

County of Simcoe – Organics Processing Facility Project
Community Engagement Committee
Terms of Reference

Background

In early 2014, the County began development of a Council-endorsed, multi-year project for the siting and procurement of an organics processing facility. Siting of the facility will be a comprehensive, 18-month process followed by procurement of a qualified design, build, and/or operate vendor. During this process, there will be opportunity for various public information sessions and meetings with stakeholders.

Mandate

The Community Engagement Committee (CEC) shall serve to provide a forum for focused discussion on public engagement during siting and procurement of the organics processing facility. The committee will consist of a group of County, local municipal Staff, a member from the Aboriginal community, and public representatives and will make recommendations to the Project Team on the frequency, format, and materials to be used at public and stakeholder consultations.

Scope of Activities

The scope of the CEC shall include:

- work jointly with the Project Team to ensure informed public and stakeholder participation through to the end of the siting and procurement process;
- provide feedback and recommendations to the Project Team in regards to the frequency and format of public and stakeholder consultation events; and
- review and provide input on communication materials prepared for consultation sessions and other public activities.

The Committee is not empowered to hear public delegations.

Composition

The CEC is to be constituted with representation from interested public representatives and/or associations and is structured to provide a balance of regional perspectives. Its proposed composition will include the following 9 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.

Individuals with experience within the business and/or agricultural communities with an interest in waste management/composting from a regional perspective are preferred.

Community Engagement Committee members may send a pre-registered alternate to the meetings.

Call for Membership for Public Representatives

Selection criteria will include:

- live or are employed within the County of Simcoe;
- willingness and ability to commit to the necessary time-line (estimated to span approximately two years);
- interest and knowledge in solid waste management, particularly processing of organics and composting operations, and have an understanding of similar project planning processes;
- balanced neighbourhood and regional perspective;
- skills and experience related to previous work with community-based and/or planning projects or experience within the agricultural community;
- reasonable assurance that the selected member does not have a conflict of interest related to this project; and
- represent or be a member of a community group, neighbourhood group, or association within the County of Simcoe.

The Project Team will invite representatives of local stakeholder groups to apply to be designated as a community member of the CEC. A public call for community involvement will be advertised and the Project Team will accept applications from any resident or group. In addition, member municipalities will be notified of formation of this committee as the Project Team seeks interested staff for consideration.

To ensure fair representation, when appointing members the Project Team will consider:

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

CEC Members – Roles and Responsibilities

In accordance with these Terms of Reference, the members of the CEC committee shall:

- serve in an advisory (non-voting) capacity, providing input in regards to public and stakeholder consultation during the siting and procurement process;
- strive to attend all meetings or have a pre-approved delegate attend in their place;
- carry out their functions with integrity and act in the best interest of the mandate;
- treat all discussion in a professional and appropriate manner;
- have the opportunity to be heard and shall respect the viewpoints of other members; and
- be courteous and respectful of one another.

Chair

The first meeting of the Community Engagement Committee (CEC) shall be chaired by the County of Simcoe's General Manager of Engineering, Planning, and Environment. Further options on facilitating these meetings will be presented to the committee for consensus. These include:

- continuation of the General Manager, Engineering, Planning and Environment acting as Chair;
- the Deputy Warden; Chair of Corporate Services Business Section; or another member of County Council acting in this capacity; or
- selection of an independent facilitator by the County, in consultation with the CEC.

Decision Making

The CEC is a non-voting advisory committee that makes recommendations to the Project Team for consideration. The CEC will seek consensus when making recommendations to the Project Team and will ensure that each representative has the opportunity to be heard and has come to an understanding, not necessarily agreement, on the recommendation being put forward. The Project Team will take all CEC recommendations into consideration during their decision-making.

Meeting Organization

Meetings will be event or milestone-driven and called by the Project Team. They will take place during business hours at an accessible location arranged by the County of Simcoe. The general format will be as follows: a review of comments from the previous meeting, presentations, and comments and questions.

Meeting Resources

The County of Simcoe will provide staff resources to the CEC including coordinating and arranging meetings, agendas, note taking, distribution of materials, and other administrative functions as required.

Meeting Notes

The Project Team will circulate the agenda at least two days prior to the meeting and capture recommendations of the Committee in meeting minutes. These minutes will be posted on the Organics Processing Facility webpage.