

# Embro Dam Community Liaison Committee – Terms of Reference

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## 1 Purpose

The Purpose of this Community Liaison Committee (CLC) is to provide additional public input concerning the planning and design process of Embro Dam Class Environmental Assessment and implementation of the resulting project. The CLC will review information and provide input to the Upper Thames River Conservation Authority (UTRCA) including implementation of the preferred alternative solution. The CLC will identify areas of concern. The CLC and its members are expected to be important in the dissemination of information to the community and feedback from the community.

## 2 Scope

To be able to fulfill the purpose of the CLC the committee will be engaged in the following aspects of the project:

- i) The members of the CLC will attend the planned meetings.
- ii) The members will be encouraged to continue reviewing and providing comments on the EA draft report as part of the public input process, evaluate the proposed alternatives, project plan for the implementation of the preferred alternative, etc. The review of the draft report will be completed prior to the issue of 'Notice of Filing'
- iii) The CLC will review the public comments subsequent to the Notice of Filing; and any *Notices of Addendums* prepared to address comments after *Notice of Filing*.
- iv) CLC will review and comment on preliminary design concepts for the implementation of the preferred alternative.
- v) CLC will attend meetings, as arranged by the UTRCA, in order to review the preliminary design and final design; and, to provide input on the new trail plans and proposed interpretive signage for heritage history of the Embro Pond Conservation Area.
- vi) CLC will attend quarterly/ semi-annual meetings, as required, at the time of the construction phase to provide input/ comments on any issues/ concerns.
- vii) CLC will attend the "project wrap-up" meeting.

### 3 Community Liaison Committee Members

It is intended that the membership of the CLC is representative of the different views respecting the project. The members of the CLC may include but not limited to the following:

- Individuals or representatives of groups who expressed an interest in the project
- Local First Nations or Métis community representatives
- Staff or members of the UTRCA
- Representatives from the Township of Zorra
- Embro Pond Association
- Zorra Heritage Committee
- Non-government Organizations (such as Ontario Rivers Alliance, Trout Unlimited, etc.)

In addition to the members of the CLC, the UTRCA will involve various resources required from time to time, such as UTRCA staff, consultants, etc. A staff facilitator for the CLC will be provided by the UTRCA. Membership will be limited based on representation of interests or views and ability to fulfil the purpose of the CLC. Individuals not participating in the CLC are still encouraged to continue to participate through public participation and notification processes and remain as part of the contact group.

### 4 Tentative Schedule

Meeting	Description	Timeline	Meeting Agenda/Comments
1	<b>Initial Meeting</b>	September 2023	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review of Terms of Reference</li> <li>• Meeting logistics (virtual meetings or in-person)</li> <li>• Planned meetings</li> <li>• Provide overview of next steps</li> </ul>
2	<b>Draft Report Presentation</b>	September – October 2023	<ul style="list-style-type: none"> <li>• Presentation of the draft report</li> <li>• Presentation of the Final Report and Project Plan</li> </ul>
<b>Notice of Filing</b>		November 2023 – January 2024	<ul style="list-style-type: none"> <li>• 30-day commenting period after the issuance of the notice.</li> </ul>
<b>Notice of Approval</b>		February 2024	

<b>Engage consultant</b>		2024	<ul style="list-style-type: none"> <li>• Schedule of this and subsequent items is dependent on funding</li> </ul>
3	<b>Preliminary Design Concepts</b>	TBD	<ul style="list-style-type: none"> <li>• Presentation of the Final Report and Project Plan</li> <li>• Review of the preliminary design concepts.</li> <li>• Provide input for the final design</li> </ul>
4	<b>Final Design</b>	TBD	<ul style="list-style-type: none"> <li>• Review final design</li> <li>• Review and provide input on final design, Trail, Interpretative signs (cultural heritage, natural heritage, etc.)</li> </ul>
<b>Tentative meetings</b>			
<b>Regular Progress meetings</b>		Quarterly or semi-annual	<ul style="list-style-type: none"> <li>• At discretion of facilitator</li> </ul>
<b>Project wrap-up Meeting</b>			