

**Thames River Clear Water Revival  
Steering Committee Meeting  
Monday March 26th, 2012 (9:30 – 3:30)**

**ATTENDEES**

Project Manager: Tara Tchir  
OMFRA: Dan Carlow (chair)  
LTVCA: Jason Wintermute  
WIFN: James Jenkins  
Dr. Dean Jacobs  
COL: Pat Donnelly  
Tom Copeland  
OMOE: Mary Ellen Scanlon  
Ian Kerr  
Ted Briggs  
Angela Whitely  
OMNR: Rob Wallis (in lieu of Dave Richards)  
EC: Luca Cargnelli (phone)  
UTRCA: Chris Harrington  
COTTFN: Daniel Deleary

**REGRETS**

OMOE: Lareina Rising  
OMNR: Dave Richards

**1. WELCOME AND INTRODUCTIONS**

- a. Roundtable introductions
  - Ian Kerr introduced Angela Whitely with London District MOE as a guest of the committee. She is responsible for inspections and compliance issues and therefore has an interest in this initiative.

**2. MINUTES OF FEBRUARY 15<sup>th</sup>, 2012 MEETING (handout)**

- a. February 15<sup>th</sup> minutes accepted as drafted
- b. Business out of the minutes
  - Table 1 (summary of action items) updated. All completed items will be attached in a separate document and stored. Table 1 will only show outstanding items.

**3. COMMITTEES :**

**STEERING COMMITTEE**

- a. Tara to provide more information about governance process as it relates to this committee. For example, much power do they have to direct the overall project verses specific tasks undertaken by the project teams?
- b. It was decided that instead of identifying specific individuals to sit on the committee, one representative and one alternate from the following groups will be identified:
  - OMFRA, UTRCA, LTVCA, OMOE, COL, OMNR, EC, COTTFN, WIFN, Oneida FN, Munsee – Delaware FN, and Delaware – Moravian FN, upper

municipality, lower municipality, Lake Erie OMOE, and Lake Huron OMOE.

#### MUNICIPAL COMMITTEE

- a. There are no existing municipal groups in the watershed to dovetail this project to.
- b. A working group for municipal engagement will be initiated by Pat Donnelly, Tom Copeland and possibly Ian Kerr to look at municipal engagement and potential representation on the steering committee (one municipality on the north branch, one on the south branch and city of London). Stratford appears keen and will be approached to sit as the north branch representative municipality.
- c. The Source Protection model might provide some guidance
- d. The fact that municipalities are represented on the conservation authority board of directors may provide another avenue of engagement and dissemination of information

#### AGRICULTURAL COMMITTEE

- a. A working group for agricultural engagement will be initiated by Dan Carlow, Rob Wallis, and Ian Kerr
- b. Include FOA, Christian Farmers
- c. Recognize that there are different commodities and geographical locations

#### FIRST NATIONS COMMITTEE

- a. UTRCA was successful in receiving the Sustainability Network Grant for 5K to begin the engagement of First Nations
- b. The First Nations Diversity Committee will have its inaugural meeting on March 30<sup>th</sup>, 2012
- c. The following topics were identified as possible agenda items :
  - Communication plan
  - Reconnecting with SFNS
  - Engagement models / relations policies / protocols
  - Determine alternate wording for stakeholder that includes First Nations
  - Awareness training
- d. Luca will look into whether a FN liaison staff person from EC is available
- e. The WIFN Chief and council meeting was on Monday March 5<sup>th</sup>. There was a commitment to sustain involvement in the project through the WIFN heritage centre. Council appreciated the update on project status and being kept informed of the initiative.

#### TECHNICAL COMMITTEE (PROJECT TEAM)

- a. Membership will be determined once charter is complete
- b. Initial committee will consist of experts in water chemistry, water quantity (low and high flow) and communication

- c. It is anticipated that the project team will assist in chasing sources of funding as work plans are developed.

#### COMMUNICATIONS COMMITTEE

- a. OMOE (Ian), LTVCA (Jason) and OMFRA (Dan) will determine if there are any communications staff that should sit on this committee
- b. City of London mentioned that Excalibur (the company that developed the name and icon symbol) could provide input / assistance
- c. A communications plan will be developed to determine how minutes, business, etc from the steering committee is disseminated. Until then, the materials produced from the steering committee are public unless specified otherwise and can be distributed at the discretion of the Project Manager.

#### 4. REVIEW OF DRAFT CHARTER

- a. Tara asked for specific feedback on Draft 6. The following areas were identified as needing further development:
  - Governance (remove working groups, clarify committee roles and responsibilities)
  - Communications Plan (need to develop this ASAP)
  - Work plan (priority based with funding needs identified – will require input from the technical teams)
  - Budget (not relevant for the Charter, but will be developed more thoroughly by the project team for each study)
  - Vision or scoping exercise for the larger picture: What are the objectives? How are we going to do this? How will we measure success?
  - Life cycle of the charter (how often should it be re-visited?)
  - Importance of having early successes to celebrate (e.g. partnerships, charter, etc.)
  - Whether the term “project” is appropriate given that there may not be an end for this initiative
  - Business Rationale needs formatting
  - Critical success factors should be seen as opportunities rather than constraints
  - Communication section should state intention to build a communications group
  - Signoff does not need individual sign off by steering committee members, but director signoff agreeing to supplying appropriate number of representatives
- b. The group discussed developing a charter for the broader watershed project (Thames River Clearwater Revival) that will not be very detailed, since input is needed from other communities, groups, First Nations, etc. Some components that could be included in the broader perspective are:
  - Flooding and low flow measures, rainfall
  - Nutrients (chemistry) and other quality measures
  - Climate change (UWO)

- Source water and water budget
  - Future Infrastructure
  - BMPs
  - Baselines and goals
  - Economic development
  - Competing interests
  - Spirituality
  - Communication and building relationships
  - Riparian issues
  - Baseline characterization (what is there, what is occurring – past, present, future)
- c. The group acknowledged that there is also a need to focus on specific components of the broader initiative (e.g. water chemistry, water quantity) that will provide some baseline information to fill in some knowledge gaps. These components can be more detailed in scope and will be further refined by the technical teams. These can occur concurrently with the development of the watershed plan and with other components of the watershed plan.
- d. Need to state up front that the steering committee respects and values each other's participation and contribution as well as ensure this sentiment is entrenched in the governance policies.

## **5. OTHER BUSINESS**

- a. Tara has downloaded the 2012 application form for the RBC Blue water Fund and has put in a request regarding the similarity of the application process from year to year. It is anticipated that an application will be submitted for 2013 as this project fits nicely with this study.
- b. Dan Carlow shared the BMPs that OMFRA has developed as a resource that can be used to engage or outreach to the agricultural community when implementing recommendations. There are many BMP strategies stored at the OMFRA offices.
- c. Tara will send out possible dates for the next meeting. The MOE will host while the City of London will chair the meeting.
- d. There was some talk of a canoe trip, and Tara will solicit opinions about the timing of this adventure. Perhaps this could be a celebration of completion of the charter?

## **6. CLOSING REMARKS**

- a. Thanks to all for attending, Dan Carlow for chairing the meeting and City of London providing delicious lunch and snacks.
- b. Meeting was adjourned at 2:30pm

## 7. SUMMARY TABLE OF OUTSTANDING ACTION ITEMS

Table 1. Summary of Outstanding Action Items. **Highlighted items are to be done by steering committee members PRIOR to next meeting.**

TOPIC	ITEM	NOTES	COMPLETION DATE
CHARTER CONTENT	Goals / Visions	- Brainstorm activity with steering committee. Need deliverables that are achievable within 1 and 2 years.	At May 2012 meeting
	Deliverables	- Tara will identify which deliverables are funded and therefore will be tackled first. The committee will determine the priority of other deliverables	At May 2012 meeting
	Project Goals	- Steering committee will bring SMART Goals table back to experts in their organizations for comments	After May 2012 meeting
	Complementary Projects	- Tara to send out list and committee to review and supply information	On-going
	Governance	- Tara to incorporate discussion about specific powers around committees and rules of conduct within the committees and remove separate technical working groups	For Charter Draft Version 7
	Budget	- Specific budgets will be tied to work plans developed by the technical committee. The budget in the charter will reflect the amount of resources spent by each organization to develop the charter (time and resources). Tara will begin this and look for input.	For Charter Draft Version 7
	Business Rationale	- Tara will make Table 1 into an appendix and will summarize a few common points in this section instead	For Charter Draft Version 7
	Critical Success Factors	- Tara to change wording to reflect opportunities rather than constraints	For Charter Draft Version 7
	Communications Plan	- Tara to state intention to develop this and provide some comments as to what this may encompass	For Charter Draft Version 7
	Signoff	- Tara to change that steering committee members do not need to signoff, but rather the appropriate directors within each agency	For Charter Draft Version 7
	<b>Editorial comments</b>	<b>- All steering committee members will provide any additional comments or clarifications to version 6 of the draft Charter as soon as possible</b>	<b>2 weeks prior to May 2012 meeting for incorporation into Charter Draft Version 7</b>
FUNDING	RBC Blue water Funding	- Tara to determine how similar application process and forms are year to year to determine if it is worthwhile to begin compiling information for an application in 2013	Letter sent in March and Tara will follow up prior to May steering meeting
	Funding Sources	- Tara to develop a process for chasing funding sources to determine which are worth applying to	At May 2012 meeting

TOPIC	ITEM	NOTES	COMPLETION DATE
MUNICIPAL COMMITTEE	Engagement Strategy	- Pat will initiate work with Tom, Tara and possibly Ian Kerr to develop a municipal engagement strategy and work towards an upper and lower representative on the committee in addition to City Of London	Report at May steering meeting
	Existing models	- Tara will look into the SWP and the UTRCA / LTVCA BOD models and report back to committee	At May 2012 meeting
AGRICULTURAL COMMITTEE	Engagement Strategy	- Dan will initiate work with Rob, Tara and possibly Ian Kerr to develop an agricultural engagement strategy that includes other agricultural groups	Report at May steering meeting
FIRST NATIONS COMMITTEE	First Nations Engagement Committee	- First Nation steering committee meeting on March 30, 2012 to begin development of First Nations engagement strategy. Tara will summarize minutes and action items to steering committee.	Report at May steering meeting
	Bullfrog Story	- James will provide some written information about the symbolism behind the bullfrog that will be used as a springboard for other stories	For Charter Draft Version 7
	Engagement / relationship models	- All steering committee members will investigate First Nations engagement models from the organizations they represent and will be prepared to share with the rest of the committee - Tara will look into the SWP FN model	At May 2012 meeting
COMMUNICATIONS	Communication Plan	- Committee to consider feasibility of communication options and brainstorm other ideas. There will be a need to find money to support a fully funded position	In progress
	Other Stakeholders	- Stakeholder analysis is part of the communication plan objectives and actions	After formation of communication group
	Capacity	- All steering committee members will investigate their own internal staff as potential members of this committee and will be prepared to present names and contact information	At May 2012 meeting
	Presentations	- Develop presentation to inform stakeholders of project as products of the communication plan	After formation of communication group