

## **2021 Board of Health Procedures By-law Review**

**Date:** May 31, 2021

**To:** Board of Health

**From:** Medical Officer of Health

**Wards:** All

### **SUMMARY**

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The Ontario Public Health Organizational Standards: Requirements for Programs, Services, and Accountability (Standards) requires that local boards of health review and revise their by-laws, policies, and procedures as necessary, and at least every two years. The Board of Health Procedures By-law was reviewed most recently in 2018, with the adoption of a new Procedures By-law in February 2019.

This report recommends that the Board of Health Procedures By-law review begin in the fall of 2021 with a final report in January 2022. As part of this review, staff will be soliciting feedback from directors of the Board of Health. Pending adoption of the recommendation in this report, Board directors will be contacted in the fall of 2021, inviting each director to provide their ideas and/or proposed by-law amendments.

### **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, the City Solicitor, and the Board of Health, to review the Board of Health Procedures By-law and to report on any proposed amendments in January 2022.

### **FINANCIAL IMPACT**

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There are no current or known future year financial impacts arising from the recommendation contained in this report.

## DECISION HISTORY

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On September 21, 2020, the Board of Health adopted Item HL19.1, One Year Extension of Electronic Meeting Rules, and extended remote electronic participation for one year following the termination of the COVID-19 emergency declaration under section 4 of the Emergency Management and Civil Protection Act.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.HL19.1>

On May 7, 2020, the Board of Health adopted Item HL16.1, Amendments to Board Procedures to Enable Remote Electronic Participation in Board of Health Meetings During an Emergency, and amended the Board of Health Procedures By-law to permit remote electronic participation.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.HL16.1>

On January 30, 2019, the Board of Health adopted Item HL2.3, Board of Health Procedures By-law Review, and authorized amendments to the Board of Health Procedures By-law to include minor technical and policy changes, as well as clear and gender-neutral language.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.HL2.3>

On July 16, 2018, the Board of Health adopted Item HL28.9, Board of Health Procedures By-law Review, and requested the Medical Officer of Health to review the Board of Health Procedures By-law and report back in November 2018.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.HL28.9>

## COMMENTS

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The [Ontario Public Health Standards: Requirements for Programs, Services, and Accountability \(Standards\)](#) identify the minimum expectations for public health programs and services to be delivered by Ontario's boards of health. The Standards are published by the Minister of Health as per Section 7 of the *Health Protection and Promotion Act*. Boards of health are accountable for implementing the Standards.

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

The [Board of Health Procedures By-law](#) was reviewed most recently in 2018, with the adoption of a new Procedures By-law in February 2019. Prior to that, an extensive review was done in 2012 with a further review in 2016. Because of these previous comprehensive reviews, the 2018 review included only minor technical and policy changes, as well as the increased use of clear and gender-neutral language.

The Board of Health is now due to review the Board of Health Procedures By-law again. Due to the ongoing COVID-19 pandemic, the review of the By-law is planned to begin in the fall of 2021, with a final report with recommendations planned for January 2022.

The review process will include:

- Soliciting feedback from directors of the Board of Health; and
- City staff reviewing the by-law to ensure it is consistent with best practices of other Boards at the City and other Boards of Health in Ontario.

Pending adoption of the recommendation in this report, Board directors will be contacted in the fall of 2021, inviting each director to provide their ideas and/or proposed by-law amendments for review. Toronto Public Health, City Clerk's Office and Legal Services staff will commence the by-law review in the fall of 2021 and will report to the Board of Health in January 2022 with final recommendations.

## **CONTACT**

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## **SIGNATURE**

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Dr. Eileen de Villa  
Medical Officer of Health