

Version 2_Aug 7, 2015

Draft Work Plan
White Lake Stewardship Plan



Watersheds
CANADA



French Planning
Services Inc
www.lakeplan.com



WHITE LAKE PRESERVATION PROJECT

Introduction

Watersheds Canada in partnership with French Planning are proposing to coordinate a 20 month community based planning process to prepare the White Lake Stewardship Plan for the White Lake Preservation Project (WLPP). In order to be successful, this project will be a community driven process, where a sense of ownership is created within the White lake community. Support and participation has been offered by the White Lake Property Owners Association (WLPOA), and the four municipalities that share the boundaries of White Lake.

Those involved with White Lake Preservation Project have been very active in this regard, gathering background data and in establishing contact with key individuals and agencies. This project assumes a significant involvement of WLPP throughout the process. Watersheds Canada will provide overall project and financial coordination. French Planning Services will provide facilitation throughout the process and will coordinate the preparation of the State of the Lake Report. Specific roles are identified in the following table, based on discussions to date with members of the WLPP. The roles, timelines, and specific costing may be adjusted if required as we move through the process.

A considerable amount of preparatory work has been undertaken by the WLPP, including a survey of property owners and preliminary compilation of data on the lake. As well, a public meeting to introduce the concept of lake planning to the community was held March 28th, 2015, where the community demonstrated good support for moving forward with this project.

This Work Plan includes a detailed listing of the steps in a proposed process, with estimated time and budgetary requirements. It is understood that the process will be jointly implemented with Watersheds Canada, French Planning Services Inc., and members of the White Lake Community. Assistance has also been offered by the Mississippi Valley Conservation Authority in conducting water quality testing and analysis. The time and budget allocations take into consideration all parties' involvement, and it should be noted that after further discussions, adjustments may be made to these allocations.

At the first Steering Committee meeting, the Work Plan will be reviewed and confirmed by all members.

Work Plan and Timeline

The following outline provides a general description of each step of the community-based planning process that will be followed to prepare a lake stewardship plan for White Lake. An estimated timeline, starting in June 2015, is presented in Figure 1. The timeline includes an estimate of the number of days French Planning Services and Watersheds Canada would devote, based on a number of assumptions listed on Figure 1.

Figure 1 (page 7) identifies a potential work schedule for the 20 month planning process that is categorized by steps and general tasks. The work schedule is flexible and can be modified to adjust to changing circumstances. This document will be reviewed by the steering committee at the outset of the process to discuss/establish target dates and confirm tasks to be completed and assign responsibilities for those tasks. The process is adaptive and multiple tasks are to be undertaken simultaneously to meet the target dates.

Step ONE – Initial Preparation and Defining the Scope of the Plan

The purpose of this step is to establish a Steering Committee and confirm the framework and initiate the project. The tasks and deliverables involved in this step include:

1. **Preliminary Planning Meeting** – meet with members of WLPP to plan overall approach and tour the lake. (completed)
2. **Review Background Information and Identify Information Gaps** - review existing information collected, assess needs for additional information and collect, as necessary. Also:
 - McIntosh Perry will review land use regulation (official plan and zoning review)
 - MVCA water quality contract for water quality sampling and analysis
 - Lake Capacity Study to be done by developer
3. **Steering Committee #1** - The purpose of the Steering Committee is to oversee the entire planning process, to provide guidance and recommendations throughout and approve the content of the final draft of the State of the Lake Report and the Lake Stewardship Plan. The Steering Committee should include the main parties involved in preparation and implementation of the plan such as WLPP, WLPOA, municipalities (staff and council), business owners, MNRF, MOECC, First Nations. Administration and facilitation support will be provided by FPSI and WC.
4. **Confirm the Work Plan for the Project** - The Steering Committee will review this Work Plan and discuss and confirm timeframes, key deliverables, and a budget.
5. **Secure Funding** - Once the Work Plan is confirm and a budget is established, seek funding (AND in-kind support) from a variety of sources.
6. **Develop a Communications Plan** - A plan for communications during the planning process should be developed; this would include the types of media to be used (e.g., print, email, social media).

Step TWO - Engage Community

Lake planning is a community-driven process, and engaging the community early and throughout the process is vital to a successful process. The public meeting held on March 28th, 2015 was a good preliminary step, to introduce the concept of undertaking a lake stewardship plan process, and explain what it would entail. The tasks and deliverables involved in this step include:

1. **Steering Committee #2** - Ongoing steering committee meetings are important to exchanging information, discussing tasks and keeping everyone informed. This meeting will be about the confirming communication approaches and the fall 2015 agenda.
2. **Implement Communications** - Watershed Canada will take the lead by preparing communication materials and distributing them to the public. Through the workshop and development of the communication plan, a mailing list (combination of email and hard copy mail) of property owners, lake users, and other stakeholders can be developed. The majority of this list may already be prepared. A newsletter should be circulated at this point (and posted on websites and relevant social media sites) to promote a wider awareness about the process. The messages will include an introduction to lake planning as well as identifying what's happening and how people can participate.
3. **Conduct Public Workshop #1** - This would be the first of a series of 3 workshops held for all residents and users of White Lake; this first workshop is to promote awareness, set objectives and identify values, issues and discuss potential actions.

4. **Present to WLPP and WLPOA AGMs** - to update all members, and those that could not attend the Public Workshop #1, will attend future AGMs.
5. **Present to Councils or Councillors**- This step will inform municipal councils of the planning process, its objectives and timelines; some of this work has already been done. Another approach that the Steering Committee may consider is to hold a separate meeting with municipal representatives and key agency stakeholders. The purpose of this meeting is to create awareness and prepare a list of the values to be protected and the issues to be dealt with, including a presentation of the legislation review by McIntosh Perry This meeting will also help to identify opportunities for support or the collection of information (if this has not already been worked out with one-on-one discussions) and collaboration among the municipalities. The information from this initial workshops/meetings forms the base for identifying the matters to be dealt with in the final Lake Plan.
6. **Conduct a community survey** - A survey has already been completed by Watersheds Canada and WLPP and will be used in the State of the Lake Report and the Lake Plan.

Step THREE – Collect Background Information – “State of the Lake”

The collection and collation of background information has already begun, and will be an important priority over the upcoming 6-12 months. The tasks and deliverables involved in this step include:

1. **Steering Committee Meeting #3** - to discuss the content and framework for the State of the Lake Report.
2. **Review Background Information Collected and Identify Information Gaps** - Background information has already been collected by various property owners, researchers and agencies. The Steering Committee will review existing information collected, assess needs for additional information and discuss strategies to collect, as necessary. In some cases we will need to undertake additional research to be incorporated into the State of the Lake Report. In other cases we may need to develop longer-term actions to collect information as an action in the lake plan.
3. **Prepare a draft State of the Lake Report** - The intent of this step is to collect and document a range of existing background materials that will support the identification of important features, values, issues and possible solutions within the community. Typically, a “State of the Lake” report documents the existing information and data on: history, geology, general watershed and lake characteristics, water quality, water quantity/levels, fishery and fishing, natural environment (forest cover, wetlands, wildlife, species at risk, invasive and nuisance species). A “social” component is also included, which would describe the lake community’s boating and recreation behaviour, and other special aspects important to the community around the lake. Lastly, part of this step includes an analysis of the Official Plan and Zoning By-laws as they apply to the area surrounding White Lake.
4. **Identify information gaps** - In preparing and reviewing the State of the Lake report, the Steering Committee will decide whether there are any critical information gaps and decide on a course of action to address the gaps. Some work may need to be done during the planning process, while other work may be left as a longer-term action.
5. **Steering Committee Meeting #4** - A meeting to discuss the draft State of the Lake Report. Some of these meetings may be held as a conference call.
6. **Review draft State of the Lake Report** - The Steering Committee will review the draft report, provide comments and FPSI will prepare the final report.

7. **Final Review - State of the Lake Report** - The final report will be reviewed by the Steering Committee and then released to the public

Step FOUR – Engage Community - Review of Observations - State of the Lake

This step is intended as a checkpoint with community stakeholders where work to date, notably the State of the Lake report, can be reviewed and revised based on community input. The tasks and deliverables involved in this step include:

1. **Steering Committee Meeting #5** - A meeting to discuss the final State of the Lake Report and the summer agenda.
2. **Review, Revise and Implement Communication Plan** - the Communication Plan will be reviewed and revised, websites of WLPP and WLPOA revised as needed, and a second newsletter will be prepared and distributed.
3. **Conduct Public Workshop #2 - State of the Lake Report** - At this workshop the observations from the State of the Lake Report will be presented. We will ask the participants about what information is missing, and the types of actions that they would like to have completed. This step will also allow for a confirmation and refinement of previously identified issues, and a preliminary identification of needed actions.
4. **Meeting with the Municipalities** - At this point another update should be presented to the municipal Councils. The Steering Committee could consider attending each individual Councils, or facilitate a special meeting for all 6 municipalities.

Step FIVE – Prepare Draft Stewardship Plan

The purpose of this step is to review and confirm actions and strategies to deal with issues that were identified at the Community Workshops and through discussions with the municipality representatives and key stakeholder agencies.

1. **Prepare draft White Lake Stewardship Plan** - At this point the draft of the Stewardship Plan will be prepared by FPSI, which would include a synopsis of the contents of the State of Lake report, a record of key values and issues, and a list of actions and strategies proposed to enhance lake values and address identified issues. The Steering Committee will review and endorse the Lake Plan prior to release during the draft plan review stage.
2. **Steering Committee Meeting #6** - A meeting to review the draft Lake Plan.
3. **Review First Draft of Lake Plan** - Steering Committee to review first draft of Lake Plan, and FPSI to address comments and prepare final draft.
4. **Review Final Draft of Lake Plan** - Steering Committee to review final draft of the Lake Plan, and FPSI to finalize.

Step SIX – Engage Community - Review Draft Plan

The intent of this step is to make the draft plan available for public review and comment. The tasks and deliverables involved in this step include:

1. **Implement Communication Plan** - Update communication plan, prepare messages and distribute. A third newsletter should be prepared and distributed to provide an overview of the contents of the plan, and direction to the community regarding the upcoming Draft Plan Review process.

2. **Circulate Draft Plan** - Electronic copies of the plan will be provided (posted on website and Facebook page) for a detailed review by the community, stakeholders and government agencies.
3. **Conduct Public Workshop #3 - Draft Lake Plan** - Present the draft Lake Plan to the community at a third workshop, and to municipal and county councils through a special workshop if desired.
4. **Meeting with Municipalities (if desired)** - Present the draft Lake Plan to the municipal Councils.

Step SEVEN - Final Plan Approval

The tasks and deliverables involved in this step include:

1. **Prepare Final Plan** - After all the comments are reviewed and considered, the final White Lake Stewardship Plan will be prepared.
2. **Obtain Approval of Final Lake Plan** - The Steering Committee will seek endorsement by the WLPP and WLPOA and municipal councils. Councils should be asked to adopt the lake stewardship plan.
3. **Final Newsletter** - A final newsletter will summarize the plan's recommendations and next steps.

Figure 1 PHASE ONE Work Plan Components, and Schedule		Target Date	Comments
Step ONE Initial Preparation and defining the Scope of the Plan			
1.	Preliminary Planning Meeting – meet with members of WLPP to plan overall approach and tour the lake. <i>DONE – May 20 meeting and lake tour</i>	May 2015	
2.	Review Background Information and Identify Information Gaps - review existing information collected, assess needs for additional information and collect, as necessary. Also: <ul style="list-style-type: none"> McIntosh Perry will review land use regulation (official plan and zoning review) Lake Capacity Study to be done by developer MVCA water quality contract for water quality sampling and analysis 	Oct 2015	
3.	Steering Committee Meeting #1 - establish Steering Committee and conduct first meeting to discuss: <ul style="list-style-type: none"> proposed Work Plan; roles and responsibilities of Steering Committee; objectives and products of process; contents of the State of the Lake and Lake Plan; information and data collection needs for summer 2015 (see Step 3,. Task 1); key stakeholder groups to engage. 	August 2015	
4.	Prepare Project Work Plan - based on discussions with the steering committee, prepare a work plan with timeframes, key deliverables, and a budget. Include a Draft Table of Contents for the State of the Lake Report and the Stewardship Plan.	August 2015	
5.	Secure Funding for Phase Two – initiate discussions and proposals to secure funding (and in kind support) from a variety of sources to cover the costs of Phase Two.	Aug/Dec 2015	
6.	Develop a Communication Plan - prepare a communication plan with templates to be used by the Steering Committee for project communications and promotions. Plan will identify key messages; media types to be used; update websites, Facebook pages; compile list of stakeholders; and communication strategies and actions (e.g., prepare and distribute newsletter #1 (considering e- version and hard copy, dock drops).	Aug/Sept 2015	
Step TWO Engage Community			
1.	Steering Committee Meeting 2 - prepare for and facilitate meeting to: <ul style="list-style-type: none"> plan fall public workshop confirm communication plan. discuss additional needs for data in the State of Lake Report. 	Sept/Oct 2015	
2.	Implement Communication Plan - develop newsletters and communication materials and distribute (e.g., dock drop, posters for workshops) before the WLPOA AGM.	Oct. 2015	

Figure 1 PHASE ONE Work Plan Components, and Schedule	Target Date	Comments
3. Presentation to WLPOA AGM - present proposed process to the AGM and formally seek their endorsement of the project (and associated funding).	July/Aug 2015	
4. Facilitate Workshop #1 - Values, Issues and Actions <ul style="list-style-type: none"> • prepare workshop materials, facilitate workshop, and prepare a workshop summary. 	Oct. 2015	
5. Meeting with Municipal Council(s) or Councilors - Watersheds Canada and Chair of Steering Committee present to Council(s) the proposed process and formally seek their endorsement and participation. Provide a municipal “training session” on lake planning.	Sept/Oct 2015	
Step THREE Prepare State of the Lake Report		
1. Review Background Information Collected - review existing information collected, and prepare a Table of Contents for the State of the Lake Report. Including: <ul style="list-style-type: none"> • White Lake Integrated Resource Management Plan(MNR) • Biological Inventory and Evaluation Report (Brownell) • Values Survey Results (Watershed Canada) • MVCA Water Quality Results 2015 • Other information identified by Steering Committee 	Oct 2015	
2. Steering Committee Meeting 3 - prepare for and facilitate meeting: <ul style="list-style-type: none"> • review results of public workshop. • discuss status of background information collection • contents of State of the Lake report 	Nov 2015	
3. Prepare a draft State of the Lake Report <ul style="list-style-type: none"> • synthesize the information collected and prepare the first draft of the State of the Lake Report. • possible breakdown of responsibilities as follows: FPSI - overall coordination and writing; WLPP – gathering and synthesizing data; MVCA – water quality; others to be assigned as per Steering Committee meeting 	Sept/ Dec 2015	
4. Steering Committee Meeting 4 - prepare for and facilitate meeting to review draft State of the Lake Report.	Jan 2016	
5. Review draft State of the Lake Report -draft to be reviewed by Steering Committee and other agencies/stakeholders. Comments to be addressed by FPSI and second draft prepared for final review.	Jan/Feb 2016	
6. Identify Information Gaps - identify additional information needs. Confirm relevant issues and problems and establish strategies to deal with them.	Feb 2016	
7. Final Review - State of the Lake Report - Final Report reviewed by Steering Committee. Comments to be addressed by FPSI and final draft to be prepared for release to the public.	May 2016	

Figure 2 PHASE TWO (Funding Required) Work Plan Components and Schedule		Target Date	Comments
Step ONE Engage Community			
1.	Steering Committee Meeting #5 - prepare and facilitate meeting to <ul style="list-style-type: none"> • confirm work plan and funding for Phase 2; • discuss final State of the Lake Report; • framework and content of Lake Plan; and • summer 2016 agenda. 	Apr 2016	
2.	Review, Revise and Implement Communication Plan – revise communication plan, update websites, prepare a newsletter and distribute electronically – using new/updated messages.	Mar 2016	
3.	Conduct Workshop #2 – Observations from the State of the Lake – prepare workshop materials, facilitate workshop, and prepare a workshop summary. Presentations and discussion will be facilitated on <ul style="list-style-type: none"> • observations from State of the Lake • potential actions to be considered in Lake Plan 	May 2016	
4.	Meeting with Municipalities – present State of the Lake Report, results from Workshop #2 and update on process	June 2016	
Step TWO Prepare Draft Lake Stewardship Plan			
1.	Prepare first draft of Lake Plan – prepare first draft and send to steering committee and key advisors for first review.	April- June	
2.	Steering Committee Meeting #6 - review draft Lake Plan and discuss approach to summer engagement and workshop.	July 2016	
3.	Prepare second draft of Lake Plan - FPSI address comments from Steering Committee and prepare final draft to be released for public review.	Aug 2016	
4.	Review final draft of Lake Plan - final draft reviewed by Steering Committee and released to the public for review.	Sept 2016	
Step THREE Engage Community - Review Draft Plan			
1.	Implement Communication Plan - prepare notices, create Facebook posts, email content and key messages based on engaging community and distribute (e.g., prepare Lake Plan Flyer – “Content of Lake Plan”)	July	
2.	Circulate Draft Plan - Make Lake Plan available to agencies and residents for review and comment.	August 2016	
3.	Conduct Workshop #3 – Draft White Lake Stewardship Plan - prepare workshop materials, facilitate workshop, and prepare a workshop summary following	August 2016	
4.	Meeting with Municipalities (if desired) - a special workshop/meeting for township and county staff and councilors to present and discuss the draft plan.	Sept 2016	
Step FOUR Final Plan			
1.	Finalize Lake Plan - Revise draft Lake Plan according to comments received; Steering Committee review final plan; finalize plan	Oct/Dec 2016	

Figure 2 PHASE TWO (Funding Required)			
Work Plan Components and Schedule		Target Date	Comments
2.	Obtain Approval of Final Plan - Seek final plan approval from Steering Committee, WLPP & WLPOA Boards of Directors, Municipalities and Counties.	Jan/Feb 2017	
3.	Final Newsletter - Prepare Newsletter #4 –“Approval; Recommendations; Next Steps”; update information for websites and other social media to reach the White Lake Community.	Feb 2017	