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To: Warden and Members of County Council

From: Director, Community and Strategic Planning

Appointment of Community Sustainability Plan Steering Committee and Adoption of Terms of Reference

RECOMMENDATIONS

1. That County Council adopt the Community Sustainability Plan Ad Hoc Committee's recommendation to appoint those persons listed in Report No. CASPO 2014-165 to the Community Sustainability Plan Steering Committee;
2. And further, that County Council adopt the Terms of Reference for the Community Sustainability Plan Steering Committee
3. And further, that Report No CASPO (CS) 2014-165 be publicly released.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain Council approval for the establishment of a Community Sustainability Plan (CSP) Steering Committee and to appoint members to the Committee as recommended by the CSP Ad Hoc Committee (as contained in this report).
- This report also seeks Council's approval of the Terms of Reference developed for the Committee (attached to this report as Attachment No. 1).
- Subsequent to Council's appointment of the Steering Committee and the adoption of the Terms of Reference, a meeting of the Committee will be called for the purposes of orientation and the commencement of the Community Sustainability Plan study process.

Implementation Points

With the adoption of this report, a CSP Steering Committee will be created for the purpose of advising Council on the development of the CSP, together with an appropriate decision-making matrix that will serve to assist Councils, business groups, service organizations and other interested stakeholders regarding the ongoing implementation of the Plan.

The Steering Committee will comprise 15 lay community members who will sit for the duration of the CSP study, which is anticipated to be completed in June 2015.

Financial Impact

Council has approved \$110,000 for the development of a Community Sustainability Plan, including funds approved in the 2014 Operating Budget (CAO's Office) and financed from the Corporate General Reserve (as per Council resolution of March 26, 2014). The recommendations contained in this report will have no financial impact beyond the financing noted above.

The Treasurer has reviewed this report and agrees with the above-noted statement.

Risks/Implications

There are no risks or other implications anticipated as a result of this initiative that would not be inherent in any similar broad based community development plan.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting on March 27, 2013. The initiatives contained in this report support the Vision, Mission and Values of the Plan across all of the Strategic Directions contained therein and in particular:

3. *iii. A County that Thinks Ahead and Wisely Shapes the Future* – Apply social, financial and environmental sustainability lenses to significant decisions by assessing options in regard to:
- *Potential impacts to the vulnerable population in our community*
 - *Life cycle costs and benefit/costs, including debt, tax and reserve levels and implications*
 - *Responsible environmental stewardship*

DISCUSSION

Background

County Council approved the development of a CSP at its regular meeting of March 26, 2014. Further, Council appointed an Ad Hoc Committee (AHC) comprising five members of County Council and three members from Area Municipal Councils with a mandate to provide County Council with recommendations regarding the composition and lay member appointments to the CSP Steering Committee.

Recruitment of community members to sit on the Steering Committee was undertaken using a variety of means, including newspaper advertising, social media and direct contact by Ad Hoc Committee members.

Comments

The AHC determined that the size of the Steering Committee, in terms of numbers, was less important than ensuring that the Committee provided a good cross-section of the community

with respect to geography and the broad 'pillars' of community sustainability (i.e. social, economic and environmental). Further, the AHC was of the opinion that direct Council representation on the Steering Committee, be it County or Area Council, was not required as it was anticipated that there would be adequate opportunities for the Steering Committee to engage all Councillors appropriately during the progress of the project.

Upon review of the applications, the AHC agreed collectively that the following list of people provided an appropriate sized committee, representative of the broad Oxford community's interests with respect to human, economic and natural resources.

Name	Location	Area of Expertise/Interest
Jay Heaman	SWOX	Environmental Economic
Ian Heikoop	Norwich	Social Economic
George Klosler	SWOX	Economic Environmental
Marilyn Price	Blandford-Blenheim	Social Economic
Chris Friesen	Woodstock	Social Economic
Bryan Smith	SWOX	Social Environmental
Jeff Surridge	Woodstock	Economic
Dave Steenburg	Woodstock	Social
David Gilvesy	Tillsonburg	Environmental Social
Cher Sprague	Zorra	Economic Environmental
Joan Morris	Norwich	Environmental Social
Ian Stevens	Woodstock	Economic
Nicole Langlois	Zorra & Ingersoll	Economic Environmental
Jurgen van Dijken	Woodstock	Environmental Economic
Jason Smith	Ingersoll	Social

A draft Terms of Reference (ToR) for the Steering Committee has also been prepared for Council's consideration. The ToR sets out the purpose and mandate of the Steering Committee and provides guidance with respect to matters such as committee composition, rules of procedure and committee funding and support. A draft of the ToR was provided to each of the prospective Steering Committee members on the above-noted list with a view to ensuring that the ToR met with their understanding of the role of the Committee in the Community Sustainability Plan study process.

Conclusions

The development of a community-driven sustainability plan is supported by all of the strategic directions contained in the County Strategic Plan, and in particular, the County's commitment to thinking ahead and wisely shaping the future by applying social, financial and environmental sustainability lenses to significant decisions. A plan that engages a broad cross-section of the community and addresses a variety of issues relating to quality of life, healthy environments, effective governance and economic security can be an effective tool for the County when considering emerging issues and opportunities going forward.

The appointment of a Community Sustainability Plan (CSP) Steering Committee and adoption of a Terms of Reference for this Committee is the next step in the process of developing the Sustainability Plan. Going forward, the newly appointed Committee will be convened to begin the process of developing the CSP, including the broad public and stakeholder consultation program that will form the foundation of the Plan.

SIGNATURES

Report Author:

Original signed by

Gordon K. Hough, MCIP, RPP
Director

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Community Sustainability Committee Steering Committee Terms of Reference

**TERMS OF REFERENCE FOR THE
OXFORD COMMUNITY SUSTAINABILITY PLAN
STEERING COMMITTEE**

BACKGROUND:

The nine Municipal Councils of Oxford County have initiated the development of a Community Sustainability Plan (CSP) with a view to creating a framework for furthering the goals and objectives of the community in a manner consistent with the strategic plans of the County and Area Municipalities. It is envisioned that the CSP framework would then become the platform from which all governance entities in the County, community partners and stakeholders can make decisions, address emerging issues and consider future opportunities related to a variety of subjects.

The primary objective of this project is to develop a comprehensive CSP that is driven by the broad Oxford community at the grass roots level. The Plan will be premised on fundamental 'sustainable' principles that provide for the management of human, natural environment and economic resources of the Oxford community in a manner that meets current needs while ensuring that adequate resources are available for future generations. Further, the Plan will provide a framework for the community to meet challenges through integrated solutions rather than through fragmented approaches that meet one goal or objective at the expense of others.

The Municipal Councils of Oxford County established and appointed Council representatives to a Community Sustainability Ad Hoc Committee, in the spring of 2014. The Ad Hoc Committee was charged with the responsibility of developing a process for the selection of a steering committee to guide the development of the CSP. Further, the Ad Hoc Committee's mandate included making recommendations to County Council regarding the composition and membership of the steering committee. The Committee's recommendations are to be presented to County Council for consideration on June 25, 2014.

The work of the Community Sustainability Plan Steering Committee is to be completed by June 2015.

PURPOSE/MANDATE:

The development of the CSP is intended to be a community driven process facilitated by the County of Oxford. The success of the project depends upon the support of the Area Municipalities and the commitment and involvement of active and informed citizens, inspired leadership and healthy community institutions, services and businesses. As such, the focus of the CSP will be the creation of a community-driven plan guided by a CSP Steering Committee represented by a wide cross-section of community interests

The Community Sustainability Plan Steering Committee's primary function will be to advise on the development of the CSP and an appropriate decision-making matrix that will serve to assist the community (i.e. Councils, business groups, service organizations and other interested stakeholders) regarding the ongoing implementation of the Plan. The Steering Committee will be instrumental in shaping the vision of community sustainability in Oxford and how issues will be assessed relative to the goals and objectives of the County as expressed in the County and Area Municipal Strategic Plans, and through community dialogue.

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With respect to the above, it is anticipated that the Steering Committee will be involved in developing an appropriate stakeholder consultation program that will include periodic workshop discussion opportunities with all municipal councils.

COMPOSITION:

The Community Sustainability Plan Steering Committee will comprise a broad cross-section of the Oxford community and will be representative of the wide spectrum of social, economic and environmental interests.

The Steering Committee will be comprised of 14 to 16 lay community members as appointed by County Council. Committee members will sit for the duration of the CSP study. The anticipated completion date of the project is June 2015.

RULES OF PROCEDURE:

The Steering Committee will choose a Chair from within its membership. It is intended that the entire Committee will meet as necessary throughout the development of the CSP to review progress and provide input into the project. The schedule of meetings to be held by the Steering Committee will be determined by the Committee and at the call of the Chair.

The Committee may, at the discretion of the members, create smaller 'subcommittees' from the membership to study, discuss or otherwise review matters related to the development of the CSP, as deemed to be necessary or expedient by the Committee.

Working meetings of the Committee and/or subcommittees will be private meetings to allow for full discussion and dialogue.

Where the Committee and/or subcommittees choose to undertake community focus group consultations and/or workshops with members of municipal councils, such meetings will be open to the public.

COMMITTEE FUNDING:

Committee members will be reimbursed by the County of Oxford for local travel expenses incurred, payable at established County of Oxford rates.

COMMITTEE SUPPORT:

The work of the Committee will be supported by staff from the County of Oxford and all Area Municipalities as appropriate. In addition, technical expertise will be provided through appropriate professional services procured by the County of Oxford.