

# LICA

## Lakeland Industry and Community Association

### **Integrated Watershed Management Plan Committee (IWMPC) Terms of Reference**

The Lakeland Industry and Community Association (LICA) formed an Integrated Watershed Management Plan Committee (IWMPC) to assist in the development and oversight of LICA's Integrated Watershed Management Plan (IWMP). The IWMPC is a standing committee of LICA which shall report its activities and requests to the Board for approval. The IWMPC is supported by representation from industry, government, indigenous communities and the public, which allows for a diverse insight and support when it comes to priorities in the Beaver River watershed.

#### **1.0 Purpose**

- 1.1 To support the LICA Board's Vision and Mission.
- 1.2 To operate within LICA Board approved work plans and budget and be accountable to the LICA Board of Directors regarding oversight of the implementation, operation, reporting, and management of the IWMP.
- 1.3 To act on behalf of the stakeholders they represent and to bring that perspective to the IWMP.
- 1.4 To make recommendations related to messaging surrounding watershed issues, goals, objectives, targets, implementation and other items to the IWMP.
- 1.5 Deliver relevant, accurate, reliable, and credible data and information that addresses stakeholder needs and priorities.
- 1.6 To act on behalf of the Board to represent stakeholders of the Beaver River watershed. Provide insight into environmental program needs, regional monitoring priorities, and concerns.
- 1.7 To ensure the dissemination of comprehensive information in and for the IWMP.
- 1.8 To support the implementation of recommendations from environmental management plans such as the Lower Athabasca Regional Plan (LARP), the 2006 Cold Lake Beaver River Water Management Plan and other local land and water management plans.

#### **2.0 Operating Principles**

- 2.1 The IWMPC will follow LICA's Vision and Mission and will operate within LICA's policies in support of the Strategic Plan.
- 2.2 The IWMPC will meet quarterly at a minimum.
- 2.3 The IWMPC will report to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.
- 2.4 The IWMPC will ensure that the IWMP effectively addresses stakeholder needs through regular evaluation of stakeholders' objectives related to LICA.
- 2.5 Members will actively participate and contribute to regular meetings and the group's work.
- 2.6 Members will communicate with employers, organizations, and stakeholders they represent about IWMPC's objectives, priorities and accomplishments, as well as any issues that may need to be resolved.

- 2.7 Meetings will be documented with summary notes, decision records and action logs to be issued within a reasonable time for review by the IWMPC prior to the final issue. These will be made available to all IWMPC members as part of the review process.
- 2.8 The IWMPC will strive for consensus recommendations and decisions. If it becomes clear that the IWMPC cannot make a consensus recommendation, the recommendation of the majority and the non-consensus position(s) will be presented for the Board to decide.
- 2.9 Ad-hoc focused task groups may be formed to review specific issues such as monitoring plans, special targets, watershed concerns, and contractor selection, and advise the IWMPC on a path forward.
- 2.10 Outside expertise may be invited to contribute as required as directed by the Technical Staff.

### **3.0 Membership**

The membership of the IWMPC is made up of the Manager of Environmental Programs, Executive Director, Education & Outreach Coordinator, core members, and resource members. Core members are selected by the sectors that they represent or appointed by the LICA Board. Resource members are included by invitation of the Manager of Environmental Programs or Executive Director.

- 3.1 The IWMPC chair shall be a Board Director appointed by the Board and must be present at all committee meetings.
- 3.2 The Chair of the Board may attend as ex-officio.
- 3.3 Community members may be appointed by the Board, and shall be eligible for remuneration and expenses according to LICA policy.
- 3.4 The Board may request additional members from among Industry, Government, and Non-Government organizations to be appointed from their respective sectors and may be eligible for remuneration and expenses according to LICA policy.
- 3.5 The core membership will be Board approved.
- 3.6 Core Membership
  - 3.6.1 Alberta Environment and Parks (AEP) – Sector nominated
  - 3.6.2 Alberta Energy Regulator (AER) – Sector nominated
  - 3.6.3 Industry, Oil & Gas – Sector nominated
  - 3.6.4 Agriculture - Sector nominated
  - 3.6.5 LICA Board Directors- Board appointed
  - 3.6.6 Indigenous Communities – Sector nominated
  - 3.6.7 Environmental Organizations & Special Interest Groups - Sector nominated
  - 3.6.8 Municipal Governments - Sector nominated
  - 3.6.9 Community Members - Board appointed
  - 3.6.10 Scientific and Academic Organization & Institutions - Sector nominated
- 3.7 Resource Membership
  - 3.7.1 Third-Party Contractors
  - 3.7.2 Manager of Environmental Monitoring, LICA
  - 3.7.3 Data and Reporting Specialist, LICA
  - 3.7.4 Fisheries and Oceans
  - 3.7.5 Environment Canada
  - 3.7.6 Government Health Representatives
  - 3.7.7 Industry Representatives

- 3.7.8 Education and Outreach Committee, LICA
- 3.7.9 Technical Working Group, LICA
- 3.7.10 AEP Technical Monitoring Expertise
- 3.7.11 Agriculture and Agri-food Canada
- 3.7.12 Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)
- 3.7.13 Others as required

#### **4.0 Meetings**

- 4.1 Committee meetings will comply with Policy 1.6 Board and Committee Meetings.

#### **5.0 Roles and Responsibilities of the IWMP and its Members**

##### 5.1 IWMP Members (in general)

- 5.1.1 Actively participate in meetings and provide technical knowledge and support, as well as the viewpoints of the sector, stakeholder and profession they represent.
- 5.1.2 Develop key watershed concerns, priorities, goals, recommendations, targets and implementation.
- 5.1.3 Assess material on a quarterly basis and make recommendations as required regarding the development of the IWMP.
- 5.1.4 Provide support for planning future phases of the IWMP.
- 5.1.5 Keep the development of the IWMP in alignment with LICA's Strategic Plan and budget.
- 5.1.6 Engage other expertise as needed from member organizations and/or others.
- 5.1.7 Oversee Quality Assurance and Quality Control functions as required by LICA's Quality Assurance Program.
- 5.1.8 Form ad hoc groups as needed to work on specific projects, including providing support for the request for proposal development and contractor selection.

#### **6.0 Specific IWMP Member Roles**

##### 6.1 Manager of Environmental Programs

- 6.1.1 Act as IWMP Vice-Chair to convene meetings and prepare agendas.
- 6.1.2 Report to the LICA Board as a representative of the IWMP.
- 6.1.3 Lead ad hoc groups as required.
- 6.1.4 Develop annual work plans and budgets for Board approval.
- 6.1.5 Oversee operations and maintenance of environmental programs, including the following:
  - 6.1.5.1 Establish key performance indicators used to monitor the performance of third party contractors based on best practices.
  - 6.1.5.2 Monitor the performance of third party contractors and report to the Board.
- 6.1.6 Report issues of non-compliance to the Board immediately for corrective action or direction based on recommendations from the IWMP.
- 6.1.7 Review the development of the IWMP to ensure the progress of the IWMP

is being met with the standards of the provincial government; update the progress plan as required.

- 6.1.8 Stay informed of changes in land and water management as directed by the federal or provincial governments.
  - 6.1.9 Ensure the environmental programs operate cost-effectively and within budget.
  - 6.1.10 Develop, coordinate, and deliver community and stakeholder forums throughout the watershed.
- 6.2 Executive Director
- 6.2.1 Advise the IWMPC on LICA policies as required.
  - 6.2.2 Act as a liaison between other LICA committees and the IWMPC.
  - 6.2.3 Maintain collaborative relationships with stakeholders.
- 6.3 Education & Outreach Coordinator
- 6.3.1 Advise the IWMPC on best practices to engage with the public for input on the IWMP.
  - 6.3.2 Assist in coordinating and delivering outreach activities to engage the public, such as forums.
  - 6.3.3 Promote the development and progress of the IWMP to the public and disseminate materials as they become available.
- 6.4 Board Director
- 6.4.1 Act as a liaison between the LICA Board and IWMPC.
- 6.5 Administration Staff
- 6.5.1 Arrange for minute taking and distribution of minutes and other meeting materials.
- 6.6 Industry Member(s)
- 6.6.1 Understand and represent their sector's interests and regulatory requirements.
- 6.7 Agriculture Representative(s)
- 6.7.1 Understand and represent their sector's interests and regulatory requirements.
- 6.8 Community Member(s), Environmental Organization(s) & Special Interest Group(s)
- 6.8.1 Represent the public interest, bringing a local perspective to the IWMP.
  - 6.8.2 Ensure that the programs are operated in a transparent manner.
- 6.9 Indigenous Representative(s)
- 6.9.1 Ensure Traditional Environmental Knowledge is recognized and integrated into environmental programs.
- 6.10 AEP and AER Representative(s)
- 6.10.1 Provide advice and technical input regarding the operations and design of the IWMP.
  - 6.10.2 Provide a link to other Government of Alberta and Regulatory staff and

resources.

- 6.10.3 Act as a liaison regarding regulatory requirements, policy development, and approvals.
- 6.11 Scientific and Academic Organization & Institution(s)
  - 6.11.1 Provide advice and technical input regarding the operations and design of the IWMP.
- 6.12 Third-Party Contractor(s)
  - 6.12.1 Perform duties according to approved standards and protocols as per their current contracts.

## **7.0 Evaluation**

- 7.1 The IWMP shall review its Terms of Reference and evaluate its objectives annually.