

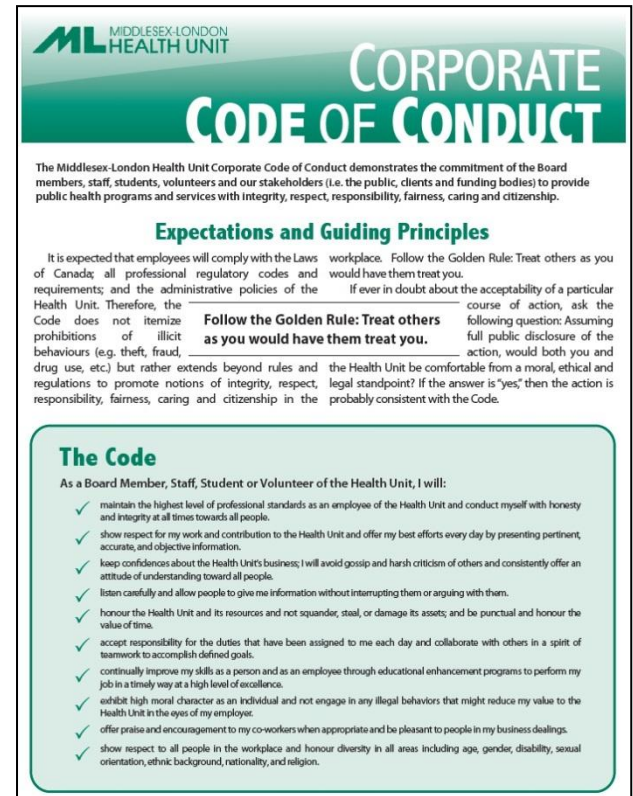
# DRAFT Board of Health Code of Conduct

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# Background

- Health Unit had a Code before it was required by Accountability Agreement
- BUT, this Code does not specifically address governance issues
- Common practice for Boards/Councils to have Code
  - Serves Board members
  - Supports effective governance



# Accountability Agreement

- 2.3 **Governance.** The Board of Health represents, warrants and covenants that it has, and shall maintain, in writing, for the period during which the Agreement is in effect:
- (a) procedures to ensure compliance with the Organizational Standards;
  - (b) a code of conduct and ethical responsibilities for all persons at all levels of the Board of Health's organization;
  - (c) procedures to ensure the ongoing effective functioning of the Board of Health;
  - (d) decision-making mechanisms;

# Development

- Scan of other Board of Health and municipal council Codes of Conduct
- Narrowed to focus on Board of Health issues (11 areas)
- Reviewed by Board's legal council
- 4 Sections:
  - Background, Summary of Expected Conduct, Explanation & Compliance



# Areas Addressed

- Acting in the best interests of Board and Health Unit
- Public meetings and confidential information
- Real and perceived conflicts of interest
- Serving on other Boards / Councils
- Conduct at meetings
- Media interactions and public discussions
- Interactions with staff members
- Election campaigns
- Post Board of Health membership
- Legal advice
- Compliance



## Acting in the best interests of Board of Health and Health Unit

- Always act in the best interest of the Board of Health and the Health Unit in compliance with fiduciary duties and the duties of loyalty and good faith to the Board of Health.

# Public meetings and confidential information

- Comply with the open meeting provisions of the [Municipal Act](#).
- Not disclose and keep confidential all information considered by the Board of Health in closed session and information that is prohibited from being disclosed by law.

# Real and perceived conflicts of interest

- Always act in the best interest of the Board of Health and the Health Unit.
- Not take advantage of membership on the Board of Health for personal gain or that of a third party.
- Notify the Secretary-Treasurer of any real (or reasonably perceived) conflicts of interest either prior to, or at the beginning of a Board of Health meeting.
- Declare neutrality, abstain from voting, refrain from taking part in any discussions and/or leave the room when a conflict of interest exists.



## Serving on other Boards / Councils

- Comply with “Real and Perceived Conflicts of Interest” provisions as noted above.
- Disclose information relevant to Health Unit business, subject to the qualifications set out in this Code of Conduct.

## Conduct at meetings

- Regularly attend and be prepared for meetings.
- Conduct themselves with decorum.

# Media interactions and public discussions

- Not speak on behalf of or represent the Board of Health unless authorized to do so by the Chair.
- When contacted by the media regarding a Board of Health-related topic:
  - Refer media inquiries requesting a statement from the Board of Health to the Chair through the Secretary Treasurer;
  - Inform the Chair and Secretary Treasurer of any media inquiries related to Board of Health or Health Unit matters;
  - Consider the impact that a comment made to the media will have on the Board of Health and/or the Health Unit;
  - Only comment to the media once it has been clarified that the comment is not on behalf of the Board of Health, unless authorized to speak on behalf of the Board of Health by the Chair.

## Interactions with staff

- Contact the Medical Officer of Health (MOH) if they wish to contact Health Unit staff.
- Ensure that interactions and communications with staff members are respectful and constructive.

## Election campaigns

- Not use Health Unit resources or Board of Health meetings to advance an election campaign.

## Post Board of Health membership

- Not take advantage of past membership on the Board of Health for personal gain or that of a third party.
- Not disclose and keep confidential all Confidential Information obtained while a member of the Board of Health.

## Legal advice

- Make a request through the Secretary-Treasurer when legal advice is necessary.

# Compliance

- BOH members hold each other accountable by:
  - raising compliance issues
  - collaborating to develop solutions
  - being aware of consequences re: non-compliance
- 2 processes:
  - Informal Process
  - Formal Process
- Consequences of non-compliance
- Considerations re: compliance





## Next Steps

- Incorporate Board feedback
- Discuss need for decision-making tool
- Second review of Code in 2013