



## REPORT FOR ACTION

### Board of Health Procedures By-law Review

**Date:** June 28, 2018  
**To:** Board of Health  
**From:** Medical Officer of Health  
**Wards:** All

#### SUMMARY

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In accordance with the Ontario Public Health Organizational Standards: Requirements for Programs, Services, and Accountability (Standards), local boards of health are to ensure that by-laws, policies and procedures are reviewed and revised as necessary every two years. A major review of the Board of Health Procedures By-law occurred in 2012, and another review was completed and adopted by the Board of Health in 2016. That review included minor technical and policy changes, as well as the use of clear language and the incorporation of commonly accepted and fundamental principles for decision making.

This report recommends a process for the Board Procedures By-law review in 2018, in accordance with the Standards. It is not anticipated that major revisions will be necessary.

#### RECOMMENDATIONS

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The Medical Officer of Health recommends that:

1. The Board of Health direct the Medical Officer of Health, in consultation with the City Clerk, City Solicitor and the Board, to review the Board of Health Procedures By-law and report back on any proposed amendments in November 2018.

#### FINANCIAL IMPACT

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There are no financial impacts associated with this report.

## DECISION HISTORY

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Further to the comprehensive review of the Board of Health Procedures Bylaw in 2013, the Board of Health, on October 26, 2016, requested the Medical Officer of Health, in consultation with the City Clerk, City Solicitor and the Board, to review the Board of Health Procedures By-law and report back on any proposed amendments in the spring of 2016 ([HL7.9 Board of Health Procedures By-Law Review](#))

On April 25, 2016, the Board of Health authorized the City Solicitor to prepare and introduce Bills for adoption by the Board of Health in the form or substantially in the form of the draft by-laws presented as attachments ([HL11.5 Board of Health Procedures By-law Review](#)).

On May 30, 2016, the Board of Health introduced and enacted the Bills prepared by the City Solicitor ([HL12.6 Introduction and Enactment of Bills - To Govern Proceedings of the Board of Health of the City of Toronto Health Unit](#))

## COMMENTS

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The Ministry of Health and Long-Term Care (the Ministry), introduced the Ontario Public Health Organizational Standards (OPHOS) in 2011. That document set out the management and governance requirements for all 35 local boards of health across Ontario, including the requirement to undertake reviews of procedures by-laws at least every two years. In spring of 2017, the Ministry undertook a comprehensive review of these standards, as well as the public health program standards (Ontario Public Health Standards) in an effort to support modernization of public health in Ontario.

In January 2018, the Ministry published an updated Public Health Standards document that sets out requirements for Boards of Health regarding Programs, Services and Accountability.

An Accountability Framework is incorporated in the revised public health standards document and includes requirements for executing good governance practices. Among these requirements is the requirement that boards of health review and revise, as necessary, board by-laws policies and procedures every two years.

The Board of Health Procedures by-law review was conducted in 2016. Therefore, it is now time for the Board to review its Procedures by-law. Members of the Board who are interested in contributing to this review are invited to provide proposed by-law amendments to the Medical Officer of Health and/or City Clerk. Staff will then review those proposed amendments, together with staff recommendations, and report back to the Board in the fall of 2018.

## **CONTACT**

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## **SIGNATURE**

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