



PORT COLBORNE

**Port Colborne
Healthcare Advisory Committee
Terms of Reference**

Committee: Healthcare Advisory Committee

Date Approved: March 25, 2025

Date Revised: N/A

Approval: Council

Committee Resource: Deputy Clerk

1. Purpose

The Healthcare Advisory Committee (“the Committee”) is an Advisory Committee of Council established to ensure residents have adequate access to, and knowledge of, healthcare services in the City of Port Colborne.

2. Mandate

The Healthcare Advisory Committee shall:

- 2.1 Work to ensure the residents of Port Colborne have access to healthcare and associated community and healthcare services that are required within the community.
- 2.2 Develop and recommend to Council:
 - 2.2.1 a comprehensive, evidence-based, and attainable healthcare service strategy that includes core key performance indicators to measure success;
 - 2.2.2 an assessment of the alignment of healthcare service proposals, initiatives and opportunities and their alignment with a Council approved healthcare service strategy;
 - 2.2.3 a comprehensive upper level of government relations strategy to support the achievement of a Council approved healthcare service strategy; and
 - 2.2.4 public engagement to support the work of the Committee in fulfilling its mandate.



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- 2.3 Obtain information, as required, to support evidence-based decision making.
- 2.4 Monitor, assess, and recommend to Council progress towards achieving a Council approved healthcare service strategy, including key performance indicators.
- 2.5 Provide periodic updates to Council, as required.

3. Membership Composition

The Healthcare Advisory Committee shall consist of the following voting and non-voting members:

- 3.1 Five (5) voting members appointed from the public at large, with diverse perspectives, by resolution of Council.
- 3.2 Two (2) non-voting members of Council will be appointed to act as liaison. The Mayor is ex-officio non-voting member of every Committee.
- 3.3 Supporting the Committee will be the CAO, City staff as required, and healthcare professionals as invited.

4. Membership Eligibility Criteria

To facilitate the nomination and appointment of new members to the Committee, the following criteria will be considered. The aim is to achieve a diverse Committee with a combination of technical experts and community representatives.

- 4.1 Residency – Applicants must be at least 18 years of age and a tenant or owner of land in the City of Port Colborne, or the spouse/partner of such owner or tenant.
- 4.2 Availability – It is imperative that an applicant be able to attend as many Committee meetings as possible and undertake work outside of the regular meetings.
- 4.3 Community Representatives – Consideration shall be given to the individual's level of participation and knowledge of healthcare matters and



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services within the community. The relevance of their interests to the mandate of the Committee will be an important factor.

5. Membership Recruitment

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

6. Term

The Committee appointments shall follow a four-year term and will extend until June 30, 2029. Each member of the Committee shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

7. Resignation

A voting member of the Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Committee entered into the minutes.

8. Appointment of Chair and Vice-Chair

At the first meeting of the new term of the Committee, the members shall appoint, from among their number, a Chair and Vice-Chair. Non-voting members are not eligible to act as Chair or Vice-Chair.

9. Role of the Chair

The role of the Chair is to:

- 9.1 Preside at the meetings of the Committee in accordance with the City's Procedural By-law and keep discussion on topic.



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- 9.2 Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Recognize each Member's contribution to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other Committee members.
- 9.7 Make deputations/delegations, presentations, etc. before Council.
- 9.8 Prepare a report with recommendations for Council in coordination with Staff Liaisons on the prescribed template.

10. Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

11. Role of Committee Members

The role of Committee Members is to:

- 11.1 Work collaboratively with City staff to develop an annual Work Plan and prepare a timetable for Council which will outline milestones that will result in a healthcare strategy for Council's consideration.
 - 11.1.1 Work Plans will ensure workload is manageable and appropriately shared between Committee members and staff.
 - 11.1.2 The timetable will include a mandatory quarterly report to Council to provide regular updates until the final strategy is complete.
- 11.2 Ensure the mandate of the Committee is being fulfilled.
- 11.3 Consult with other Advisory Committees on mandated items where there may be a common interest.



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- 11.4 Conduct research to help inform of any programs, outreach campaigns, by-laws, etc.
- 11.5 Provide the Chair with solid, information regarding agenda items.
- 11.6 Notify the Staff Liaison if unable to attend Committee meetings to ensure that quorum will be available for all meetings.
- 11.7 Review projects as requested by Council and City staff related to mandated items.
- 11.8 Fairly represent the field of expertise, interest and involvement of the Committee.

12. Role of Staff Liaison

The Staff Liaison will provide administrative and procedural support to the Committee. The Staff Liaison will co-ordinate all requests for advice from the Committee, through meeting agendas. The Committee's responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

13. Meetings

- 13.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 13.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.
- 13.3 The Committee shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.
- 13.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.
- 13.5 Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The Committee will establish a



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meeting schedule, considering the business needs and the schedule of Council.

13.6 The location of the meetings will be set by the Committee at a City facility.

14. Minutes

The minutes of all the Committee meetings shall be recorded and distributed to the Committee Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

15. Quorum

A quorum of the Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

16. Conflict of Interest

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.



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Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

17. Procedures

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

18. Remuneration

All members of the Committee shall serve without remuneration.

19. Annual Workplan

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the Committee.

20. Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

21. Resources

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*