

## Document 1

### **Review of Past Board of Health Governance Reports and Recent City Council Governance Report**

Outlined below is the review of Board of Health and Ottawa City Council reports that addressed governance, including the [Foundation Policies and By-laws for Ottawa Board of Health Governance Report](#), the Board of Health's [Mid-Term Governance Review](#) and the [2014-2018 Council Governance Review](#).

### **Board of Health Governance Reports**

On April 28, 2011, at the inaugural meeting of the Ottawa Board of Health for the City of Ottawa Health Unit, the Foundation Policies and By-laws for Ottawa Board of Health Governance Report was adopted. This report outlined the necessary by-laws, policies and procedures to ensure effective functioning of the Board. The inaugural governance report was guided by the principles that all by-laws, policies and procedures of the Board must ensure that:

- The governance structure and related processes are transparent and accountable to the community at large;
- The policies and procedures contribute to an efficient and effective decision-making process; and
- The governance structure and processes align with identified priorities.

As part of the Foundation Governance Report, the Board:

- Approved the enactment of a *Procedural By-law* and *Delegation of Authority By-law* for the Board of Health;
- Adopted, in full or relevant portions, a number of City of Ottawa policies including:
  - Bilingualism Policy
  - Accountability and Transparency;
  - Equity and Diversity;
  - Duty to Accommodate;
  - Sponsorship and Advertising Policy;
  - Records Retention and Disposition By-law

- City's Purchasing By-law being By-law No. 50 of 2000
- Approved the continuance of current City shared services including Information Technology, Legal, Financial, Human Resources, Corporate Communications, French Language Services and Labour Relations Services, and records retention services;
- Approved the enactment of a by-law to designated the Chair of the Board of Health as the Head for Ottawa Public Health, for the purpose of implementing the *Municipal Freedom of Information and Protection of Privacy Act*;
- Approved the enactment of a by-law to delegate to the City Clerk and Solicitor matters related to administering requests pursuant to the *Personal Health Information Protection Act 2004*; and
- Approved the enactment of a by-law to establish fees related to disclosure of personal health information pursuant to the *Personal Health Information Protection Act, 2004*.

Following the adoption of this report, these policies, by-laws and procedures have guided the Board's procedures and processes.

The Foundational Governance Report also recommended that the adoption of a Code of Conduct for the Board of Health be deferred until the Council of the City of Ottawa has completed its own review and approved its own recommendations. On May 8, 2013, as part of Council's Accountability Framework, City Council established a Code of Conduct for Members of Council ([Code of Conduct for Members of Council and Gifts Registry Report](#)).

This Code outlines the ethical behaviour expected of Members of Ottawa City Council and the citizen Members of the Transit Commission and the Built Heritage Sub-Committee (when acting in their capacity as Commissioners and Sub-Committee members).

The Foundational Governance Report also directed the Board Secretary to undertake a mid-term governance review. The review aimed to assess the Board's governance structure and procedural processes that enable efficient and effective decision-making.

In 2012, Ottawa Public Health (OPH) staff undertook a mid-term governance review, which included a Board of Health self-assessment, Board policy and by-law review, as well as an analysis of compliance with the [Ontario Public Health Organizational Standards](#). This mid-term governance review fulfills requirements for boards of health, as set out in the Ontario Public Health Organizational Standards, which stipulates that boards of health must complete self-assessments, at least every two years.

On November 2013, the Board adopted the [Mid-Term Governance Review Report](#), which included recommendations to improve Board of Health governance practices. Specifically, the report recommended that staff:

- Provide additional professional and board development opportunities for Board members;
- Coordinate a Board of Health meeting in the community, focused on health issues among youth;
- Coordinate a community forum hosted by the Board, focused on Healthy Eating, Active Living in Ottawa;
- Consult community partners regarding the 2011-2014 Board of Health Strategic Priorities; and
- Dissolve the Board of Health Financial Committee.

Since the adoption of this report in 2013, most of these recommendations have been fulfilled, with the exception of consulting community partners on the 2011-2014 strategic priorities. However, in the summer of 2014, OPH staff consulted community partners, members of the public and Board of Health members on future strategic directions for the Board of Health. Information collected, as part of these consultations, will be presented to the Board, as part of the strategic planning sessions, and will help inform the Board of Health's 2015-2018 Strategic Directions.

#### **2014 – 2018 Council Governance Review**

On December 3, 2014, Ottawa City Council adopted the [2014 -2018 Council Governance Review Report](#), which outlined recommendations related to Council and Committee structure, policies, procedures and other related matters. Of particular note for the Board of Health, this report outlined amendments to various by-laws and policies, including Council's *Procedural By-law* and *Delegation of Authority By-Law*. Changes to these by-laws were reviewed, as the Board of Health's by-laws were developed based on these by-laws.