



FRIENDS OF STOCO LAKE

P.O. BOX 562
TWEED K0K 3J0

info@friendsofstocolake.ca
www.friendsofstocolake.ca

 Friends of Stoco Lake
 FOSLStoco

Stoco Lake Stewardship Plan Steering Committee

Terms of Reference

(June, 2015 - as approved by partner organizations)

- 1. Introduction 1
- 2. Purpose 1
- 3. Membership..... 2
- 4. Principles..... 2
- 5. Chair 2
- 6. Member’s Responsibilities 2
 - Friends of Stoco Lake 2
 - Quinte Conservation 3
 - Municipality of Tweed 3
 - Steering Committee as a Whole 3
- 7. Meetings 3
- 8. Steering Committee Members and Contact Information 4

1. Introduction

Preparation of the Stoco Lake Stewardship Plan (‘the Plan’) will be coordinated by a small Steering Committee of the Primary Partners (Friends of Stoco Lake, Quinte Conservation, and the Municipality of Tweed). The Steering Committee has been established as a sub-committee of the Friends of Stoco Lake.

2. Purpose

The purpose of the Steering Committee is to coordinate and direct the two-year process of preparing a Stewardship Plan for Stoco Lake. The Steering Committee will make the necessary decisions on the process for Plan development, funding applications, and Plan content. The Steering Committee and the Primary Partner organizations will approve the final Plan and its associated recommendations.

3. Membership

The membership of the Steering Committee will consist of two representatives from each of the Primary Partner organizations that have been instrumental in initiating the planning process, and who have a responsibility for the planning context of Stoco Lake. The Primary Partners are:

- Friends of Stoco Lake (FOSL)
- Quinte Conservation (QC), and
- the Municipality of Tweed (the Municipality)

4. Principles

The Steering Committee will be guided by the following principles:

- a) The Committee will work in an open manner, maintaining communication with all members and the organizations they represent;
- b) Decision-making will be based on discussion and Committee members shall strive for consensus.

5. Chair

It is proposed that the Steering Committee will be chaired by the Chair of the Friends of Stoco Lake. The Chair will:

- a) Call Steering Committee meetings, prepare agendas and facilitate meetings
- b) Be the primary/initial contact for liaison with media, in conjunction with the Primary Partners
- c) Resolve conflicts

6. Member's Responsibilities

On behalf of the Steering Committee, the Primary Partner organizations will provide leadership on various tasks as described below:

Friends of Stoco Lake

- a) Lead organization for the process;
- b) Coordinates community engagement activities;
- c) Coordinates logistical needs for community engagement events (e.g. open houses and meetings);
- d) Distributes communications materials (e.g. newsletters and notices);
- e) Manages project budget;
- f) Maintains liaison with any funding organizations as appropriate, and prepares reports as required;
- g) Maintains email distribution list;
- h) Manages/coordinates media relations jointly with QC and the Municipality.



Quinte Conservation

- a) Lead organization for the preparation of the “State of the Lake” report;
- b) Collates information and data;
- c) Provides technical expertise and advice;
- d) Supervises and administers interns/staff involved with the project;
- e) Prepares maps for engagement purposes, State of the Lake report and Stewardship Plan;
- f) Manages/coordinates media relations jointly with FOSL and the Municipality.

Municipality of Tweed

- a) Coordinates liaison with Municipal staff and council;
- b) Provides advice on local governance matters and assistance as needed;
- c) Maintains liaison with any funding organizations as appropriate, and prepares reports as required;
- d) Assists with identifying landowners and community engagement;
- e) Manages/coordinates media relations jointly with FOSL and QC.

Steering Committee as a Whole

- a) Coordinates the overall process;
- b) Prepares overall schedule and work plan;
- c) Assists Chair in developing meeting agendas, running meetings, and producing minutes;
- d) Assists and advises (as needed) Quinte Conservation in preparation of State of the Lake report;
- e) Organizes and administers community surveys;
- f) Prepares communication materials (e.g. newsletters);
- g) Prepares the Stoco Lake Stewardship Plan.

If the Steering Committee is successful in obtaining external funding for the planning process, some or all of the tasks above may be delegated to a contractor.

7. Meetings

- a) Meetings of the Steering Committee will occur on an ‘as needed’ basis, either in-person or via teleconference;
- b) An agenda, summary /actions from the previous meeting, and any background materials shall be distributed by the Chair (or delegate) at least one week prior to a Steering Committee meeting;
- c) A simple majority of the Steering Committee shall form a quorum for the transaction of business. If quorum is not achieved at a meeting, any decisions will be reviewed by the absent Steering Committee members;
- d) Correspondence will be by email unless otherwise requested;
- e) Meeting summaries /actions (minutes) will be maintained as a public record of the deliberations and decisions of the Steering Committee;
- f) Meetings will be facilitated by the Chair, or in their absence by another Steering Committee member; and
- g) Meetings may be attended by other representatives from the Primary Partners or other interested organizations/community members.

8. Steering Committee Members and Contact Information

Name	Title/Organization	E-Mail	Telephone
Vicki McCulloch	Chair, FOSL	Vmcculloch_sympatico.ca	613 478 1500 Cell: 613 847 7444
Ruth James-Morrow	Director, FOSL	tweeder2@hotmail.com	
Don DeGenova	Councillor, Municipality of Tweed	degedon@sympatico.ca	613 478 6693
Rachelle Hardesty	Community Development Manager, Municipality of Tweed	rhardesty@tweed.ca	613 478 2535
Maya Navrot	Conservation Education Coordinator, Quinte Conservation	MNavrot@quinteconservation.ca	613 968 3434 ext. 131 Cell: 613 848 0142
Terry Murphy	General Manager, Quinte Conservation	TMurphy@quinteconservation.ca	613 968 3434 ext. 103
Tim Trustham	Ecologist and Planner, Quinte Conservation	ttrustham@quinteconservation.ca	613 968 3434 ext. 110

Other Organizations

Name	Title/Organization	E-Mail	Telephone
Barbara King	Executive Director, Watersheds Canada	king@watersheds.ca	613 264 1244
Gord Rodgers	French Planning Services Inc.	gordrodgers@xplornet.com	613 374 3521 Cell: 613 583 5512
Randy French	French Planning Services Inc.	randy@lakeplan.com	705 646 0851 Cell: 705 646 3387

