

**Thames River Clear Water Revival
Steering Committee Meeting
Wednesday February 15, 2012 (9:30 – 3:30)**

ATTENDEES

Project Manager: Tara Tchir
OMFRA: Dan Carlow
LTVCA: Jack Robertson
WIFN: James Jenkins
COL: Pat Donnelly
OMNR: Dave Richards
Rob Wallis
EC: Luca Cagnelli
UTRCA: Ian Wilcox
OMOE: Ian Kerr (chair)

REGRETS

COL: Tom Copeland
COTTFN: Daniel Deleary/Rolanda Elijah
OMOE: Ted Briggs
WIFN: Dr. Dean Jacobs
OMOE: Mary Ellen Scanlon
LTVCA: Jason Wintermute
UTRCA: Chris Harrington

1. WELCOME AND INTRODUCTIONS

- a. Roundtable introductions
- b. Review of agenda and additions noted

1. MINUTES OF JANUARY 17th, 2012 MEETING (handout)

- a. Minutes accepted as drafted
- b. Tara reviewed Summary of Action Items (Table 1). The following updates were provided:
 - Table of Contents and Business Rationale in the charter will be reviewed under Item 5
 - The steering committee agreed that the Project Manager can use discretion when pursuing funding opportunities and may need the consensus of the steering committee that the fund is sufficient, pertinent and achievable. It would be a full-time job to pursue, apply and fulfill every funding opportunity.
 - The steering committee recommended it would be worthwhile for the Project Manager to investigate the RBC Bluewater fund and report back.
 - Environment Canada mentioned that funds are earmarked for First Nation participation for 2012 – 2013.
 - OMOE is applying for money through COA
 - City of London has earmarked 30 K of funding for this project and is waiting for approval of the budget.
 - OMNR discussed the importance of recording in-kind and other related funding sources in the project budget. UTRCA will include a column in the budget for steering committee members to add this information.

2. SUSTAINABILITY NETWORK GRANT PROPOSAL – \$5K

- a. A description of the grant is provided at info@sustainabilitynetwork.ca. WIFN and the Project Manager worked on an application for the grant (attached). The City of London and OMOE will write a letter of support and submit to the project manager within the next two weeks.
- b. A Diversity Committee will be struck that will develop an Aboriginal Communities Engagement Plan / Model. The hope is that engagement will bring capacity building for First Nations. Potential members of this committee include:
 - Rob Wallis, OMNR
 - James Jenkins, WIFN
 - Tara Tchir, TRCWR
 - UTRCA BOD member
 - Lareina Rising, MOE
 - Derekica Snake, SWP
 - Daniel Deleary / Rolanda Elijah, COTTEN
 - Pat Donnelly, COL
- c. Preparation of the Engagement Plan may include:
 - Preparation (objectives and background analysis)
 - Initiating engagement
 - Sustaining engagement
 - Aboriginal awareness and engagement training
 - Developing portable messaging for face to face communications

3. STORY OF THE BULLFROG

- a. James Jenkins provided information with respect to Anishinaabe bullfrog stories, as well as how the bullfrog has had direct legal implications for Aboriginal rights in Ontario. James cautioned that the bullfrog has many meanings depending on who you ask.
- b. The steering committee agreed that this would be a great way of engaging the community (tell us what the bullfrog means to you) and to document the symbolism in the stories that are relayed.
- c. James Jenkins will provide a summary of his presentation to incorporate into the project.

4. REVIEW OF DRAFT CHARTER (handout)

- a. Tara reviewed components of the draft charter distributed to steering committee and gathered oral feedback. See the attached draft charter that incorporates this feedback (Draft 5). The following ideas need to be developed further:
 - Another term for stakeholder (i.e. supporter, proponent, sympathizer, exponent). Thoughts from the committee?
 - Ensure Table 1 captures the rationale for each organization

- o Insert 2 – 3 initiatives into Figure 1 that specifically pertain to the work being completed in this first phase of the project.

- b. The steering committee committed to bringing components of the charter back to their respective organizations to gather input from experts in the field. The most important section that needs to be reviewed is Project Description - Section 4 - SMART Goals. The committee will ensure that all comments on the draft charter will be given to Tara to incorporate one week prior to the next meeting (or sooner if possible).
- c. Tara will park ideas that do not pertain to this version of the charter into an appendix for review at a later phase.
- d. Pat Donnelly will work with Tara to develop a strategy for engaging municipalities

5. OTHER BUSINESS / NEXT STEPS

- a. The next meeting will be chaired by Dan Carlow and will be held at City of London. A selection of dates between March 19th – 30 will be distributed for comment. The purpose of the meeting will be to finalize the charter so that sign-off can occur near the end of April.

6. CLOSING REMARKS

- a. Thanks to all for attending and to Ian Kerr for chairing the meeting and providing delicious lunch and snacks.
- b. Meeting was adjourned at 2:30pm

7. SUMMARY TABLE OF ACTION ITEMS

Table 1. Summary of Action Items (blue text indicates items in progress)

ITEM	PERSON RESPONSIBLE	COMPLETION DATE
Brainstorm Tag Lines	- Committee members to brainstorm ideas and present to Tara	January 17, 2012
Finalize Tag Lines	- Tara to engage communications specialists with committee ideas	January 17, 2012
Review Table Of Contents	- Committee members to review - Tara will incorporate and send out a draft for comments	February 15, 2012
Draft Table of Contents	- Tara will send some surveys out to help draft Table of Contents	February 15, 2012
Business Rationale	- Members of the steering committee to provide Tara with business rationale - Tara to incorporate and circulate prior to February meeting	February 15, 2012

ITEM	PERSON RESPONSIBLE	COMPLETION DATE
Project Goals	- Steering committee will bring SMART Goals table back to experts in their organizations for comments	DUE 1 WEEK PRIOR TO MARCH MEETING
Complimentary Projects	- Tara to send out list and committee to review and supply information	On-going
RBC Bluewater Funding Source	- Tara to investigate RBC Bluewater fund and report to committee -	Discuss at March steering committee meeting
Funding Sources	- Tara to look into other funding sources to determine which are worth chasing according to steering committee consensus	On-going
Diversity Fund	- City of London and OMOE to write letters of support	DUE FEBRUARY 29, 2012
Budget	- Chris H to develop draft budget table to be circulated to steering committee for in-kind contributions and tie-in to other initiatives	DUE MARCH 2, 2012
Initiate Liaison with First Nations	- Tara to coordinate with MNR and MOE to meet with their First Nations liaisons - Also seek contact with Source Water Protection Liaison Derika Snake, WIFN and COTTN - Work with UWO MES students and City of London - City of London to coordinate with SFNS in Bothwell to meet Tara - MOE and Dr. Dean Jacobs to send more information to Tara regarding liaison model	February 15, 2012
First Nations Liaisons	- Initiate meeting with SFNS in Bothwell	In progress
Bullfrog Story	- James will provide some written information about the symbolism behind the bullfrog that will be used as a springboard for other stories	In progress
Initiate Municipal and agency / community Presentations	- Initiate municipal engagement committee - Steering Committee to send possible dates to Tara - Develop presentation	In progress
Steering Committee Meetings	- Committee to decide how it wants to run future meetings (e.g. rotating chair?)	November 21, 2012
Communication	- Committee to consider feasibility of communication options and brainstorm other ideas	In progress
Other Stakeholders	- Stakeholder analysis is part of the communication plan objectives and actions	In progress
Next Meeting	- Tara will set up survey for possible meeting in January. MNR will secure a location	January 17, 2012
Next Meeting	- Tara will set up survey for possible meeting in January. MNR will secure a location	February 15, 2012
Next Meeting	- Tara will set up meeting in March. City of London will secure a location and OMFRA will chair	TBD in March 2012

