

Ausable Bayfield Conservation Authority

Shoreline Management Plan Update

Steering Committee - Terms of Reference

Dated: August 6, 2015

Updated: 1 Revision

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Approval Statement

The attached Terms of Reference describe the role and mandate of the Shoreline Management Plan Steering Committee. These Terms of Reference describe the role, mandate and responsibilities of the Steering Committee with respect to the update of the Ausable Bayfield Conservation Authority Shoreline Management Plan.



Alec M. Scott, Project Manager
Ausable Bayfield Conservation Authority



Date

1.0 Purpose & Background:

The Ausable Bayfield Conservation Authority (ABCA) has a long history of commitment to effective shoreline management that can be traced back to 1994 when the agency developed the first Shoreline Management Plan. Since that time, ABCA has updated the Shoreline Management Plan to reflect the new Provincial Policy Statement and new policies contained therein relating to Natural Hazards. There have been many changes affecting the implementation of the Shoreline Management Plan since adoption of the 2000 update, including the release of an updated Provincial Policy Statement, new and more refined photography and mapping as well as the emergence of new and some might say, increasingly challenges issues affecting the shoreline. The Shoreline Management Plan provides the platform for the delivery of ABCA's shoreline Regulations and Planning programs. Keeping the Plan updated is critical for the Authority and in recognition of this, the Ausable Bayfield Conservation Authority is updating its Shoreline Management Plan.

Given the complexities associated with shoreline management, the diversity of issues and concerns and the range of individuals and organizations with an interest in the outcome, ABCA recognizes that the successful development and implementation of an updated Shoreline Management Plan will require collaboration by government, industry and community groups. The Ausable Bayfield Conservation Authority has created a Steering Committee to oversee the development of the updated Shoreline Management Plan. These Terms of Reference articulate the role, responsibilities and mandate of the Steering Committee in more detail.

The Steering Committee will assist the ABCA by working with staff and members of the Consulting Team who have been retained to update the Shoreline Management Plan. All Steering Committee members will have an equal voice at the Committee table, recognizes that the updated Shoreline Management Plan will be approved by the ABCA Board of Directors, and implemented by ABCA staff in collaboration with its partners. The objective of this exercise is to work on the basis of a consensus model of decision making, recognizing that where there are differences of opinion regarding project focus and orientation, we will respect the views of all who participate. Final decision making authority rests with ABCA.

2.0 Mandate:

To work collaboratively with the Ausable Bayfield Conservation Authority and members of the Consulting team to champion the development of an updated Shoreline Management Plan. To be responsible for providing project direction and guidance and to oversee project accountability.

Membership:

A Steering Committee has been formed to provide advice and guidance with respect to the Shoreline Management Plan update. The Steering Committee consists of a broad spectrum of ABCA partners from government, industry and community. Confirmed representatives on the Steering Committee include:

- Ausable Bayfield Conservation Authority (Alec Scott, Geoff Cade)
- County of Huron (Monica Walker-Bolton)
- County of Lambton (Patti Richardson)
- Bluewater Shoreline Residents Association
- The Municipality of Lambton Shores (TBD)

- The Municipality of South Huron (Marissa Vaughan)
- The Municipality of Bluewater (John Gillespie)
- The Municipality of Central Huron (Burkhard Metzger)
- Ministry of Natural Resources and Forestry (Al Murray; alternate Rose Whalen)
- St. Clair Conservation Authority (Patty Hayman)
- Maitland Valley Conservation Authority (Steve Jackson)
- Huron District Contracting (Jim Peever)

Additional members may be added to the Steering Committee as deemed advisable and appropriate by the Steering Committee to ensure that a diversity and range of perspectives are brought forward.

3.0 Role & Responsibilities:

The following roles and responsibilities have been defined for the Steering Committee Members:

- To promote collaboration among the members of the Steering Committee and the broader Project Team (ABCA Staff & the Consulting team).
- To understand the delegated responsibilities assigned to the ABCA under the Conservation Authorities Act and the Planning Act for both permitting and planning.
- To contribute to the exchange of information and ideas at the Project Team meetings.
- To represent their respective constituencies with an interest in shoreline management.
- To support the shoreline management planning process and provide advice and input relative to shoreline management issues.
- To raise awareness and understanding of the importance of the updated Shoreline Management Plan, and to this end, act as champions of the process.
- To review information provided by the Consulting Team and ABCA staff.
- To provide advice and guidance to the ABCA and the Consulting Team particularly as it relates to community engagement and process.
- To review the Shoreline Vision Statement as articulated in the 2000 Edition of the ABCA Shoreline Management Plan to determine if it remains relevant or requires revision and enhancement.
- To consider the viewpoints and issues raised by other members of the Steering Committee and to offer advice and guidance to ABCA staff and the consulting team regarding the options to address viewpoints and issues.
- To meet as required over the course of the project and to provide guidance regarding a project meeting schedule.
- To review any draft documents associated with the updated Shoreline Management Plan.

4.0 Tasks:

1. To provide input to the shoreline management planning process and to offer recommendations for community engagement (logistics, key messages, timing).
2. To act as project ambassadors to 'spread the word' about the updated Shoreline Management Plan among their constituency members.
3. To provide input to the shoreline management plan.
4. To review the existing 2000 edition of the Shoreline Management Plan.

5. To work with the other Steering Committee members to collectively develop a shared vision and potentially a set of shared policy objectives/governing principles.
6. To make recommendations to ABCA that encourage the development of policies and approaches that are reasonable, practical, implementable and supported by solid science and which reflect the ABCA's delegated responsibilities under the Conservation Authorities Act and the Planning Act.

5.0 Meeting Procedures:

The Steering Committee will meet regularly to review progress to ensure the updated Shoreline Management Plan develops in a coordinated and comprehensive manner.

The Steering Committee will be led by Alec Scott, and assisted by Karen Wianecki and Judy Sullivan, as members of the Consulting Team.

The meetings of the Steering Committee will be considered open meetings. Interested members of the public are welcome to attend. Fifteen (15) minutes will be set aside just before the end of each Steering Committee meeting to accommodate questions, comments and deputations from interested members of the public.

The Consulting Team will provide scientific support to the Steering Committee.

Members are expected to personally attend the meetings and fully participate in the discussion.

Minutes that highlight decisions and actions will be completed at the end of each meeting and circulated in a timely manner to Committee members.

Decisions will be made by consensus. If consensus cannot be reached, a minority opinion will be documented.

6.0 Timeframe:

The work of the Steering Committee will be completed when the updated Shoreline Management Plan has been developed. The expected date of completion is October 2016.

Steering Committee - Suggested Milestone Dates

Meeting No.	Steering Committee Meeting Date	Potential Agenda Topic
1	July	Inaugural Meeting to Review the Process & The Project Outcomes (Organized by ABCA) – has already taken place
2	TBD	Meeting Date with consulting team represented <ul style="list-style-type: none"> • Review & Endorsement of Terms of Reference • Outline of Project Work Plan & Process • Confirmation of Steering Committee Meeting Schedule
2	TBD – October/Nov.	Steering Committee Think Tank <ul style="list-style-type: none"> • Results of Background Review • The Vision & Guiding Principles • Issues & Opportunities • Who Needs to be Engaged • Considerations for Successful Engagement
3	Spring 2016	Early Findings & Results of Technical Assessment & Analysis <ul style="list-style-type: none"> • Shoreline Process • Bluff Erosion • Shoreline Protection Works • Updated Long Term Erosion Rate • Harbour Dredging & Potential Impacts – Findings & Recommendations • Policy impacts
4	Summer – Early Fall 2016	Draft SMP