

Chapter 2. Project Management

The Upper Thames River Conservation Authority agreed to take on the role of project manager for the ONHS with the support of the Grand River, Long Point and Catfish Creek Conservation Authorities. Several Pre-Project meetings were held between Nov 2003 and Jan 2005 with staff from the Conservation Authorities and County of Oxford to plan the study.

2.1 Project Funding

The UTRCA drafted a budget for the project, which was expected to take approximately 18 months. The total cost was budgeted at \$128,000 including in-kind contributions. The UTRCA also sought funding to cover the costs of the study. The County of Oxford led the way with a commitment of \$20,000. Ducks Unlimited Canada agreed to support the project in the amount of \$10,000 and offered to sponsor an application to the Ontario Trillium Foundation (OTF). The OTF approved a grant of \$50,000. Stewardship Oxford also agreed to sponsor the study in the amount of \$5,000. The budget is shown in Appendix A.

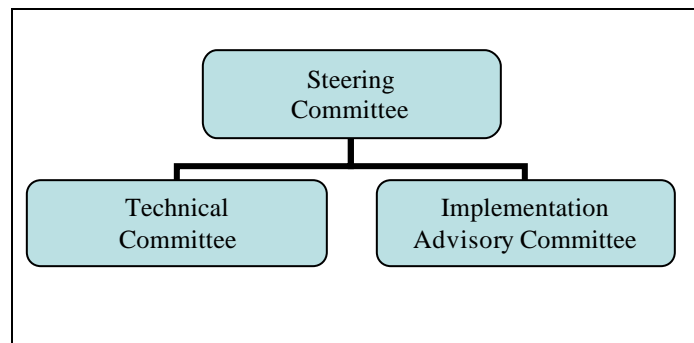
In-kind contributions in the form of staff time and resources were provided by each of the Conservation Authorities (UTRCA, GRCA, LPRCA, CCCA), as well as the Ministries of Natural Resources and Agriculture, Food and Rural Affairs. In-kind contributions in the form of time and expertise were provided by each member of the Steering Committee and Implementation Advisory Committee (IAC).

There was a budget shortfall due to extra work required to complete the many aspects of the study.

2.2 Governance Model and Committee Structure

The ONHS was overseen by a multi-partner Steering Committee with a Technical Committee and an Implementation Advisory Committee reporting to it. Figure 5 illustrates the relationship of the committees.

Figure 5. Governance Model



2.3 Steering Committee

The Steering Committee was formed to oversee overall project progression and to make the final recommendations to County Council. Membership included a representative from the project consultant and each of the funding partners, except the Ontario Trillium Foundation. The Oxford County Federation of Agriculture requested representation on the Steering Committee because of the potential impacts on the farming community and this was agreed. The chair of the Implementation Advisory Committee became the seventh member. A list of the Steering Committee members is given in Appendix B.

Several support staff routinely attended Steering Committee meetings as well including the County Planner and Project Manager. The Steering Committee met 14 times between March 2005 and October 2006.

2.4 Technical Committee

The Technical Committee primarily consisted of staff from the conservation authorities with expertise in aquatic biology, ecology, water quality, planning and Geographic Information Systems (GIS). Other individuals from Ducks Unlimited Canada and the County joined the committee from time to time to discuss certain aspects of the work. Members of the Technical Committee are listed in Appendix B.

2.5 Implementation Advisory Committee

A large Implementation Advisory Committee (IAC) was formed to involve the broader community in coming up with a 'made in Oxford' plan for implementing the recommendations of the study. This committee consisted of representatives from 23 groups and agencies including local environmental groups, farmers, anglers, government, etc. A list of members and summary of meetings is listed in Appendix B.

The IAC met eight times between September 2005 and July 2006. A separate IAC Report was produced to summarize the work of the committee and this report is included as Appendix H.

2.6 Communications

Communications was handled by ONHS project management staff and communications staff from the UTRCA. A communications plan was drafted that consisted of a media launch, presentations to local municipalities, news releases, fact sheets and website development. The goal of the communications plan was to keep residents and committee members up to date on various aspects of the study and to provide links to related information sources. A table summary of communications products is given in Appendix B.