TORONTO

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Toronto Urban Health Fund Review Panel Code of Conduct and Agreement

Toronto Public Health (TPH) has used Review Panels since 1987 to bring citizen expertise and participation to the allocation of funding for community-based projects focused on AIDS and drug prevention. With the consolidation of the AIDS and Drug Prevention Community Investment Programs into the Toronto Urban Health Fund (TUHF), TPH continues to work with a Review Panel committee when allocating funding. The TUHF Review Panel works with TPH staff to review each funding proposal and make funding recommendations to the Board of Health.

As a member of the Toronto Urban Health Fund Review Panel, you are required to read, sign and abide by the TUHF Review Panel Code of Conduct and Agreement.

1. Role

That the role of the Review Panel is as follows:

a) Review and evaluate project proposal submissions.
b) Declare all potential and real conflicts of interest with Toronto Urban Health Fund applicants.
c) Attend program training and information session(s).
d) Attend all program funding proposal review meetings.
e) Attend all program funding proposal appeal hearings.
f) Make allocation recommendations to the Board of Health with the assistance of Toronto Public Health staff.

2. Membership

The membership of the TUHF Review Panel reflects both the diversity of the city and the specialized technical and content expertise required for effective decision-making. Membership will include people living with HIV, substance users, youth, people from ethno-cultural communities, and residents of the diverse neighbourhoods across the city. Members of the TUHF Review Panel do not represent any organization with which they may be affiliated.

3. Confidentiality

Review Panel members will respect the confidentiality of the information that they receive as a result of participating in the review process. Members are not to disclose information received in the process of participation. Members are not to use any information obtained for any purpose except for the purposes of conducting the assessment of proposals. Members are not to copy or reproduce, in whole or in part, any of the information without the City's prior written consent and to return to the Director of Healthy Communities Division, upon request, all the information and all copies thereof and all derivative documents containing all or portions of the information. The

obligation to maintain confidentiality applies throughout the entire TUHF proposal review and appeals process and continues indefinitely after the review is completed.

4. Equity and Respect

Members of the TUHF Review Panel must adhere to the City of Toronto policies and procedures, including anti-discrimination/harassment-free policies. During the review process, all Review Panel members will treat everyone involved in the review and appeals process with dignity and respect in a manner which acknowledges and accommodates individual and group differences.

All funding proposals submitted to the Toronto Urban Health Fund will be reviewed in a manner that is free from discrimination on the basis of race, creed, colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, health status, economic status, identity, disability, HIV serostatus, or record of offences.

5. Accountability

TUHF Review Panel members are accountable to the communities and interests which they represent. Members agree to objectively assess funding proposal submissions and to work in a manner that respects group consensus-building processes. Review committee members agree to participate in the review process in accordance with City of Toronto Board of Health By-Law No. 2-2013, Municipal Conflict of Interest Act (MCIA) and the Toronto Urban Health Fund Review Panel Terms of Reference. Attendance at an orientation session, completion of review forms and full participation at review meetings and appeal hearings are important requirements to ensure this process is accountable and evidence-based.

6. Conflict of Interest

On March 1, 2019, significant amendments to the City of Toronto Act, 2006 and the Municipal Conflict of Interest Act (MCIA) came into force which effect appointees to a local board of the City:

- Effective March 1, 2019 Members of City Council and local boards are required to file written declarations of interest in addition to the existing requirement to make a verbal declaration at a meeting.

- The City and its boards are required to establish a registry of declared interests and make it available for public inspection.

- There is a new prohibition on Council and board members using their office to influence City of Toronto or board officials on matters where the member has a direct or indirect pecuniary interest, even if this matter does not come before a meeting for decision.

- The MCIA now makes a broader range of penalties available to a judge for contravention of the Act. Previously, the only penalty available was removal from office.

All TUHF Review Panel members are required to disclose when they have a conflict of interest with any of the organizations applying for funding. For the purpose of the TUHF review process, a conflict of interest would arise if a reviewer has any direct or indirect pecuniary (financial) interests in one of these organizations.

A member has a direct pecuniary interest in an organization if the member has financial interest in the matter through involvement as:

- a staff, director, or senior officer
- a board member, or participating on a body that directs programming of the organization
- a volunteer and/or service user of the project being reviewed,
- a contributing partner in the activities of the project being reviewed

A member has indirect pecuniary interest if:

- the member is a partner of a person or is employed by a person or body that has a pecuniary interest in the project being assessed
- the member's parent or the spouse or any child of the member has any direct or indirect pecuniary interest

This disclosure will be done in the following manner:

a) Before the first meeting, TPH staff will forward to all members an applicant list consisting of applicant organization name(s) and name(s) of the project(s);

b) TUHF Review Panel members will review the list and declare any real or potential conflicts by returning the disclosure form to TUHF staff prior to the first meeting;

c) TUHF will forward disclosures to the City Clerk's Office

d) City Clerks will facilitate the recording and posting of the public disclosure of all conflicts of interest at the beginning of every meeting

The name of staff members and the organization(s) where there is a conflict of interest must be submitted before a Panel member receives any funding proposals, assessment forms and TUHF staff review summaries.

A member with any conflict of interest in any matter:

a) shall, prior to any consideration of the matter at the meeting, disclose the conflict of interest and the general nature thereof both in written and verbal formats;

b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question

d) if the meeting is not open to the public, shall leave the meeting or the part of the meeting during which the matter is under consideration.

Every declaration of conflict of interest and the general nature of the conflict of interest will be recorded in the minutes of the meeting, as well as through a public register by the City Clerk.

7. Review and Appeals Meetings Procedures

The TUHF Review Panel members agree to follow the City of Toronto's Board of Health By-Law no. 2-2013, which governs the proceeding for the Board of Health. A copy of that by-law has been appended to this document. The signing of this document indicates agreement on the part of the Review Panel member to abide by the procedures set out in the by-law.

Every attempt will be made to arrive at a consensus with regards to recommendations moving forward to the Board of Health from the Toronto Urban Health Fund. In the event that the Review Panel is unable to arrive at consensus, a vote will be held and quorum for decision-making will be 50% plus one of the Review Panel membership number. In the event that the vote fails, the responsibility for decision-making will rest with Toronto Public Health, acting with direction from the TUHF Review Panel when making final recommendations. Final TUHF Review Panel member scores will remain anonymous but will be made public.

8. Term of Service

All Review Panel members agree to sit on the Panel for a minimum of one term, which is one year from their appointment to the Panel by the Board of Health.

9. Agreement

Please complete the following information, and sign below.

Name _____ Contact No. (evening)_____

Contact No. (day)_____ Email: _____

☐ I agree to all terms and commitments outlined in this agreement

☐ I consent to the sharing of my e-mail for the purpose of communicating with fellow TUHF Review Panel members and TPH staff.

☐ I agree to commit to one term (one year) as a member of the 2019 TUHF Review Panel

Review Panel Name: _____

Signature: Date: _____