

# **THE ESQUIMALT LAGOON STEWARDSHIP INITIATIVE (ELSI) TERMS OF REFERENCE (TOR)**

**Revised June 2018**

## **INTRODUCTION**

The Esquimalt Lagoon Stewardship Initiative (ELSI) was initiated because of issues related to the environmental quality of Esquimalt Lagoon and coordination between the multiple levels of government involved in managing the area. Organizations with an interest in or jurisdiction over Esquimalt Lagoon, Coburg Peninsula and the surrounding lands met to discuss environmental issues, to explore opportunities for partnerships and to determine if a coordinated approach to the environmental management and stewardship of the area was needed. There was general agreement that a coordinated approach should be pursued and ELSI was formed as a result.

The ELSI Committee consists of representatives from participating agencies and stakeholder groups. These representatives have worked together to develop a common vision for the Esquimalt Lagoon and to identify goals that are designed to protect, enhance and restore the health of Esquimalt Lagoon. ELSI has developed a Stewardship Plan for Esquimalt Lagoon, which outlines specific actions designed to achieve ELSI's goals and provides a framework for a coordinated approach to environmental management in Esquimalt Lagoon. Subcommittees have been established within ELSI to facilitate the implementation of the Stewardship Plan and to coordinate project development and funding. ELSI is interested in working with other groups, First Nations and the community to implement appropriate aspects of the Stewardship Plan.

The purpose of this document is to state ELSI's vision and goals, define the committee's terms of reference, and outline the Esquimalt Lagoon Stewardship Plan. It will remain relatively dynamic and will be updated with changes in membership and as the stewardship plan evolves. This document will be used to provide a framework for ELSI and to communicate this information to interested organizations and the community.

## **VISION**

ELSI's vision is to protect, enhance and restore the health of the Esquimalt Lagoon for present and future generations of people, plants and animals.

## **GOALS**

ELSI's goals are to:

1. promote and support Lagoon stewardship and the education of lagoon visitors, residents and the surrounding community
2. prevent further loss or destruction of habitat and wildlife
3. reduce contaminant inputs to the lagoon
4. promote environmentally protective recreation uses in the lagoon area, and
5. promote environmentally protective land uses.

## **TERMS OF REFERENCE**

These terms of reference define the purpose, role, geographic area, membership and the membership selection process, meeting schedule, and subcommittees of ELSI.

### **Purpose**

The purpose of ELSI is to bring together organizations and individuals with an interest in or jurisdiction over Esquimalt Lagoon, Coburg Peninsula and the surrounding lands to pursue a coordinated approach to the environmental management and stewardship of Esquimalt Lagoon.

### **Role**

The main roles of ELSI are to:

1. provide a forum for the exchange and sharing of information regarding Esquimalt Lagoon
2. identify, in consultation with the appropriate agencies and stakeholders, common guidelines and policies for land use, maintenance and development and recreational land and water use, and recommend adoption or implementation of these guidelines and policies by the appropriate agency
3. conduct community education and outreach regarding the values of Esquimalt Lagoon and the associated environmental concerns, potential impacts and solutions
4. collaborate on environmental projects designed to protect, enhance and restore the health of Esquimalt Lagoon, and
5. pursue a common approach to the environmental management of the Esquimalt Lagoon and adjacent lands by landowner and regulatory agencies.

### **Geographic Area**

The geographical focus of ELSI is the waters of Esquimalt Lagoon and the adjacent lands that fall within the boundary of the Esquimalt Lagoon Migratory Bird Sanctuary. ELSI is also interested in activities occurring within the Esquimalt Lagoon watershed that may have a negative impact on the health of the lagoon. ELSI will conduct outreach to the residents, businesses and institutions in communities within the Esquimalt Lagoon watershed.

### **Chair**

ELSI will be coordinated, facilitated and chaired by the Capital Regional District (CRD).

### **Meeting Schedule**

Steering committee meetings are held quarterly on the second Tuesday of the month. Additional meetings may be called on an as-needed basis and schedules may be changed from time to time. Meeting schedules are set in November/December for the following year. Meetings are held from 2:30 4:30 p.m. in Colwood, hosted by various ELSI members with available meeting space.

### **Membership and Selection**

#### **ELSI Advisory Committee**

ELSI Advisory members are main Government Agencies and First Nations whose representatives act as a multi-stakeholder body working to address environmental issues in Esquimalt Lagoon and its watershed. These Advisory members do not attend regular ELSI meetings, but may be requested to attend special meetings where topics of discussion are dependent on their input. Advisory members are kept informed of ELSI's actions and decisions through the emailed Steering committee minutes.

Representatives on the ELSI Advisory committee will be requested from and appointed by the following agencies and organizations:

**Government Agencies and First Nations**

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- BC Ministry of Environment
- Department of National Defence
- Environment Canada
- Esquimalt Nation
- Fisheries and Oceans Canada
- Songhees Nation

**ELSI Steering Committee**

The ELSI Steering committee consists of representatives from the main jurisdiction and regulatory government agencies, academic institutions, community and environmental organizations, the business community and citizens-at-large. Collectively, the representatives act as a community-based, multi-stakeholder body working to address environmental issues in Esquimalt Lagoon and its watershed.

When a new group expresses interest in sitting on the ELSI Steering committee, they are asked to send a letter to ELSI explaining their interests in joining ELSI, their goals and how they align with those of ELSI. The ELSI Steering committee will consider their request at the next Steering committee meeting and the ELSI coordinator will inform the applicant of the decision.

ELSI membership may also change with the agreement of the members and as dictated by the issues being addressed by the committee. Representatives will either be appointed by the appropriate agency or organization or a representative for a particular sector will be selected from applicants in response to advertising.

**ELSI Steering Committee Composition**

Steering committee representatives will be requested from and appointed by the following agencies and organizations:

<b>Agency</b>	<b>No. of Representatives</b>
Canadian Wildlife Service, Environment Canada	1
Capital Regional District	1
City of Colwood (council and staff)	3 max
City of Langford (council and staff)	3 max
Colwood Community Association	2 max
Parks Canada	1
Royal Roads University	1
West Shore Chamber of Commerce	1
<b>Total Appointed Representatives</b>	<b>13 max.</b>

Representatives from the following sectors will be selected from applicants who meet the criteria for membership:

<b>Sector</b>	<b>No. of Representatives</b>
Academic, Scientific or Research Institutes	2 institutions (1 rep. each)

Citizens-at-large	4 individuals max
Business Community	2 (1 rep. each)
Conservation/Environmental Groups	4 groups (1 rep. each)
Recreational User Groups	2 groups max (1 rep. each)
Resident Associations & Stratas	2 groups (1 rep. each)
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<i>Total Sector Representatives</i>	<i>16 max.</i>

Criteria for membership for sector organizations (non-appointed):

- Citizens-at-large - representatives must live within the City of Colwood or City of Langford
- Business Community - representatives must be from a business operating within the City of Colwood or the City of Langford
- Recreational User Groups - representatives must be from a group that uses Esquimalt Lagoon or Coburg Peninsula for recreational purposes
- Conservation/Environmental Groups - representatives should be from organizations whose:
  - geographic area of interest includes the Esquimalt Lagoon
  - mandate is consistent with the vision and purpose of ELSI

A selection committee made up of three representatives from the ELSI Steering committee will review applicant's responding to advertising. Applicants will be chosen based the criteria for membership and the ability of the individual or organization to assist in the achievement of the goals and objectives of ELSI's Stewardship Plan. Deliberations of the selection committee will remain confidential.

The term of office for sector organizations will be two years. Members may be re-appointed for additional terms. The numbers of representatives on the ELSI Steering committee may not exceed the stated maximums at any given time.

### **Decision making**

ELSI operates using consensus. Generally, the group is not going to be faced with "make or break" decisions; if everyone agrees with a proposal, the group will act on it. If not, the group can develop a better proposal that more people agree with, delete parts of the proposal or not implement the proposal at all. Alternatively, member groups can act on a proposal independently under their own auspices.

### **ELSI Subcommittees**

Ad hoc subcommittees are struck on an as-needed basis to facilitate the implementation of the Esquimalt Lagoon Stewardship Plan and coordinate project development and funding. Subcommittees that may be formed from time to time include:

1. Restoration and Planning Subcommittee: to work with appropriate agencies, First Nations, landowners and the community to establish clear policies on jurisdiction and promote environmentally protective land use, restoration, maintenance and development practices that minimize impact to Esquimalt Lagoon.
2. Education and Outreach Subcommittee: to promote and support environmental stewardship of Esquimalt Lagoon through outreach and education of visitors to Esquimalt Lagoon and Coburg Peninsula, and to the residential, business, institutional and commerce sectors of the community within the Esquimalt Lagoon watershed.

Membership on the ELSI subcommittees is open to ELSI member organizations and the community at large. Where possible, subcommittee membership should include representatives from appropriate agencies and organizations as dictated by the issues being addressed. Strong involvement by citizens-at-large will be encouraged.

A representative from the ELSI Steering committee will chair each subcommittee. Subcommittee chairs are responsible for working with the subcommittee to implement appropriate aspects of the Stewardship Plan, produce a record of decisions and actions for subcommittee meetings and provide an update on subcommittee activities at the regularly scheduled ELSI meetings.

For major decisions in the implementation of the subcommittee action plan, the subcommittee chair must make recommendations for action and implementation to the ELSI Steering committee for discussion and approval prior to proceeding.