



## BOARD OF HEALTH

<b>SECTION:</b>	<b>Governance</b>	<b>APPROVED BY:</b>	<b>Board of Health</b>
<b>NUMBER:</b>	<b>BOH-GOV-050</b>	<b>REVISED:</b>	<b>June 2024</b>
<b>DATE:</b>	<b>May 1, 2018</b>		

# Accountability and Transparency

### **PURPOSE:**

The purpose is to demonstrate the Board of Health’s commitment to ensuring transparency and accountability in all activities of the Oxford, Elgin, St. Thomas Health Unit (OESTHU).

### **POLICY:**

#### **Accountability:**

The Board of Health (BOH) is accountable to the Province, its obligated municipalities, and the communities it serves, for ensuring effective governance by the BOH and effective and efficient management of the agency as articulated in the Public Health Accountability Framework and the Organizational Requirements related to the four domains of the accountability framework:

- Delivery of Programs and Services;
- Fiduciary Requirements;
- Good Governance and Management Practices; and
- Public Health Practice.

The BOH and its employees, volunteers and students are guided by the agency's mission, values and strategic plan, and are required to comply with all agency by-laws, policies and procedures and relevant legislation.

#### **Transparency:**

Board of Health meetings are open to the public and the Board will conduct its meetings subject to Section 239 of the Municipal Act.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- The security of the property of the Board;

- Personal matters involving one or more identifiable individuals including employees or prospective employees;
- Proposed or pending acquisition, rent or disposition of land by the Board
- Labour relations or employee negotiations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another act;
- Information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them;
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization;
- A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value; or
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board.

#### **Other Criteria:**

- A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Meetings held for the purpose of education or training of Board members may be closed to the public provided no Board member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.

Minutes of the Board of Health, any standing committees, and any special adhoc committees of the Board will be posted on the health unit website (excluding closed session minutes).

In the event a complaint is received relating to a closed Board of Health meeting, the health unit will utilize the services of the Ombudsman Ontario as the investigator when required in accordance with s. 239 of the Municipal Act or an independent investigator of its choosing.

Transparency and accountability shall be achieved by ensuring that there are processes and practices in place to support:

- Decision making that is open and transparent,
- Conducting agency activities in an ethical and accountable manner,

- Managing financial resources and physical infrastructure in an efficient, effective and prudent manner,
- Making information accessible so that it is consistent with legislative requirements,
- Responding to enquiries, concerns and complaints in a timely manner, and
- Providing the public with access to key organizational documents in a timely manner.

**REFERENCES:** (including relevant legislation)

- Ontario Public Health Standards, 2018
- Section 239 of the Municipal Act

**COMPLIANCE:**

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

**REVISION DATES:**

February 2019  
June 2024