

# Alliance for the Chesapeake Bay

## 2015-2021 Work Plan for LGAC Support

### *(EPA Approval Pending)*

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The Alliance for the Chesapeake Bay will provide logistical, technical, and staff support for the Chesapeake Bay Program's Local Government Advisory Committee to the Chesapeake Executive Council (LGAC).

During the grant cycle (April 2015 – March 2021), the Alliance will ensure that LGAC continues to meet its core purpose of advising and providing assistance to the Chesapeake Bay partnership, including the seven watershed jurisdictions and other non-federal partners, while also increasing LGAC's function as a conduit for information exchange with local officials and a vehicle for increasing local leadership and participation in watershed protection and restoration.

Pending final approval of this work plan by the EPA, the Alliance will:

**Ensure an active and engaged LGAC membership with representation from all signatory jurisdictions. This will include:**

1. In consultation with LGAC's Chair or jurisdiction Vice-Chair, communicate with the jurisdictions regarding vacancies, anticipated resignations or non-participation and assist with facilitating timely appointment and orientation of new members;
2. Work with LGAC to revise the Bylaws as needed to include representation from all Signatory jurisdictions;
3. Work with the LGAC Executive Committee to define expectations of members and communicate those expectations to the signatories for consideration when making appointments;
4. Work closely with the new Signatories to the Watershed Agreement (West Virginia, Delaware and New York) to secure at least one delegate from each jurisdiction to serve on LGAC (year one activity only).

**Support LGAC in meeting its role of advising the Chesapeake Executive Council (EC) and Principals Staff Committee (PSC) on how to effectively engage and provide support to local governments. This will include:**

5. Work with the LGAC Executive Committee and CBP Project Officer to develop quarterly meeting agendas that address timely and relevant issues and identify presenters who will inform and engage the committee on issues related to local governments' role in the protection and restoration of the Chesapeake Bay Watershed. Meetings locations and times will be selected to limit required overnight travel to one night for a majority of members;
6. Meet with LGAC CBP Liaison and Project Officer following quarterly meetings to discuss outcomes and next steps (close the loop);
7. Assist LGAC in identifying critical issues to be addressed in an Annual Report to the EC and work with LGAC's Executive Committee to prepare an Annual Report and Recommendations to the EC;
8. Coordinate at least one meeting per year in each jurisdiction between LGAC delegates and their respective PSC members or representatives. The primary purpose of the meeting will be to review and discuss LGAC's Annual Report and Recommendations to the EC;
9. Ensure that LGAC's Chair or representative is prepared to participate in all PSC and EC meetings.

**Assist the Management Board and GITs in the implementation of any Agreements signed by the Executive Council, including the new Chesapeake Bay Watershed Agreement. This will include:**

10. Attend and, when an LGAC Member is not available, represent LGAC at Management Board meetings;
11. Consult with Management Board members regarding local government needs and emerging issues;
12. Consult with GIT Chairs, Workgroup Chairs and their coordinators and staffers on the development and implementation of management strategies, including but not limited to those addressing Local Leadership, Urban Tree Canopy, Healthy Watersheds, Land Use Metrics and Land Use Options Outcomes;
13. When requested, assist GIT and Workgroup Chairs with identifying local government representatives to serve on GITs or workgroups;
14. Attend GIT meetings as needed;
15. Facilitate communication between LGAC and GITs as needed;
16. Arrange for LGAC representation at relevant workshops hosted by Chesapeake Bay Program Partners, e.g. STAC workshops.

**Assist LGAC in engaging their fellow local government officials in key aspects of the Bay restoration and inform them about ways local governments can help achieve Bay and local goals. This will include:**

17. Identify opportunities to connect with other groups and organizations by maintaining a list of LGAC member affiliations (MACo, VACo, MML, etc.);
18. Annually, seek out opportunities and facilitate LGAC participation in peer-to-peer roundtable discussions for local officials to share and discuss strategies for meeting Bay and local goals. The target audience of these roundtables will be elected officials although other local officials will not be excluded. The Director will seek out opportunities to hold roundtables in a variety of forums such as municipal association's annual conferences, in conjunction with other trainings such as those conducted by the Chesapeake Stormwater Training Partnership and the Environmental Finance Center, or in smaller regional settings such as in Planning Districts. These roundtables will be hosted by LGAC members. During introductions, participants will be asked to describe their level of knowledge about watershed protection/restoration issues. When appropriate, Chesapeake Bay Program Partners (Signatories) will be invited to participate in presentations and roundtables;
19. Consult with other organizations in the region, such as the Environmental Finance Center and Low Impact Development Center, regarding the needs of local government, including identifying opportunities to streamline the delivery of technical assistance services and leverage resources;
20. Consult with the manager of the Chesapeake Stewardship Fund (Small Watershed, Innovative Nutrient and Sediment Reduction, and Technical Assistance) grant programs on the needs of local government and opportunities to maximize the effectiveness and reach of these grant programs. This may include assisting with the establishment of annual priorities, conducting proposal reviews and evaluations, and sharing lessons learned;
21. In conjunction with the annual Chesapeake Watershed Forum, Stormwater Training Partnership or similar forum, convene local government officials from across the watershed to assist LGAC in developing strategies to advance restoration/protection activities at the local level, address a critical training need, or otherwise advance local leadership;

22. Review LGAC's Strategic Plan with the LGAC Executive Committee on an annual basis, and update if needed;
23. Arrange for field-trips or tours of local projects in conjunction with LGAC Quarterly Meetings; local officials will be invited to join LGAC in these field learning opportunities
24. Assist LGAC members in communicating about the Watershed Agreement with their respective municipal leagues/associations or other affiliated organizations.
25. Establish mechanisms to measure local elected officials' knowledge of key Chesapeake Bay issues and solutions and actions being taken to address them; evaluate and share results.

**Ensure that LGAC is able to share the views and insights of local elected officials with the EC, PSC, and other members of the Chesapeake Bay partnership. This will include:**

26. Coordinate quarterly meetings, develop agendas, and periodically brief LGAC members on relevant issues;
27. Arrange meetings between LGAC delegations and their respective PSC members or representatives;
28. Regularly communicate with Chesapeake Bay Program Office staff, including the LGAC Project Officer.

**Increase local officials' knowledge regarding watershed protection and restoration. This will include:**

29. Assist the Enhance Partnering and Leadership Goal Implementation Team's Local Leadership workgroup with developing and implementing the Local Leadership Management Strategy;
30. Advise the CBP Communications workgroup and staff on how to better target communications to local officials;
31. Oversee the development of communications and outreach materials to highlight best practices. This may include such actions as developing a local government leadership award, writing articles for local government publications, or conducting webinars targeted towards local officials;
32. Distribute Bay Program publications, such as the Bay Barometer, STAC Reports, etc., at quarterly meetings and other LGAC events;
33. Consult with organizations and agencies about the needs of local government as it relates to watershed protection and restoration.

**Develop a Baseline for the Local Leadership Outcome:**

34. A professional will be contracted by the Alliance to (1) develop an appropriate method for measuring progress towards attainment of the Local Leadership Outcome and (2) define a baseline. The Alliance will consult with the Enhance Partnering and Leadership Goal Implementation Team's Local Leadership workgroup throughout the process. *\*This task is subject to change pending final approval of the Local Leadership Outcome Management Strategy.*