

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

1. Purpose of the Shediac Bay Watershed Management Plan Implementation Committee

The purpose of the Implementation Committee is to work collaboratively with applicable government agencies, First Nations, and stakeholders (i.e., watershed residents and businesses, local watershed groups, etc.) in the implementation of the Watershed Management Plan (WMP) for the Shediac Bay Watershed. The Committee is advisory in nature and will assist all identified partners in the implementation of the WMP.

The Shediac Bay Watershed Management Plan is not regulatory in nature. The use of a partnership-based approach will therefore be critical for the successful implementation of the plan as it will encourage local ownership and participation. Partnerships can build a climate of cooperation and a focus on solutions. A plan developed by local partnerships can be very effective and efficient in a non-regulatory environment.

2. Background

Water is one of New Brunswick's most important natural resources. Effective management of this resource is necessary to ensure its long-term availability, quality and quantity to support both human and natural uses.

A watershed is a land area (also referred to as a catchment area), that captures and channels rainfall and snowmelt towards a common discharge point (i.e., reservoir, bay, the ocean). Figure 1 below identifies the catchment area that drains into Shediac Bay. The Shediac Bay Watershed area is a small sub-basin of the larger Northumberland Strait composite.

Water quality at Parlee Beach has been an area of concern for residents of the Shediac Bay Watershed and for those who enjoy visiting this popular recreational attraction for many years. In 2016, the Government of New Brunswick formed a Steering Committee tasked with gathering information to help gain a better understanding of the source of the water quality concerns. The results of numerous studies and projects undertaken between 2017 and 2018 were summarized by the Steering Committee in the Parlee Beach Water Quality Shediac, New Brunswick Final Report (April 2018). The report concluded that while water quality at Parlee Beach is very good most of the time, there are water quality issues within the Shediac Bay Watershed that should be addressed. The development of a Shediac Bay Watershed Management Plan (WMP) was identified as an important step in addressing water quality issues in the watershed. Improving water quality in the watershed (i.e., the fresh waters that drain into the Shediac Bay) will in turn, help protect and improve water quality at Parlee Beach.

Following the release of the report and recommendations in 2018, the Department of Environment and Local Government (DELG) was tasked with leading the development of a Shediac Bay WMP. The first step in the development of the WMP was to engage with First Nations, local

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

stakeholders as well as the public to identify key issues and concerns. This was followed by the formation of a Technical Working Group tasked with developing the plan while taking into consideration the feedback received during the engagement process.

The Technical Working Group met regularly between November 2019 and April 2021 and engagement with First Nations has been ongoing throughout the process. In total three rounds of engagement with stakeholders took place in October 2019, August 2020, and February 2021.

Following two years of collaborative work, the release of the Integrated Watershed Management Plan (WMP) for the Shediac Bay Watershed occurred on October 22, 2021. The plan is available in both official languages [online](#).

The main purpose of the WMP for the Shediac Bay Watershed is to address water quality issues in the watershed through action planning.

3. Scope of activities

The Implementation Committee (IC) is charged with the successful implementation of the Shediac Bay Watershed Management Plan.

3.1 The Implementation Committee roles and responsibilities will include, but not necessarily be limited to:

- a. Approving and periodically reviewing these Terms of Reference;
- b. Appointing a committee chairperson;
- c. Annual planning and WMP implementation;
- d. Identifying funding programs;
- e. Developing key performance indicators of success for each action;
- f. Working closely with the SBWA and partner organizations to promote the WMP, inform the community on actions underway and progress on the WMP;
- g. Building relationships and finding partners that could help with the implementation;
- h. Annual review (what worked or didn't work, changes to be made, etc.); and
- i. Communicate the progress of the plan on a regular basis to all parties who have a vested interest in protecting this watershed in a continued effort to maintain transparency.

3.2 Once the Implementation Committee is formed, it will enter an annual implementation cycle. This annual cycle is further defined below (Figure 2).

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

4. Implementation Committee Structure

- 4.1 The Implementation Committee chairperson is responsible for chairing the meetings, ensuring business moves ahead, and liaising with the secretariat regarding Implementation Committee business.
- 4.2 The Shediac Bay Watershed Association is mandated with the coordination of this implementation committee. The SBWA will serve as the secretariat and will be responsible for administrative details including; arranging meetings, coordinating presentations as needed, taking minutes of the committee meetings, and circulating them to group members. Publications emanating from the committee will be housed on the SBWA website and social media platforms. With the approval of the committee, the SBWA may enlist an external party to assist with some of these secretarial and administrative duties.
- 4.3 The Implementation Committee will strive to make decisions through consensus.
- 4.4 A quorum of 50% plus one of members will be necessary for a meeting to proceed.
- 4.5 The Implementation Committee will strive to include members of the following (one representative each unless otherwise indicated). The Committee may choose to revisit its composition from time to time to identify any gaps in representation:
- Shediac Bay Watershed Association
 - Department of Fisheries and Oceans Canada (DFO)
 - Department of Environment and Local Government (DELG)
 - NB Department of Agriculture, Aquaculture and Fisheries (DAFF)
 - NB Department of Health
 - NB Department of Tourism, Heritage and Culture (Parlee Beach Provincial Park)
 - South-East Regional Service Commission
 - Local Service Districts with advisory committees
 - First Nations Group
 - Town of Shediac
 - Stakeholders (unspecified)
 - Citizens from the watershed (3)
- 4.6 Committee members will commit to 2-year renewable term limits.
- 4.7 An absence of more than 3 consecutive meetings without valid reason may be cause for removal from the committee.
- 4.8 Continuity in representation from organizations on the Committee is preferred, but individuals may be replaced from time to time within reason.

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

4.9 While it is expected that the IC will meet regularly (in-person or via teleconferencing) as required to fulfill its mandate, it is anticipated some of the committee's communication will be conducted through email between members.

4.10 The Implementation Committee will designate a spokesperson responsible for all external communications, including media relations. Individuals and organizations should refrain from using their position as members of the Committee for personal gain, including lobbying and advocacy.

5. Role of a Committee Member

5.1 It is intended that members will provide its experiences, expertise, and insights to the committee. Thus, individually, members should

- a) Understand the strategic implications and outcomes of initiatives being pursued through the Shediac Bay watershed's WMP,
- b) Be genuinely interested in the initiative and the outcomes being pursued,
- c) Accept that contents of meetings and discussions may include access to confidential information and that such information cannot be shared outside of the working group,
- d) Collaborate, have an open mind and be willing to accept compromise.
- e) Demonstrate respect for others by properly considering ideas and issues raised,
- f) Foster constructive communication, and,
- g) Commit to respecting the Terms of Reference outlined herein.

5.2 The Secretariat in conjunction with the Implementation Committee Chairperson is responsible for ensuring the Terms of Reference are respected and for consulting with the Committee's members on an appropriate course of action should this not be the case.

6. Language

6.1 Recognizing the two official languages in New Brunswick, French and English, the committee encourages the representation of these language groups in all its operations.

- a) Implementation Committee meetings will be conducted in the language decided on by its members.
- b) The Implementation Committee will strive to ensure that all committee members may communicate in the language of their choice.

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

- c) The SBWA (secretariat) shall have the ability to serve the IC members in both English and French.
- d) For minutes, meeting notices and internal reports, the Implementation Committee shall decide on their working language or languages.
- e) Contingent on funding, all documents that are produced for external distribution will be available in both English and French.

7. Schedule

- 7.1 The IC will meet on a quarterly basis from year to year (4 meetings per year), unless additional meetings are required to work on specific actions as determined by the IC.
- 7.2 The WMP is a ten (10) year plan. The duration of this implementation committee will be dependent on funding, availability of committee members, willingness of committee members and/or their departments to continue with their participation.

Figure 1: Shediac Bay Watershed Boundaries

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

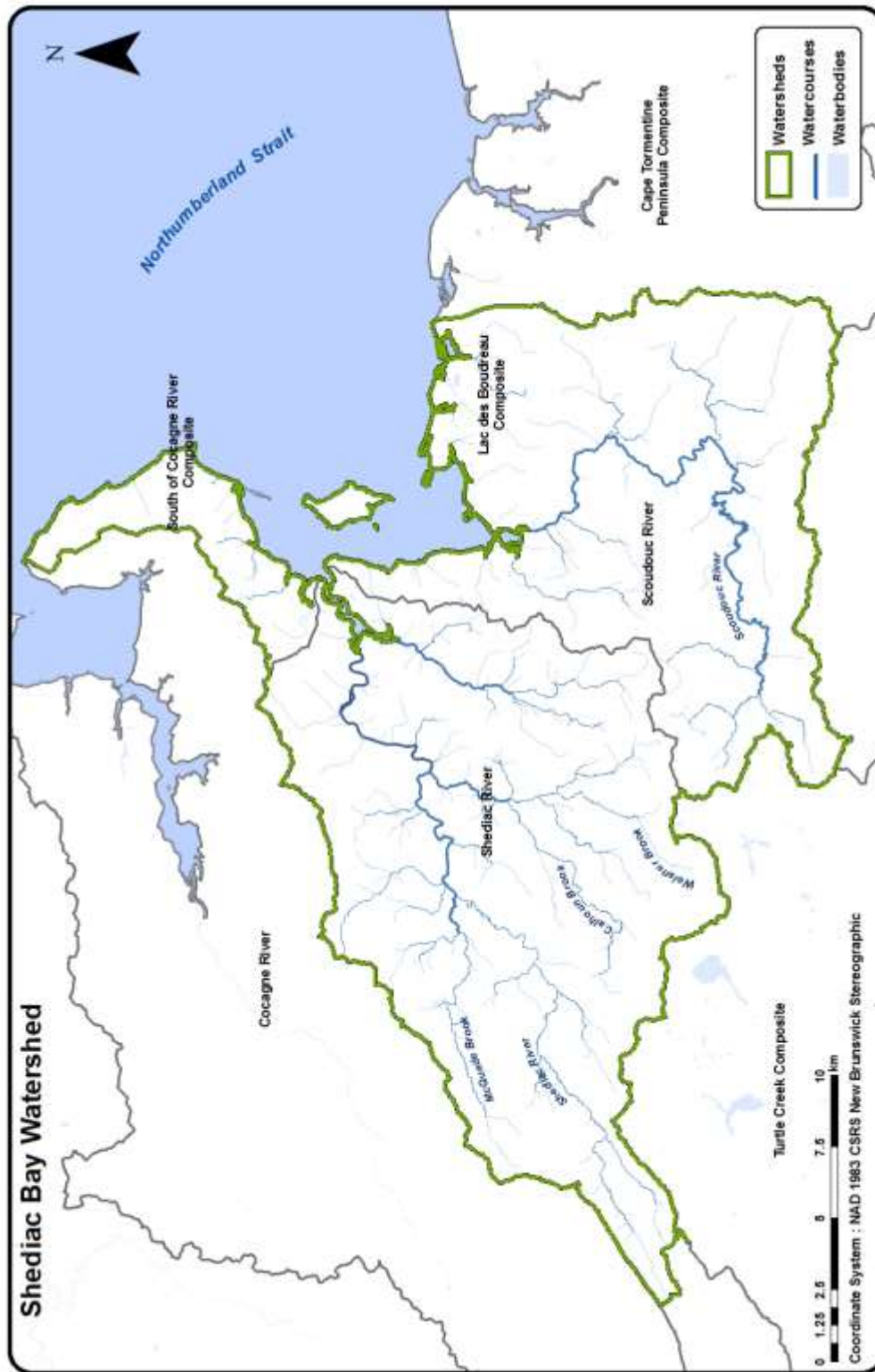


Figure 2: Annual Watershed Management Plan Management Cycle

SHEDIAC BAY WATERSHED MANAGEMENT PLAN - IMPLEMENTATION COMMITTEE
Terms of Reference

