

**Report to  
Rapport au:**

**Ottawa Board of Health  
Conseil de santé d'Ottawa  
16 April 2018 / 16 avril 2018**

**Submitted on April 9, 2018  
Soumis le 9 avril 2018**

**Submitted by  
Soumis par:  
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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2018-OPH-BOH-0006**

**SUBJECT: ELECTION-RELATED RESOURCES POLICY**

**OBJET: POLITIQUE SUR LES RESSOURCES LIÉS AUX ÉLECTIONS**

**REPORT RECOMMENDATION**

**That the Board of Health for the City of Ottawa Health Unit adopt the City of Ottawa's *Election-Related Resources Policy*, as described in this report.**

**RECOMMANDATION DU RAPPORT**

**Que le Conseil de santé de la circonscription sanitaire de la ville d'Ottawa adopte la Politique sur les ressources liées aux élections de la Ville d'Ottawa, tel que décrite dans le présent rapport.**

## BACKGROUND

Following amendments made by Bill 181, being the *Municipal Elections Modernization Act, 2016* to the *Municipal Elections Act, 1996* (MEA), municipalities and local boards are required to establish, by May 1, 2018, rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period.

Subsection 1(1) of the *Municipal Affairs Act* provides the following definition of the term “local board”:

“local board” means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a municipality or of two or more municipalities or parts thereof;

As the Board of Health is encompassed by the definition of “local board” in the *Municipal Affairs Act*, it is required to establish, by May 1, 2018, rules and procedures with respect to the use of board resources.

## DISCUSSION

The City of Ottawa’s *Election-Related Resources Policy* applies to all Members of Council and City staff and is attached to this report as Document 1. The Board has the options of developing its own separate policy for the use of board resources during a municipal election campaign period or of adopting the City’s existing policy. In light of the timelines and given that the Board of Health is appointed via the City’s Appointment Policy, and that the term and composition of the Board is tied to municipal elections, it is recommended that the Board adopt the City’s *Election-Related Resources Policy*.

The City’s *Election-Related Resources Policy* is comprehensive and is divided into five policy elements: Definition, Campaign-Related Materials, Staff Involvement in Elections, Budget Administration, and Enforcement.

Should the Board of Health adopt the City’s *Election-Related Resources Policy*, Members serving on the Board of Health for the City of Ottawa Health Unit and staff of Ottawa Public Health (OPH) will be required to follow the policy as it relates to their office budgets and any Board of Health and City resources that are used.

By adopting the City's *Election-Related Resources Policy*, it is understood that references made therein to "Members of Council", "City staff", "corporate resources", and "Member budgets", apply to OPH staff, OPH and City resources, and OPH budgets. OPH employees are subject to the City's Employee Code of Conduct, referred to in Section 3. Pursuant to subsection 12(5) of the *City of Ottawa Act, 1999* the City provides to the Board of Health public health employees who are employees of the City of Ottawa. Finally, parts of section 2 and the entirety of section 4, Budget Administration, are not applicable as Members of the Board of Health do not have independent budgets.

### **RURAL IMPLICATIONS**

There are no rural implications associated with this report.

### **CONSULTATION**

The Office of the City Clerk and Solicitor was consulted in the development of this report.

### **LEGAL IMPLICATIONS**

There are no legal impediments to adopting the recommendation in this report.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications associated with this report.

### **ACCESSIBILITY IMPACTS**

There are no direct accessibility implications associated with this report.

### **SUPPORTING DOCUMENTATION**

Document 1 – City of Ottawa *Election-Related Resources Policy*

### **DISPOSITION**

Upon approval by the Board of Health, staff will work with the Office of the City Clerk and Solicitor to fulfill the requirements and adhere to the City of Ottawa's *Election-Related Resource Policy* as per the *Municipal Elections Act, 1996*.