

**Ausable Bayfield Conservation Authority (ABCA)**  
**Shoreline Management Plan Update – Steering Committee Meeting**

**Date & Time: 9:00 am to 12:00 pm, October 05, 2015**

**Location: ABCA Office, 71108 Morrison Line, R.R. 3, Exeter, Ontario**

Meeting Purpose & Objectives:

1. To introduce the consulting team and to provide an overview of the project work plan – timeframe, deliverables and proposed approach.
2. To review and validate the Steering Committee Terms of Reference.
3. To provide an overview of the proposed engagement process, to obtain input and feedback from Steering Committee members and secure approval to proceed.
4. To share draft material developed to date and to obtain feedback from Steering Committee members (Community Survey; FAQ/Backgrounder; etc.)
5. To discuss next steps and where to from here.

Time	Details	Lead
9:00	Official Welcome <ul style="list-style-type: none"> <li>• Project Overview</li> <li>• Anticipated Outcomes</li> <li>• Introduction of Consulting Team &amp; Staff</li> <li>• Round Table Introductions</li> </ul>	Alec Scott, Water & Planning Manager, ABCA
9:10	Meeting Purpose & Objective <ul style="list-style-type: none"> <li>• Meeting Structure &amp; Logistics</li> <li>• Participant Marks of Success</li> </ul>	Karen Wianecki, Director of Practice, Planning Solutions Inc.
9:20	Context Setting <ul style="list-style-type: none"> <li>• Project Purpose, Time frame, Key Deliverables</li> <li>• Questions &amp; Comments from Participants</li> </ul>	Alec Scott & Karen Wianecki
9:45	Follow-up from previous meeting <ul style="list-style-type: none"> <li>• Notes from July 15,2015 meeting (Pg 2)</li> <li>• Steering Committee Terms of Reference – Review &amp; Validation (Pg 8)</li> </ul>	Alec Scott/Geoff Cade
10:15	Refreshment Break	
10:30	Overview of Proposed Engagement Strategy <ul style="list-style-type: none"> <li>• Steering Committee Engagement</li> <li>• Community Engagement</li> <li>• Questions, Comments &amp; Suggestions</li> </ul>	Karen Wianecki
11:00	Review of Draft Material Developed to Date <ul style="list-style-type: none"> <li>• Community Survey (Pg 15)</li> <li>• FAQ/Backgrounder (Pg 19)</li> <li>• Letters of Project Commencement &amp; Invitation to Be Part of the SMP Process (Pg 23)</li> <li>• Website / newsletter / press release (Pg 24)</li> <li>• ABCA Stakeholder List</li> <li>• Recession Rate Methodology</li> <li>• Questions, Comments &amp; Suggestions</li> </ul>	Karen Wianecki & Judy Sullivan
11:30	Existing Shoreline Management Plan <ul style="list-style-type: none"> <li>• Areas of Noted Deficiency</li> <li>• Issues, Concerns</li> </ul>	All Participants
11:55	Key Learnings <ul style="list-style-type: none"> <li>• Next Steps &amp; Where To From Here</li> </ul>	Karen Wianecki
12:00	Meeting Concludes	Alec Scott