

NORTH SHORE RESILIENCE PUBLIC ADVISORY COMMITTEE TERMS OF REFERENCE

1.0 PURPOSE OF THE COMMITTEE

The North Shore Resilience Public Advisory Committee (PAC) exists to help shape the North Shore Resilience Action Plan by communicating the priorities and values of communities and stakeholders, as well as providing feedback on the technical investigations and restoration projects. The PAC members will also act as community ambassadors who further disseminate information on coastal processes and ecosystem restoration opportunities in their communities. Specifically, the North Shore Resilience PAC will:

1. Provide direction to guide communication efforts over the life of the project.
2. Offer advice and recommendations on the development of/and decisions on the Resilience Action Plan.

The littoral cell for the project extends from Port Glasgow to the tip of Long Point. Refer to the map in Figure 1.



Figure 1 Coastal Area for the Port Glasgow to Long Point Littoral Cell

The coastal area is shaded blue in Figure 1 and includes the nearshore of the lake to a depth of 15 m, the land-water interface, and the extent lake processes (e.g., storm surge) influence rivermouths, embayments, and tributaries. It does not include the interior lands in the municipalities not influenced by the lake.

2.0 Background

The Long Point Biosphere Region (LPBR) received funding from the Canada Water Agency (formerly Environment and Climate Change Canada) to develop the North Shore Resilience Action Plan. Engaging local communities and stakeholders is vital to a successful action plan. The formation of a PAC with representation from Port Glasgow to Long Point is one strategy among many that will ensure community voice is part of the process. Information and feedback

from the PAC will guide the Working Group on behalf of the coastal communities across the study area.

3.0 Member Expectations and Commitment

It is expected that PAC members will demonstrate a commitment to:

- Working collaboratively and respectfully to achieve the committee’s purpose.
- Advocating for what is best for the project, the community, and the littoral cell.
- Attending meetings and following through in a timely manner on any commitments.
- Supporting the success of the project.

PAC members will always treat other members of the PAC, Working Group, Task Teams, Technical Advisory Committee, and hired professionals associated with the project with courtesy and respect, aware that diverse backgrounds, experiences, goals, and perspectives are welcome. In all communications and actions, members will consistently honour and affirm the passion, professional expertise, and good intentions of others. If PAC members don’t maintain this commitment, they can be removed from the PAC by a majority vote.

4.0 Composition of the Committee

The goal is to have a minimum of one committee member from each municipality and township, including: West Elgin, Dutton Dunwich, Southwold, Central Elgin, Malahide, Bayham, and Norfolk. Two members per community may be considered to establish a diverse committee representing the social, economic, ecological, and physical dimensions of the coastal area. A representative from the treaty nations within the project area may be nominated by their own nation to participate in the PAC. The final composition will be approved by the Working Group.

5.0 Roles and Responsibilities

The PAC Chair position will be filled by an external, arm’s length consultant who will be responsible for:

- Guiding the meetings in accordance with the agenda.
- Ensuring identified meeting processes and protocols are followed and meetings follow established time parameters.
- Encouraging and facilitating equal and respectful participation of all group members.
- Use meeting notes to create comprehensive meeting minutes.

Committee representatives from the LPBR will be responsible for:

- Calling the meetings and sending email notices of meetings along with agenda, minutes, and any other necessary documents to PAC members.
- Establishing agendas according to project goals and expected outcomes.
- Taking meeting notes.

- Organizing invited speakers or presenters.
- Ensuring the purpose/deliverables of the committee are achieved.

General PAC members are responsible for:

- Reading agendas and minutes packages prior to meetings.
- Attending meetings.
- Being prepared to discuss and contribute during meetings.
- Completing assigned work outside of meetings.
- Sharing and amplifying the project in the community.
- Nominating one member to participate in the Technical Advisory Committee meetings.

6.0 Meetings

Meetings will be called by notice of the LPBR. Meetings will be in person in a variety of accessible locations throughout the coastal area. There will be a maximum of two meetings per year that are collaboratively scheduled and expected to be up to 4 hours in duration. Refreshments will be provided. PAC members will be encouraged to attend general community meetings throughout the project.

7.0 Expenses

Administrative costs of the Committee are borne by the LPBR. There will be no other remuneration, unless otherwise determined by the LPBR.

8.0 Terms of the Committee

The duration of the commitment is two years with possibility of extension based on funding availability. The members are volunteers and there is no financial compensation.

9.0 Reporting and Communication

The LPBR will take notes of Committee meetings. The PAC Chair will report on the work of the Committee through regular minutes to be shared with PAC members, the Working Group, and other committees as determined to be appropriate within one week of a PAC meeting.

10.0 General Recommendations

PAC members will work collaboratively with the LPBR and Committee Chair to generate recommendations for the North Shore Resilience Action Plan including engagement planning, technical investigations, and restoration projects. PAC meetings will use a consensus-based process facilitated by the Chair and focused on thoughtful deliberation and incorporation of diverse experience and views. The ultimate goal is not complete unanimity but arriving at the best possible recommendations that all members can feel comfortable with.

The Resilience Action Plan Working Group will incorporate the PAC's information, advice, and recommendations into decisions to the maximum extent possible

11.0 Participate in the Technical Advisory Committee Meetings

One member of the PAC will participate in the Technical Advisory Committee meetings.

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