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**To:** COMMITTEE OF THE WHOLE

**Section:** Consent - Corporate Services – Solid Waste Management

**Item Number:** CCW 14-407

**Meeting Date:** October 30, 2014

**Subject:** Community Engagement Committee

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**Recommendation:**

THAT Item CCW 14-407, outlining the formation of the Community Engagement Committee, be received for information.

**Executive Summary:**

Development of the Organics Processing Facility Project continues. Further to Item CCW 14-299 – Organics Processing Facility Update (August 12, 2014), which outlined the Terms of Reference for formation of a Community Engagement Committee, additional details are provided on the application process and subsequent formation of the committee. In total, eleven responses were received in regards to the committee – four representing member municipalities and seven representing the public-at-large. From that, two municipal representatives and three representatives from the public-at-large were selected following a formal evaluation process. The candidates were notified and will meet on November 4 to discuss the second public information sessions which will present the draft siting methodology for review and public comment. These information sessions will be held on December 2.

It is noted that Confidential Item CCW 14-408 – Community Engagement Committee has also been provided for Council as additional information on this item. It contains personal information regarding applicants from the public-at-large which may be considered in a closed meeting under the authority of the Municipal Act, Section 239 (2) (b) – personal matters about an identifiable individual, including municipal or local board employees.

**Background/Analysis/Options:**

As the Organics Processing Facility Project moves forward, public consultation and stakeholder involvement will be imperative to its success. As such, County Council endorsed the formation of a Community Engagement Committee (CEC) with a mandate to provide a forum for focused discussion on public engagement during the siting and procurement process. The Terms of Reference for this committee were outlined in Item CCW 14-299 – Organics Processing Facility Update (August 12, 2014) and County Council approved the following recommendation:

THAT County Council endorse the formation of a Community Engagement Committee as outlined within Item CCW 14-299;

AND THAT the Terms of Reference for the Community Engagement Committee, substantively in the form attached as Schedule 1 to Item CCW 14-299, be approved subject to amending the composition to include one member from the aboriginal community.

As per Council's direction, the committee's composition outlined in the draft Terms of Reference (TOR) was amended to include one member from the Aboriginal community. For reference, the finalized version of the CEC Terms of Reference can be found at [www.simcoe.ca/opf](http://www.simcoe.ca/opf).

The approved TOR outlined that the CEC was to be constituted with representation from interested public representatives and/or associations. Its composition would include the following nine non-voting members, appointed by the Chief Administrative Officer for the County of Simcoe in consultation with the Project Team:

- 3 Staff members from the County of Simcoe;
- 2 Staff members from member municipalities;
- 1 member from the Aboriginal community; and
- 3 members representing the community-at-large.

#### Application Process

Information on the committee and the approved Terms of Reference were included on the project webpage at [www.simcoe.ca/opf](http://www.simcoe.ca/opf) from August 29, 2014. To ensure a fair and open application process, all interested individuals were requested to submit an application form. This form was available on-line to download or to submit electronically directly via the project webpage. It included the following questions for perspective candidates:

- Why are you interested in participating on the Community Engagement Committee?
- What would you bring to the Committee in terms of knowledge of the County of Simcoe, interest in the project, other qualifications, etc.?
- Why do you feel that you would make a good addition to the Committee?
- If representing an organization, which organization do you represent and what is your role in that organization (member, Chair, etc.)?

Further to this, interested individuals were sought using various forms of advertising. Seeking municipal and Aboriginal representatives, letters were sent to all member municipalities, the Beausoleil First Nation, and Chippewas of Rama First Nation. Print advertisements were placed in local papers throughout the County on September 25 and October 2, 2014 and social media was utilized to remind applicants of the pending October 9, 2014 deadline for applications. Individuals who had previously signed-up to receive updates on the project were sent an e-mail message with information on the committee and directing them to the webpage for application details.

#### Response and Evaluation of Applications

In total, eleven responses were received in regards to the committee – four representing member municipalities and seven representing the public-at-large.

To ensure fair representation, the applications were reviewed and evaluated using a systematic approach. This evaluation was based on the Council-approved Terms of Reference which outlined that the committee was to be constituted with representation from interested public representatives and/or associations and structured to provide a balance of regional perspectives. Specifically, as outlined in the Terms of Reference, the Project Team considered the following:

- the geography and demography of the CEC; and
- a balance between technical and non-technical interests.

Candidates were formally scored based on technical knowledge outlined on their application (waste management, procurement, planning, etc.), other pertinent skills (such as community and committee involvement, volunteer activities, mediation skills, etc.), and geographical location within the County. It was the intent of the Project Team that the committee represent a cross-section of interests – from strong technical candidates with comprehensive knowledge of waste management and organics processing to candidates offering exceptional experience in other areas such as procurement, conflict resolution, and community involvement.

It is noted that a summary of public-at-large applicants is provided for Council under Confidential Item CCW 14-408 – Community Engagement Committee. Personal information regarding applicants from the public-at-large may be considered in a closed meeting under the authority of the Municipal Act, Section 239 (2) (b) – personal matters about an identifiable individual, including municipal or local board employees.

Based on the evaluation results, Table 1 below outlines the Project Team's recommended Community Engagement Committee:

**Table 1: Community Engagement Committee Members**

Representing	Member
County	Ms. Debbie Korolnek
County	Mr. Rob McCullough
County	Mr. James Nightingale
Member Municipalities	Mr. Andy Campbell Innisfil
Member Municipalities	Ms. Marie Kavanagh Bradford West Gwillimbury
Public	Mr. Christopher Baines
Public	Mr. Ray Millar
Public	Ms. Susan Antler
First Nations	currently vacant

Further to the municipal staff representatives appointed to the Committee, the County also considered applications from the Senior Development Planner from the Town of New Tecumseth and the Director of Engineering Services at the Town of Bradford West Gwillimbury.

### Aboriginal Representation

As noted above, the County received no response to date from First Nations groups who were contacted in regards to the Community Engagement Committee. Going forward, a place on this committee will be reserved should these communities wish to send a delegate. Additional contact with First Nation groups is taking place in late October.

### Moving Forward

The first meeting of the CEC will be held on November 4, 2014 and all applicants have been notified. The purpose of this meeting is to formally introduce committee members, discuss the Terms of Reference and options on facilitation of these meetings, and to present the communications material for the upcoming public information sessions. These next sessions, to be held on December 2, 2014, will outline the proposed siting methodology and seek public input into the evaluation criteria as the siting process moves ahead.

It is anticipated the siting methodology will be presented to County Council in early 2015.

### **Financial and Resource Implications:**

There is no direct financial impact as a result of this information Item.

### **Relationship to Corporate Strategies:**

In regards to long-term processing of organics, the Solid Waste Management Strategy recommended development of a centralized composting facility within the County. Through the Strategy process, public input indicated support for processing within the County as well as for the addition of pet waste and diapers to the program. The Strategy recommended that a facility developed in the County be owned by the County with a design, build, operate arrangement with a qualified vendor.

### **Reference Documents:**

Item CCW 14-299 – Organics Processing Facility Update (August 12, 2014)

[http://www.simcoe.ca/ws\\_cos/groups/public/@pub-cos-sta-com/documents/web\\_content/rsc442320.docx](http://www.simcoe.ca/ws_cos/groups/public/@pub-cos-sta-com/documents/web_content/rsc442320.docx)

Confidential Item CCW 14-408 – Community Engagement Committee (October 30, 2014)

### **Attachments:**

There are no attachments to this Item.

**Prepared By:** Stephanie Mack, P.Eng., Special Projects Supervisor

### **Approvals:**

### **Date**

Rob McCullough, Director, Solid Waste Management

October 20, 2014

Debbie Korolnek, General Manager, Engineering, Planning and Environment

October 20, 2014

Trevor Wilcox, General Manager, Corporate Performance

October 21, 2014

Mark Aitken, Chief Administrative Officer

October 22, 2014