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Subject: Update: Safe and Well Oxford Steering Committee (New Priority Risk, Website, 2024 Summit, Grant Policy)
Date: Tuesday, March 26, 2024 12:24:48 PM
Attachments: [Minutes - Safe and Well Oxford Steering Committee - December 4th, 2023.pdf](#)
[Minutes - Safe and Well Oxford Steering Committee - January 15th, 2024.pdf](#)
[Minutes - Safe and Well Oxford Steering Committee - February 26th 2024.pdf](#)
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Good Afternoon, Everyone.

If you would please share this email and the attached approved minutes on one of your upcoming Council meeting agendas as information that would be greatly appreciated.

Update: Safe and Well Oxford Steering Committee – Current Priorities/Initiatives:

- New Priority Risk – Gender-based Violence has been approved by all area municipalities and the plan is in the process of being updated. Domestic Abuse Response Team is the Action Coalition for the priority risk area.
- The Safe and Well Oxford website is in the process of being updated with more resources being made available. A separate page for each Action Coalition is also being developed. The site is now being hosted and updated by the County. safewelloxford.ca – if you would be willing to link to the website from your own sites, that would be appreciated.
- Save the Date: 2024 Safe and Well Oxford Summit date has been set for Friday, November 1st, 2024 in the afternoon – Oxford Centre Community Centre. Leadership from all community stakeholders, Mayors and CAOs will be invited to attend.
- Discussion is ongoing regarding the development of an Inclusion Charter for Oxford communities. More resources to support DEI initiatives are to follow on the Safe and Well Oxford website over the coming months (i.e. sample policies, training recommendations, DEI rubric, etc.).
- Discussion is ongoing regarding the development of a grant policy to support Safe and Well Oxford Action Coalitions and their funding needs. This will likely include a funding request from area municipalities – more details to follow.
- Development of a Safe and Well Oxford newsletter is in the works – this is intended to provide more timely updates to all community stakeholders including area municipalities.
- Safe and Well Oxford Steering Committee representatives, Warden Marcus Ryan and Sarah Hamulecki will be reaching out to you directly to request a delegation at an upcoming Council meeting in May/June to provide a more detailed update.

Thank you for your attention to this update and sharing this information with your

councils.

Julie

Please note: My working hours may not reflect yours. Please do not feel obligated to answer outside of your normal work hours.

Julie Middleton (she/her)

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****NEW**** Township Office hours: Monday to Friday ~ 8:00am – 5:00pm



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Oxford County Administration Building
(Room 129)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present.

Resolution No. 1 Moved by: Bernia Martin
Seconded by: Randy Peltz

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of December 4th, 2023 be approved.

DISPOSITON: Motion Carried

Resolution No. 2 Moved by: Sarah Hamulecki
Seconded by: Kelly Black

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of November 13th, 2023 be approved as presented.

DISPOSITON: Motion Carried

4. Next Steps:

a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence

- *Township of East-Zorra Tavistock – **Approved***
- *Oxford County Council - **Approved***
- *Township of South-West Oxford Council – **Approved***
- *Town of Tillsonburg - **Approved***
- *Township of Blandford Blenheim – December*
- *Township of Norwich – December*
- *City of Woodstock - **Approved***
- *Township of Zorra – December*
- *Town of Ingersoll – December*

b. Safe and Well Oxford Summit – Feedback (to follow from Sarah)

The Safe and Well Oxford Steering Committee reviewed the feedback received in follow up to the Safe & Well Oxford summit held at the end of November. Attendees requested additional time for the round table portion of the event in the future. There were some concerns expressed in relation to the venue, environment, presentation and audio. Another venue may need to be considered in the future.

Discussion took place among the committee regarding a potential newsletter to be sent out quarterly to all stakeholders – this is intended to share information on more regular basis rather than host an in-person event more than once annually – future meetings and the newsletter may include updates from the action coalitions throughout the year.

Stakeholders will be provided with the presentation information received at the summit.

c. Grant Funding Model

The Committee agreed to have further discussion regarding a Safe and Well Oxford grant funding model in 2024. The County of Oxford will be updating their grant policy and it was suggested that the two be connected. It was suggested that requests that fall under the mandate of Safe and Well Oxford be directed to the Steering Committee. Further discussion will need to be had to outline what the funding criteria will be, for example:

- Funding to address specific goals and initiatives outlined in the Safe and Well Oxford Plan and what the measurable will be;
- How will the goal be advanced?

- Consider the connection to the Action Coalition – whether the request will come forward to the committee through the Action Coalition (i.e. vetted, input, support);
- Initiative should have a prevention focus – public education, awareness and engagement (i.e. media and communication campaigns, training);
- Consider if funding may be used for staffing? Temporary vs. permanent. May not be intended to fund ongoing expenses (i.e. staff, space);
- Consider existing initiative support – what organizations already have aspects of the Plan as established priorities;
- Consider the impact on different and diverse individuals;
- Consider what financial disclosure will be required;
- Policy should be in place in early 2024 – area municipalities will need to know the financial ask in advance of 2025 budget deliberations (end of July/August);
- A draft proposal from staff will be beneficial to consider the criteria further; and
- Sarah will look into how other municipalities are providing funding under their Safe and Well Community Safety and Well-being Plans.

d. Council Updates

Local area municipalities will be provided with an update to inform them on:

- Safe and Well Oxford summit;
- Feedback received from the Safe and Well Oxford summit;
- Consider use of area municipality's facilities for future summit;
- Summary of what the challenges are within each priority risk area;
- Information/ask re: potential grant funding; and
- Direction to DEI website and information.

e. Planet Youth Follow Up/Funding

The Committee reviewed the funding opportunity received from Southwestern Public Health and provided direction to staff to ask SWPH if they would like a letter of support or endorsement from the Safe and Well Oxford Steering Committee for their application. The Committee noted that they are not the organization that will be doing the work, so it would not be appropriate to apply for the funding directly.

f. Police Services representation on Safe and Well Oxford Steering Committee vs. DEI Action Coalition (January, 2024)

Julie will invite the Oxford OPP and Woodstock Police Services to the next meeting to discuss their involvement with the DEI Action Coalition vs. the Safe and Well Oxford Steering Committee. It was noted that the requirement to develop a Community Safety and Well-being Plan is a directive under the Police Services Act with the goal being to improve community safety and reduce the need for crisis level response. Local police services have data and statistics relevant to the work of the Safe and Well Oxford Steering Committee.

5. Next Meeting Date:

Going into 2024, the Committee agreed to meet on the fourth Monday of each Month at 10:00 a.m. and on Monday, August 12th, 2024 (no meeting in July). Action Coalition Updates (Round Table) will be added as a recurring agenda item.

Monday, January 15th, 2023 at 10:00 a.m. Oxford County Administration Building (Room 129).

6. Adjournment

Resolution No. 3 Moved by: Bernie Martin
Seconded by: Randy Peltz

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 12:11 p.m.

DISPOSITION: Motion Carried



STEERING COMMITTEE MEETING MINUTES

Monday, January 15th, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building
(Room 129)

1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:08 a.m. and a quorum was present. Randy Peltz was absent; Tina Diamond participated virtually.

2. Review of Agenda for meeting of January 15th, 2024

Resolution No. 1 Moved by: Kelly Black
 Seconded by: Bernia Martin

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of January 15th, 2024 be approved.

DISPOSITON: Motion Carried

3. Review of Minutes of December 4th, 2023 meeting

Resolution No. 2 Moved by: Bernia Martin
 Seconded by: Sarah Hamulecki

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of December 4th, 2023 be approved as presented.

DISPOSITON: Motion Carried

4. Business Arising from the Minutes:

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee

Resolution No. 3

Moved by: Bernia Martin

Seconded by: Tina Diamond

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Committee's terms of reference be amended to include Oxford OPP and Woodstock Police Services representation on the Steering Committee to a maximum of two (2) members (one from each organization) pending confirmation from Woodstock Police Services regarding their participation.

DISPOSITON: Motion Carried

5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative – Calls to Action (attached)

The Committee reviewed the calls to action as presented and commented on some of the duplication. Discussion took place regarding what is and isn't within the mandate of area municipalities. Area municipalities may assist in sharing information and public education materials via their communication networks.

Resolution No. 4

Moved by: Bernia Martin

Seconded by: Sarah Hamulecki

RESOLVED that the Safe and Well Oxford Steering Committee receive the calls to action as information and invite the Oxford Housing Action Collaborative to an upcoming meeting to discuss in more detail.

DISPOSITON: Motion Carried

6. Next Steps:

- a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence – Approved by all area municipalities

Resolution No. 5

Moved by: Sarah Hamulecki

Seconded by: Kelly Black

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Oxford Safe and Well Oxford Community Safety and Well-being Plan be amended to include a fifth priority risk area, Gender-Based Violence;

AND FURTHER THAT the Oxford Domestic Abuse Response Team act as the Action Coalition for the priority risk area and that the Committee's Terms of Reference be amended accordingly.

DISPOSITON: Motion Carried

b. Safe and Well Oxford 2024 Summit – location

Oxford Centre Community Centre was proposed as the location for the next Safe and Well Oxford Summit (2024). The event will be planned for approximately 100 attendees. Consideration will need to be given to the accessibility of the venue, quality of presentation, sound, etc. The event will be scheduled for a Friday afternoon in October, 2024.

c. Website Update & Communication Plan

Oxford County will be taking over the website (hosting) as of February, 2024. In late February to March, 2024 the content will be moved to the new platform. Sarah is working with the County communications team to set this up. Minutes, agendas and meeting dates will be added to the webpage.

Discussion took place regarding a newsletter to send to all stakeholders – information may be included in relation to the addition of the new priority risk area and changes to the Committee's Terms of Reference.

d. Community Index of Well-being & Metrics

Sarah advised the Committee that a community well-being index will be completed by the County in 2024. The results of this survey may provide metrics for the Committee to

e. Grant Funding Model/Criteria – Next Steps

f. Update to Area Municipalities

7. Upcoming Meeting Dates – Oxford County Administration Building – Room 129:

- ## 8. Adjournment (12:00 noon)

DISPOSITION: Motion Carried



STEERING COMMITTEE MEETING MINUTES

Monday, February 26th, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building
(Room 129)

1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present. Randy Peltz was absent.

Guests: Kate Leatherbarrow – City of Woodstock, Councillor
Lindsay Wilson – Town of Ingersoll
Diane Harris – Domestic Abuse Response Team (DART)

2. Review of Agenda for meeting of February 26th, 2024

Resolution No. 1 Moved by: Tina Diamond
Seconded by: Kelly Black

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of February 26th, 2024 be approved, as amended (funding needs from action coalitions).

DISPOSITON: Motion Carried

3. Review of Minutes of January 15th, 2024 meeting

Resolution No. 2 Moved by: Bernia Martin
Seconded by: Tina Diamond

RESOLVED that the minutes of the Safe and Well Oxford Steering

Committee meeting of January 15th, 2024 be approved as presented.

DISPOSITON: Motion Carried

4. Business Arising from the Minutes

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee – *agreed/confirmed – City of Woodstock will not be in attendance at February meeting.*

Tony Hymers, on behalf of OPP, noted that he is pleased to be here. The Committee welcomed Diane Harris, on behalf of Domestic Abuse Response Team (DART). She noted that she is happy to be here on behalf of the fifth priority risk area, gender-based violence.

5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative (Kelly Black)

Kelly Black advised that the Committee's feedback on the Calls to Action were considered by the Oxford Housing Action Collaborative (OHAC). There is a subcommittee working on this. They would like to attend the March 25th Steering Committee meeting.

She advised that there is a lot of work being done regarding geared to income housing and rent eviction. They are trying to raise awareness for tenants so that they know what their rights are and don't end up without housing. The Action Collaborative is also supporting a human rights approach when it comes to encampments and it was noted that it is important that we do not criminalize homelessness.

The OHAC is working on generating resources to share so that this information may be more broadly shared to the public.

- Oxford Mental Health & Addictions Network (Randy Peltz - absent)

The Committee discussed the possibility of each member providing a written update from their action coalition if they are not available to attend a meeting. This update may be provided to Julie or Sarah in advance of the meeting date to be circulated with the meeting agenda package.

- Diversity, Equity and Inclusion (DEI) Action Coalition (Ayesha Sajid)

Ayesha provided the following information as an update for the committee:

- The DEI Action Coalition is currently working on the development of an Inclusion Charter for Oxford – this outlines a commitment to advancing DEI work within Oxford. Area municipal representatives have been invited to the meeting coming up in March to provide their comments/feedback on the draft inclusion charter circulated to the group. The hope is that this meeting will help build a more collaborative working relationship with area municipalities. Once completed, the inclusion charter will be circulated to area municipal councils for their support and endorsement.
 - Following the finalization of the Inclusion Charter, the DEI Action Coalition will be working on an action plan to support the inclusion charter.
 - County staff are working on the development of content for a DEI webpage – resources are intended to be shared publicly and with area municipalities.
 - Potential grant funding was discussed briefly at their last meeting and will be discussed further – funding is needed for training initiatives and public education and awareness.
- Domestic Abuse Response Team (Diane Harris?)

Diane Harris, on behalf of the Domestic Abuse Response Team (DART), provided an update to the Committee as follows:

- DART is continuing to work on an Oxford wide protocol to address human trafficking locally., Funding has been received from the province to support continued work with a consultant to develop an emergency plan and provide long-term support for survivors. A pilot program is expected to begin in April.
- The femicide prevention protocol series will begin on Thursday, March 7th – this is the first of four sessions.

6. Next Steps:

a. Safe and Well Oxford 2024 Summit – October, 2024 – Oxford Centre Community Centre

Date has been confirmed for Friday, October 25th, 2024, in the afternoon. Norwich Council is considering a request to cover the cost of the rental fee for the Oxford Centre Community Centre. Further updates to come at a later date.

b. Website Update & Communication Plan – update

Sarah is working with the Oxford County Communications Team to put together the DEI web content. There will be a separate webpage for each Action Coalition on the new Safe and Well Oxford website. She is also working on developing a Safe and Well Oxford brand and development of a newsletter to communicate with stakeholders on a more regular basis. Discussions have also taken place about developing a greater social media presence for Safe and Well Oxford. Discussion took place regarding the possibility of adding Safe and Well Oxford Steering Committee meeting agenda to eScribe for publishing online.

c. Canadian Index of Well-being & Metrics – update

Funding has been included in the County 2024 budget to participate in the Canadian Index of Well-being survey. County staff will be working with the same provider to ensure that comparable data is received. Sarah will reach out to the University of Waterloo to get the process started. The survey is sent by mail and there is also an online portion. She will report more details back once she has met with the provider to get the process started.

d. Grant Funding Model/Criteria – update

Sarah did send out an email to get input from the action coalitions regarding their funding needs. The County of Oxford does not currently have a grant policy in place. It is hoped that this will be in place going into the 2025 budget process for area municipalities. Funding will not be to support ongoing operations – intended to be project based (i.e. training, education and awareness). Will need to consider contribution from area municipalities and how much will be requested.

Action Coalitions are encouraged to discuss what their funding needs may be over the next year – this will help to give area municipalities an idea of what the policy will look like. Funding should have a prevention focus and connection to the goals and objective of the Safe and Well Oxford Community Safety and Well-being Plan.

Further discussion will need to take place regarding whether or not Safe and Well Oxford will seek additional funding through outside sources (i.e. Oxford Community Foundation, City of Woodstock). It was noted that organizations may also apply for this funding on their own.

e. Update to Area Municipalities – update

Marcus Ryan and Sarah Hamulecki are planning to make a delegation request at each area municipality over the next few months – this update will include recommendations from the DEI Action Coalition regarding the Inclusion Charter for Oxford, grant policy and upcoming Safe and Well Oxford Summit – October, 2024, and any update regarding the Canadian Index of Well-being survey.

7. Upcoming Meeting Dates – Oxford County Administration Building – Room 129:

Monday, March 25th, 2024 at 10:00 a.m.

Monday, April 22nd, 2024 at 10:00 a.m.

Monday, May 27th, 2024 at 10:00 a.m.

Monday, June 24th, 2024 at 10:00 a.m.

8. Adjournment (12:00 noon)

Resolution No. 3

Moved by: Diane Harris

Seconded by: Bernia Martin

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 11:22 p.m. to meet again on Monday, March 25th, 2024 at 10:00 a.m.

DISPOSITON: Motion Carried