

Terms of Reference: Our Health, Our City (OHOC) Implementation Panel

1. About Our Health, Our City

The Board of Health adopted **Our Health, Our City: A Mental Health, Substance Use, Harm Reduction and Treatment Strategy for Toronto (OHOC)** [in November 2023](#) and directed the Medical Officer of Health to establish a panel to support its implementation.

The strategy is a comprehensive, five-year, city-wide plan that will advance policies, programs, and partnerships in Toronto to reduce inequities, improve mental health and wellbeing, and minimize the health and social impacts of all substance use related harms.

2. OHOC Implementation Panel Mandate and Member Responsibilities

The mandate of the OHOC Implementation Panel is to provide advice to help implement the recommendations outlined in the strategy. Panelist responsibilities may include:

- Attending meetings
- Providing advice on the annual implementation priorities
- Sharing data and knowledge (lived/living and/or professional expertise) to support implementation
- Fostering intersectoral relationships and collaboration
- Supporting recruitment of individuals for additional consultations or potential working groups, as may be required
- Championing action on recommendations and communicating implementation efforts with networks
- Providing feedback on the annual OHOC Progress Report

3. Membership

The panel is comprised of the OHOC Implementation Panel Chair (the “Chair”) which is a Board of Health Director appointed by the Board of Health and the following 12 Board of Health appointed individuals:

- 6 people with lived and living experience of substance use and/or mental health challenges and/or illnesses, including at least 1 youth representative.
- 6 representatives from the substance use and/or mental health sectors, including community agency leadership, health care providers, and researchers.
- The above also includes those from and working with priority communities facing mental health and substance use inequities, as outlined in OHOC.

Public members of the OHOC Implementation Panel will be appointed by the Board of Health every 2.5 years. The public can apply through an open application process and recommended candidates will be submitted by the Medical Officer of Health to the Board of Health for their consideration.

The OHOC Implementation Panel also includes ex officio representatives invited from the following Boards and City of Toronto Divisions and Agencies:

- 6 representatives from: Social Development, Finance and Administration, Toronto Shelter and Support Services, Toronto Community Housing Corporation, Toronto Employment and Social Services, Toronto District School Board, and the Toronto Police Service.

Members who are representing Divisions, Boards, Agencies, organizations, coalitions or networks are expected to liaise between the OHOC Implementation Panel and their respective organization, division, or group.

4. Length of Membership

Length of membership will be for a 2.5-year term (i.e., half of the implementation cycle for OHOC), and until a successor is appointed. It is expected that members attend a minimum of 4 meetings each year. Vacancies before the end of the term can be filled at the discretion of the Chair and must be appointed by the Board of Health.

5. Frequency of Meetings

The OHOC Implementation Panel will meet approximately once every 2 months for up to 2 hours in person. The option to attend the meeting virtually will be available. Additional meetings of the OHOC Implementation Panel may also be convened at the discretion of the Chair.

6. Conduct

The conduct of all panel members is expected to model the guiding principles outlined in OHOC. Discrimination and harassment will not be tolerated.

7. Alternates and Guests

If a member is unable to attend a meeting, they may submit alternates to the Chair for approval at least three days in advance of the scheduled meeting.

In special circumstances, panel members may invite a guest to join the OHOC Implementation Panel to present on a specific implementation matter. All invited guests must be approved by the Chair at least three days in advance of each meeting in order to attend.

8. Meeting Management

The Chair will call meetings, present and modify the agenda, and chair the discussion of each meeting. The Chair may also call for the initiation of additional time limited working committees and subgroups to respond to specific tasks and make recommendations.

9. Role of Toronto Public Health

Toronto Public Health staff will prepare and distribute an agenda in advance of meetings, attend meetings, draft minutes to be shared with panel members after each meeting, draft reports on the panel's progress, and draft the annual OHOC progress report.

10. Decision-Making and Reporting

The OHOC Implementation Panel Chair will report to the Board of Health on the work of the Panel annually or as necessary.

It is recommended that the OHOC Implementation panel not be a consensus-based table. All advice from the panel will be shared with the Board of Health.

11. Working Groups

Time-limited and task specific working groups may be struck to provide recommendations on a specific implementation issue. These groups may include members from the OHOC Implementation Panel and other invited participants, at the discretion of the Chair and the Medical Officer of Health.

12. Confidentiality and Conflicts of Interest

Members and any invited guests or alternates shall treat all information obtained through their role on the OHOC Implementation Panel as confidential.

Members have the duty to advise of any conflicts of interest with respect to all matters before the Panel. A conflict of interest arises when a member's personal interests conflict, or are perceived to conflict, with the interests of the City of Toronto and the agency or corporation they are representing. Members should decline to participate in meetings or agenda items where a real or apparent conflict is present.

Should a matter arise that presents any conflict of interest to a member, members must:

- Disclose the conflict of interest to the Chair
- Not take part in the discussion regarding the matter
- Not attempt to influence the discussion on that matter

Both the confidentiality and conflict of interest requirements extend to meeting attendees who are participating on an ad-hoc basis to present information to the group.

13. Stipend

Those who identify as having lived/living experience will be paid a \$50 stipend per meeting attended.