

Pelee Coastal Resilience Committee

Terms of Reference

Prepared for:

The Pelee Coastal Resilience Committee

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1.0 TERMS OF REFERENCE

This Terms of Reference (ToR) was prepared for the Pelee Coastal Resilience Committee, which is advancing the development and implementation of the Pelee Coastal Resilience Action Plan. The plan covers two littoral cells that converge on the Pelee Peninsula, which separates the shallow western basin on Lake Erie from the central basin. Refer to the map in Figure 1.

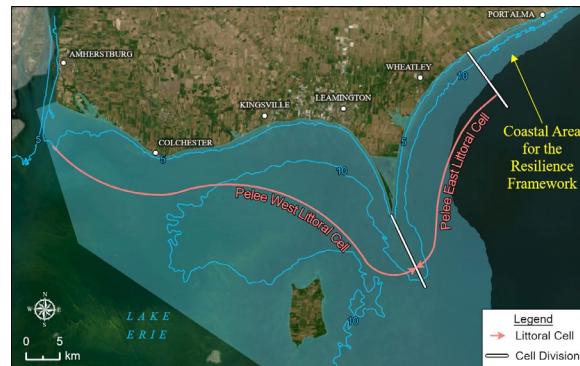


Figure 1 Pelee West and Pelee East Littoral Cells and Coastal Area

The coastal area is shaded in Figure 1 and includes the nearshore (to a depth of 15 m), the land-water interface, and the extent of lake processes (e.g., storm surge) up tributaries and in embayments. It does not include the upper reaches of watersheds.

1.1 Purpose of the Terms of Reference

This document outlines the role of the Committee for the Pelee Coastal Resilience Action Plan, including guidelines for membership, mandate, and decision making. This document may be amended as the work of the Committee progresses. Any amendments to the Terms of Reference (TOR) will require a consensus of the Committee or a vote by the majority.

1.2 Mandate of Committee

The Pelee Coastal Resilience Committee will guide the development and implementation of a Coastal Resilience Action Plan for the Pelee East and Pelee West Littoral Cells. It is anticipated that the technical work will be led by representatives from the Committee organizations and hired consultants as required. The work of the Committee will be completed in a collaborative and respectful manner at all times.

1.3 Membership

The Committee membership will represent the broad cross-section of social, economic, ecological, and physical dimensions in the coastal area of the Pelee East and Pelee West littoral cells. These interests will be represented by stakeholders, rights holders, landowners, all levels of government, environmental non-government organizations, etc.

The term of membership is flexible but organizations will strive to nominate individuals that can serve for multiple years. The initial mandate of the Committee extends to March 2024. If additional funding is secured, the mandate will be extended to 2027. Ideally, the Committee will



remain in-place indefinitely to advance collaborative coastal management in the littoral cells, implement a range of adaptation actions, and increase resilience of the coastal area.

Membership will be periodically reviewed, and additional contributors may be added to address gaps in expertise or address emerging issues.

The size of the Committee will be capped at XXX?.

1.4 Terms of Membership

The Committee members agree to the following terms:

1. Membership is voluntary and uncompensated.
2. Members understand, accept, and agree to abide by the Terms of Reference at all times.
3. Members will actively participate in Committee meetings and assignments, including sub-committees for special actions and activities, such as advancing an adaptation concept. An alternate can participate in meetings if the member is not available.
4. Review meeting minutes to verify accuracy of record keeping.
5. Promote opportunities for wider community engagement and information sharing across their networks.

1.5 Responsibilities and Decision Making

A Chair or Co-Chairs will be selected from the members and if desired Consultants supporting the Committee. The Chair, in collaboration with Committee members, are responsible for establishing the Governance structure, preparing a vision and goals, developing a work plan, and managing the forward agenda of the Committee. A Coastal Resilience Action Plan will be developed, and adaptation actions will be implemented to increase coastal resilience.

The Committee will operate using a consensus-based approach to make decisions, where members seek general agreement on future work plans and actions. This approach will allow participants to openly discuss ideas, perspectives and viewpoints, and work together to develop common ground and minimize areas of disagreement to the best of their ability.

If consensus is not reached on a decision, a vote will be coordinated by the Chair, who does not vote. A tie will be decided by the Chair.

1.6 Meeting Management, Agendas and Minutes

Meetings will be scheduled at least two weeks in advance and consist of both in-person events and online communications. A draft agenda will be circulated in advance of the meeting for feedback and additions. Minutes will be recorded and tabled at subsequent meetings for review and approval.

1.7 Data Sharing

The Committee will establish an efficient digital procedure for data sharing, such as minutes, presentations, and reports.