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## Safe & Well Oxford Steering Committee

### Terms of Reference

#### Preamble:

Legislative amendments to the Police Services Act, 1990 require every municipality to prepare and adopt a Community Safety and Well-Being (CSWB) Plan. Safe & Well Oxford Communities was approved by all municipalities within Oxford County in June, 2021.

Safe & Well Oxford reflects the multitude of diverse voices the CSWB Plan Advisory Committee heard from and sets out the plan for how government, service providers, residents and businesses can work together to address the root causes of the most complex social issues Oxford communities face. Although there are many areas that influence the safety and well-being of communities, the four priority risks that Safe & Well Oxford will address through a social development and prevention lens are:

- Mental Health
- Affordable Housing
- Substance Misuse
- Equity, Diversity and Inclusion

The 5-year Community Safety & Well-being Plan does not rest solely on the shoulders of police and service providers but is a shared responsibility of all members of the community, bringing our area and regional municipalities together with residents, community agencies and multi-sectoral partners to develop unified solutions to address our priority risk themes and improve the overall well-being of our communities. Implementation of Safe & Well Oxford is to be driven by a multi-sectoral Steering Committee.

#### Mandate:

Safe and Well Oxford will guide and enable Oxford's municipalities to achieve a shared vision of cultivating and sustaining communities where individuals and families feel safe, supported and included and where they can access what they need, when they need it to live fully.

The primary directive of the Safe and Well Oxford Steering Committee is to oversee the implementation of the goals and objectives established and approved across Oxford County and detailed in the Community Safety and Well-Being Plan.

## Responsibilities:

The Steering Committee will maintain and/or establish Action Coalitions for each Priority Risk Theme outlined in Safe and Well Oxford Communities:

- Mental Health (now combined with substance misuse, Oxford Mental Health and Addictions Action Coalition)
- Affordable Housing (Affordable Housing Action Coalition, Oxford County Housing Strategy Committee)
- Substance Misuse (now combined with mental health, Oxford Mental Health and Addictions Action Coalition)
- Equity, Diversity and Inclusion (Oxford County EDI Action Coalition/Committee - *to be established*)

The Action Coalitions will be made up of existing or new committees/tables and inter/multi-disciplinary and accountable stakeholders, including a diverse range of residents with lived experiences, and youth. Each Action Coalition will unite and unlock the expertise, knowledge, best practices and innovation that are already at work in our communities and bring them together to transform our priority risk themes.

The Action Coalitions will spearhead and coordinate unified solution development, planning, decision-making and implementation processes for each identified risk priority. By working in tandem across municipalities, sectors and agencies, each Action Coalition will tackle and transform the outcomes for the risk they are addressing. They will utilize efficient and effective planning methodologies, communication and collaboration practices, and implementation processes to enable success. Additionally, it will be critical to define what success looks like and how success will be measured and to track progress to enable continuous learning and improvement.

Key responsibilities of the Steering Committee will be to oversee the work of the Action Coalitions, including:

- ensuring that action plans are developed and implemented;
- tracking of outcomes and progress;
- facilitating ongoing communications; and
- public reporting on an annual basis.

Ongoing engagement with communities to understand changing needs or evolving risks, involving residents in problem-solving, and communicating the plan's progress and results will be vital to advance the desired change.

Implement advocacy and marketing strategies to increase funding and support for both front-end services and back-end processes and support.

Establish the data to be collected and reported to track the process of the plan (i.e. stats from local hospitals, health agencies across the county, police, ambulance).

## **Membership:**

The Safe & Well Oxford Steering Committee will have two co-leads (County staff member and a Clerk or CAO from the Area Municipalities) with oversight and overall responsibility for coordinating and communicating the work of the committee. Membership will also include:

- One representative from the Mental Health and Addictions Action Coalition, to be appointed by the coalition;
- One representative from the Housing Action Coalition, to be appointed by the coalition;
- One representative from the Equity, Diversity and Inclusion Action Coalition, to be appointed by the coalition;
- One representative from a youth community organization;
- Manager of Strategic Initiatives and Continuous Improvement, Oxford County;
- One Clerk or CAO from the Area Municipalities;
- Two (2) members of County Council (to be selected).

The Safe & Well Oxford Steering Committee co-leads will have the following roles and responsibilities:

- Prepare and circulate meeting agendas, minutes;
- Follow up on action items arising from the meetings;
- Act as a liaison between the Steering Committee and the Action Coalitions; and
- Act as a liaison between the Steering Committee and all Oxford municipalities and Councils.

## **Term:**

All members of the committee shall be appointed for a term that coincides with the Term of Council.

A member may resign from the Committee at any time by advising of their intention in writing to the Chair of the Committee and the Committee Co-leads.

A Committee member may be reappointed for an additional term.

A member of the Committee who is absent for three (3) consecutive meetings without permission from the Committee shall be considered to have resigned from the Committee.

## **Meetings:**

Committee meetings shall be scheduled on a quarterly basis. Additional meetings may be scheduled at the call of the Chair.

Committee meetings shall take place virtually or at the Oxford County Administration Building. The meeting schedule shall be determined by the Committee on an annual basis at the first meeting of each calendar year.

All meetings shall be open to the public in accordance with the requirements of the Municipal Act. A meeting of the Committee may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act.

### *Chair and Vice-Chair*

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting of each calendar year.

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern and direction of the Committee. The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

### *Committee Members*

Committee members shall:

- Attend and actively participate in all meetings;
- Work with other members of the committee to attempt to reach consensus on business of and before the committee for consideration, direction and input;
- Provide updates from Safe and Well Oxford Action Coalitions in relation to Safe and Well Oxford goals, outcomes and progress;
- Provide suggestions and input to the committee with respect to how the County of Oxford and lower-tier municipalities within Oxford can support the goals, outcomes and progress of Safe and Well Oxford.
- Adhere to the Terms of Reference of the committee and the County of Oxford's Procedural By-law and Code of Conduct.

### *Proceedings of Committees*

The business of the Committee shall be conducted in accordance with the County of Oxford's Procedural By-law.

### *Quorum*

Quorum of the Committee shall be a majority of the Committee members (50% plus 1).

### **Accountability and Transparency**

- All Steering Committee meetings shall be open to the public. Closed session meetings may only take place in accordance with Section 239 (2) of the Municipal Act, 2001, S.O. 2001.
- Steering Committee agenda packages (including previous meeting minutes) shall be published and circulated electronically to the Committee members by 4:30 p.m. on the Friday preceding the meeting date.
- Steering Committee agenda packages and approved meeting minutes shall be made available to the public and posted to the internet.

- Committee Co-leads shall be responsible for reporting the decisions, actions and recommendations of the Safe and Well Oxford Steering Committee to County Council and all lower tier Councils within Oxford.