation or transfer its obligations to another corporate entity to fulfill. The MMQCDC has one remaining contractual obligation ... staff propose that the Corporation be retained in 2018 and that dissolution be pursued following the completion of its contractual obligations."

Staff advise that the Corporation was confirmed as dissolved effective March 31, 2023.