

**TRCWR Municipal / Conservation Authority Committee
Draft Agenda
Nov 10, 2021 at 1 pm (virtual meeting)**

CONFIRMED ATTENDEES:

Eleanor Heagy (UTRCA)
Jason Wintermute (LTVCA)
Mark Peacock (LTVCA)
Pat Donnelly (COL)
Tara Tchir (UTRCA)

REGRETS:

UNCONFIRMED:

Jason Lehouillier (MECP)

Purpose of Meeting:

- Determine how to support the implementation and tracking of the recommendations in the SWA
- Determine how to broaden participation of other municipalities in the delivery of the recommendations

1. Municipal Committee members and governance

- a) Determine roles and responsibilities
 - Committee lead (e.g. develop agenda, call and facilitate meetings) – Pat D?
 - Project Manager (e.g. assist Committee chair and members in activities such as proposal writing, development of communications, etc.)
 - Committee members (e.g. tasks, communication, collaboration)
- b) Develop a list of potential municipal and Conservation Authority members to participate on the committee:
Examples:
 - Chatham Kent environment officer
 - Town of Ingersoll staff were involved in some meetings in the past
 - Oxford County and Stratford were approached in the past and kept somewhat informed
 - UTRCA General Manager / Manager
 - Other steering committee members
- c) Develop code of conduct for committee meetings

2. Engagement and Outreach models to determine needs and level of participation with the potential partners/allies

- a) Determine how to communicate to municipalities:
Examples:
 - Presentations at municipal conferences or committees (e.g. LTVCA / UTRCA are going to all municipalities to discuss changes to CA Act)
 - Fact sheets
 - Social media
 - Websites
 - Workshops

- *Success story or action(s) that could be adopted by other municipalities (e.g. LID implementation)*

3. Implementation and tracking tools

- a) Determine which tools will be used for tracking progress towards the municipal recommendations, deliverables, and actions that link to other reporting mechanisms related to the SWA recommendations that committee members are currently involved with (e.g., LEAP, Lake Erie LAMP annual reports).

Examples:

- *Spreadsheet of SWA actions/ recommendations, who is responsible, status updates, and support needed to implement*
- *Catalogue of projects and programs undertaken by partners, organized by actions / recommendations (similar to 2018 nutrient reduction project catalogue: <http://thamesriver.on.ca/nutrient-project-catalogue/>)*
- *Online dashboard or portal so that projects can be easily updated, searched, etc., ideally with an interactive map*

4. Next Meeting