

Memorandum

To: Social Determinants of Health Advisory Committee
From: Planning and Legislative Services Department-Clerk's Division
Date: May 29, 2023
Re: Revised Terms of Reference

The purpose of this memorandum is to provide details for consideration, related to revised Terms of Reference. The proposed terms of reference, together with the Council adopted Procedural By-law and Council and Committee Code of Conduct will ensure Port Colborne's committee structure is responsive, accountable, and transparent.

In order to accomplish the City goals, it is imperative to evaluate the role of the Committee and make changes as necessary. As a result, staff have conducted a thorough review of the current committee structure. The objective was to identify any existing gaps between committee responsibilities, the City's Strategic Plan and ensure alignment with the current organizational structure.

Staff recommend that the name of the Committee be changed to Social Determinants of Health Advisory Committee for standardization purposes and to align with the committee's mandate. Input received from the Committee and Council has been incorporated in the proposed terms of reference. Once reviewed by the committee the amended Terms of Reference will be considered by Council for approval.

Respectfully Submitted:



Charlotte Madden
City Clerk

Respectfully Submitted:



Saima Tufail
Interim Deputy Clerk