

**THE CORPORATION OF THE CITY OF PORT COLBORNE**

**BY-LAW NO.** 6295/121/15

**BEING A BY-LAW TO ESTABLISH A COMMITTEE KNOWN AS  
THE PORT COLBORNE SOCIAL DETERMINANTS OF HEALTH  
ADVISORY COMMITTEE - EVERYONE MATTERS**

**WHEREAS** at its meeting of October 26, 2015, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendation of Chief Administrative Officer, Health Services Division, Report No. 2015-163, Subject: Port Colborne Social Determinants of Health Advisory Committee – Everyone Matters;

**AND WHEREAS** it is desirable that a committee representing staff and organizations be established to advise Council on matters related to becoming a healthier community and improving the quality of life for residents.

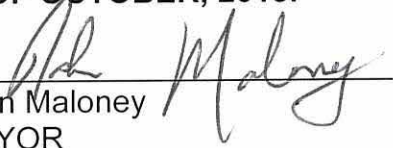
**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF  
PORT COLBORNE ENACTS AS FOLLOWS:**


1. That there is hereby established a Committee to be known as the Port Colborne Social Determinants of Health Advisory Committee - Everyone Matters, hereinafter called the PCSDHAC.
2. That the PCSDHAC shall operate in accordance with the policy of Council as established from time to time. The PCSDHAC is not a legal entity and will not have legal and contractual responsibility for the recommendations, strategies and information associated with the capacity building and community engagement.
3. That the PCSDHAC shall consist of the following voting members (those who attend meetings are representing their organization. Alternates are welcome to attend in the absence of those who normally attend):
  - (a) The Mayor of Port Colborne;
  - (b) One member of Council of The Corporation of the City of Port Colborne, as appointed by Council;
  - (c) One member of staff from the By-law Enforcement Division;
  - (d) One member of staff from the Community Services Division;
  - (e) One member of staff from Fire Services;
  - (f) One representative from Port Cares;
  - (g) One representative from Bridges Community Health Centre;
  - (h) One representative from the Niagara Regional Police Service;
  - (i) One representative from Canadian Association of Mental Health, Niagara Division.
  - (j) One community representative with lived experience relating to matters addressed within the Social Determinants of Health.
4. That the PCSDHAC shall consist of the following non-voting, ex-officio members:
  - (a) The City of Port Colborne Health Services Coordinator;

- (b) Any other staff liaison as designated, in writing, by the Chief Administrative Officer;
  - (c) Any other individuals without an organizational affiliation or membership.
- 5. That members of Council may be appointed to the Committee for the whole or any part of their term as members of Council.
- 6. That other Committee members shall be appointed for the term of the Council that appointed them.
- 7. That in the case of a vacancy for any cause other than the expiration of the term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.
- 8. That subject to such limitations and restrictions as the Council may herein or hereafter, either by resolution or by-law impose, that PCSDHAC may advise Council and City staff on:
  - (a) the development of healthy community policies that are associated with the collection, use and disclosure of health information data, available from the Hamilton Niagara Haldimand Brant Local Health Integration Network, Ministry of Health and Long Term Care, and the Region of Niagara;
  - (b) current by-laws and policies in place that affect the overall health and quality of life of the citizens of Port Colborne;
  - (c) reports from other agencies in order to complement, enhance or promote other activities that improve the health and quality of life for the citizens of Port Colborne;
  - (d) written agreements with other agencies and crown corporations including Niagara Regional Housing, and the Regional Poverty Reduction Network in order to maximize and improve community engagement and uptake of available solutions to improve overall health and quality of life in Port Colborne;
  - (e) priorities for Council to consider.
- 9. That subject to limitations and restrictions as such, Council may herein or hereafter, either by resolution or by-law impose, that the PCSDHAC shall:
  - (a) Appoint co-chairs including a representative of Council and a representative of the organizations listed above. The co-chairs shall serve a term of two years;
  - (b) Appoint sub-committee chairs, as required;
  - (c) Provide reports to Council as requested; and
  - (d) Carry out such other duties relating to healthy community and quality of life as may be assigned by Council.
- 10. That the PCSDHAC shall consult with and make recommendations to Council in respect to all matters that in any way involve or affect The Corporation of the City of Port Colborne.
- 11. That the PCSDHAC shall annually, before the 30<sup>th</sup> day of March in each year, submit to Council a report of the previous year's activities.

12. That all financial records and accounting practices of the Committee shall follow financial operating guidelines established by the City Treasurer/Manager of Accounting.
13. That all appointed members of the PCSDHAC shall serve without remuneration.
14. That a member shall cease to be a member of the PCSDHAC upon submission of a letter of resignation to the co-chairs, or if he/she absents himself/herself from three successive regular scheduled meetings of the Committee without being authorized to do so by a resolution of the PCSDHAC entered in its minutes.
15. That all meetings of the PCSDHAC, and its sub-committees shall be open and no person shall be excluded therefrom except for improper conduct or except matters identified in Section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.
16. That the PCSDHAC shall meet as often as it deems necessary, but no less than four times per year. The need for decisions will be circulated in the agenda one week prior to the meeting at which the decision will be made.
17. That the minutes of all PCSDHAC discussions and recommendations shall be recorded and distributed to Committee members and to the City Clerk and Council for information and shall be open to inspection in accordance with the provisions of section 253(1) of the *Municipal Act*, S.O. 2001, c. 25.
18. That a co-chair shall, upon a written request from Council or a majority of Committee members, call a special meeting for the consideration of any business within the Committee's jurisdiction.
19. That a quorum of the PCSDHAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.
20. That the PCSDHAC is hereby authorized to appoint sub-committees in special and extraordinary circumstances as designated by the Committee and that all decisions by sub-committee(s) shall be ratified by the full PCSDHAC.
21. That the Mayor, or designate, shall serve as a non-voting, ex-officio member of all sub-committees.
22. That provisions contained in this By-law are subject to amendment by Council as Council deems expedient.
23. That this By-law shall come into force and effect on the date of final passing.

**ENACTED AND PASSED THIS 26th DAY OF OCTOBER, 2015.**

  
John Maloney  
MAYOR

  
Ashley Grigg  
CITY CLERK