

# Mandate and Roles Document

## *Mighty Peace Watershed Alliance Society*

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### Table of Contents

<b><i>Terms and Definitions.....</i></b>	<b><i>2</i></b>
<b><i>1.0 Purpose .....</i></b>	<b><i>2</i></b>
<b><i>2.0 Background .....</i></b>	<b><i>2</i></b>
<b><i>3.0 The Shared Outcomes and Goals of the Participants.....</i></b>	<b><i>3</i></b>
<b><i>4.0 Mandate &amp; Roles.....</i></b>	<b><i>3</i></b>
4.1 State of Watershed Assessments and Reporting.....	4
4.2 Planning .....	6
4.3 Literacy and Education .....	7
4.4 Convenor and Collaborator .....	8
<b><i>5.0 Governance .....</i></b>	<b><i>9</i></b>
<b><i>6.0 Administration .....</i></b>	<b><i>10</i></b>
6.1 Societies Act .....	10
6.2 Business Planning.....	10
6.3 Financial .....	10
6.4 Insurance.....	10
6.5 Conflict of Interest Policy .....	10
6.6 Personal Information .....	11
<b><i>7.0 Review of the Mandate and Roles Document .....</i></b>	<b><i>11</i></b>
<b><i>8.0 Signatures .....</i></b>	<b><i>11</i></b>

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## Terms and Definitions

- “Ministry” means Alberta Environment and Parks
- “MPWA” means the Mighty Peace Watershed Alliance Society
- “partners means both Alberta Environment and Parks and the Mighty Peace Watershed Alliance Society
- “sectors” mean an area of the economy, or society, in which businesses/governing bodies/NGO organizations share the same or related business activity, product, or service.
- “decision-makers” means those who have decision-making powers within the watershed, including municipalities, Government of Alberta, Government of Canada, Indigenous communities, and those in control of business operations.
- “Water for Life partners” means the Alberta Water Council, the eleven Watershed Planning & Advisory Councils in Alberta, Government of Alberta and the numerous Watershed Stewardship Groups in Alberta
- “stakeholder” means Indigenous people, municipal, provincial and federal governments, watershed stewardship groups, industry, non-profit organizations, academia, local stakeholders, and members of the public affected by a water and aquatic ecosystem management.

## 1.0 Purpose

This Mandate and Roles Document for Mighty Peace Watershed Alliance Society (*MPWA*) has been developed collaboratively with Alberta Environment Parks (the Ministry) to reflect a clear and common understanding of their respective roles and responsibilities.

The purpose of this Mandate and Roles Document is to clearly describe:

1. the shared outcomes and goals of the partners;
2. the mandates, roles and responsibilities of the partners; and
3. the working relationships and accountabilities needed to implement this agreement.

## 2.0 Background

- Alberta Environment and Parks and is committed to achieving sustainable resource and environmental management for the benefit of Albertans now and in the future;
- Shared responsibility and stewardship are central to both the Ministry’s and [WPAC Name] strategic approach to achieving environmental outcomes; and
- By working together, the Ministry and [WPAC Name] can facilitate increased knowledge and resources, and create an increased level of awareness, understanding and responsibility for achieving shared environmental outcomes.

### 3.0 The Shared Outcomes and Goals of the Participants

The participants support the Water for Life Strategy and will work collaboratively to achieve the goals and key directions of the strategy within the Peace River and Slave River watersheds. These include:

#### Goals

- Albertans are assured their drinking water is safe.
- Albertans are assured that Alberta's aquatic ecosystems are maintained and protected.
- Albertans are assured that water is managed effectively to support sustainable economic development.

#### Key Directions

- Albertans will have access to the knowledge needed to achieve safe drinking water, healthy aquatic ecosystems, and reliable, quality water supplies for a sustainable economy.
- Water for Life partners are empowered, informed, and fully engaged in watershed stewardship.
- All sectors (and the public) understand how their behaviours, actions, and activities; impact water quality, quantity, and the health of aquatic ecosystems, and they adopt a "water conservation ethic" and take action

### 4.0 Mandate & Roles

Under the *Water for Life* Strategy, the *Mighty Peace Watershed Alliance Society* is reconfirmed as the designated Watershed Planning & Advisory Council (WPAC) for the Peace River and Slave River watersheds operating as not-for-profit Society under the *Societies Act* (S-14 RSA 2000).

The partners support implementation of the Water for Life Strategy and will work collaboratively to uphold the principles and achieve the goals and key directions of *Water for Life* in the Peace River and Slave River watersheds. Specifically, the *MPWA* will lead an ongoing, collaborative process to:

1. Periodically assess and report on the state of the watershed.
2. Develop an Integrated Watershed Management Plan (IWMP) and then lead, promote and coordinate the implementation of the IWMP across stakeholders.
  - a. Integrated Watershed Management Plans will align with the corresponding Regional Plan(s) under the Land Use Framework and existing/relevant policies and plans.
3. Inform, educate, and involve watershed stakeholders, including the public, on water issues and watershed stewardship.
  - a. Mighty Peace Watershed Alliance Society and the Ministry will collaborate on water and watershed literacy and education outreach initiatives, where appropriate.
4. Serve as a convenor and collaborator across watershed stakeholders to advance overall watershed stewardship and management.
  - a. The *MPWA* shall provide advice to the Ministry about integrated watershed management and with respect to related issues requested by the Ministry, as resourcing permits.

#### 4.1 State of Watershed Assessments and Reporting

Mighty Peace Watershed Alliance Society	Alberta Environment and Parks
Roles	
<ul style="list-style-type: none"> <li>● <b>Assessment:</b> Evaluate the condition of the aquatic environment in the Peace River and Slave River watersheds using a variety of indicators and metric informed by the best available science.</li> <li>● <b>Reporting:</b> Publish "<a href="#">State of the Watershed</a>" reports to identify watershed conditions, local pressures in the watershed and, potential gaps in environmental data and/or research needs.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Scientific Support:</b> Inform and advise on the assessment and reporting of watershed conditions by MPWA.</li> <li>● <b>Policy and Regulatory Decisions:</b> Use State of Environment reporting to inform policy and regulatory decisions.</li> </ul>
Expectations	
<ul style="list-style-type: none"> <li>● Provide input, when requested, to the Ministry on environmental monitoring, identification of specific issues and reporting needs for the Peace River and Slave River watersheds.</li> <li>● Support community-based monitoring and methods in the Peace River and Slave River watersheds, using Ministry standards when required.</li> <li>● Assemble information to report on the state of the Peace River and Slave River watersheds, including local environmental and socio-economic information, where available. <ul style="list-style-type: none"> <li>- Where possible and where permitted by Indigenous communities, braid traditional knowledge with western science perspectives.</li> </ul> </li> <li>● Produce a State of the Watershed report for the Peace River and Slave River watersheds to inform provincial water and aquatic ecosystem management. <ul style="list-style-type: none"> <li>- Review and update as required, or every 8 years</li> </ul> </li> <li>● Produce other technical reports and outreach resources about the watershed as required to support their work and meet the needs of the Government of Alberta and WPAC stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>● Use input from Mighty Peace Watershed Alliance Society in the design, development and implementation of aquatic monitoring programs, data evaluation, reporting, and evaluation. <ul style="list-style-type: none"> <li>- Provide feedback to Mighty Peace Watershed Alliance Society describing how input was used.</li> </ul> </li> <li>● Develop and communicate standards and methodologies for community-based monitoring to guide relevant Mighty Peace Watershed Alliance Society monitoring initiatives.</li> <li>● Ensure appropriate quality assurance and quality controls for environmental data is in place.</li> <li>● Provide Mighty Peace Watershed Alliance Society with information and training about scientific data collection, as appropriate and as resources allow.</li> <li>● Assemble and provide on a timely basis watershed-specific environmental data to support State of the Watershed reporting.</li> <li>● Provide guidance to Mighty Peace Watershed Alliance Society regarding environmental data interpretation, when requested and within available resources.</li> <li>● Provide scientific support to Mighty Peace</li> </ul>

Watershed Alliance Society monitoring and reporting initiatives, including research partnerships, based on government priorities and available staff resources and budget.

## 4.2 Planning

Mighty Peace Watershed Alliance	Alberta Environment and Parks
Roles	
<ul style="list-style-type: none"> <li>• <b>Planning:</b> Prepare Integrated Watershed Management Plans (IWMPs) for the xx watershed to advise relevant decision-makers and stakeholders of watershed issues and potential best responses.</li> <li>• <b>Implementation:</b> Promote, lead and coordinate implementation of IWMPs; including opportunities to integrate and adopt strategies across stakeholders.</li> <li>• <b>Policy Input:</b> Contribute, when requested; watershed knowledge and perspectives to relevant Ministry policy development and implementation activities. Communicate with AEP via the Watershed Co-ordinators when policy issues arise within their regions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Key Partner:</b> Participate fully as a key partner in IWMP development and implementation, alongside other watershed stakeholders.</li> <li>• <b>Statutory Decision-maker:</b> Use the direction and advice provided in the XX watershed IWMP to inform policy and regulatory decisions.</li> </ul>
Expectations	
<ul style="list-style-type: none"> <li>• Develop IWMPs in alignment with relevant government guidance documents, policies, and plans, including Indigenous and stakeholder input where appropriate.</li> <li>• Lead the coordination, implementation and tracking of IWMP recommendations with relevant Indigenous communities and stakeholders.</li> <li>• Develop and implement water conservation, water monitoring, source water protection, wetland programs, or other similar initiatives, in collaboration with relevant Indigenous communities and stakeholders.</li> <li>• Support government regional, sub-regional and other watershed-related planning, as appropriate and subject to available WPAC resources.</li> <li>• Advise relevant Ministry policy, planning, and regulatory development with watershed related knowledge and perspectives, when requested by the Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Mighty Peace Watershed Alliance Society IWMP development, alongside other watershed stakeholders, so that the Ministry can, at its discretion, approve the IWMP (in whole or in part) and implement those aspects of the IWMP that pertain to the Ministry's business.</li> <li>• Provide direct support (e.g., in-kind, expertise, financial, etc.) to Mighty Peace Watershed Alliance Society planning initiatives, based on government priorities, and available staff resources and budget.</li> <li>• Invite [WPAC Name] to provide input and assistance with aspects of the Ministry's business associated with water and watershed management, at the Ministry's discretion.</li> <li>• Identify opportunities for Mighty Peace Watershed Alliance Society to contribute to regional and sub-regional plans, environmental management frameworks, and other Ministry initiatives, where appropriate.</li> <li>• Consider Mighty Peace Watershed Alliance</li> </ul>

Society advice and report on how the advice was considered in government deliberations, or decisions.

### 4.3 Literacy and Education

Mighty Peace Watershed Alliance Society	Alberta Environment and Parks
Roles	
<ul style="list-style-type: none"> <li>● <b>Education:</b> Enhance environmental literacy throughout the xx watershed by developing and delivering education products or programs that foster water and aquatic ecosystem stewardship.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Key Partner:</b> Participate as a key partner in developing and guiding water and watershed education products and programs to ensure alignment with Ministry objectives.</li> </ul>
Expectations	
<ul style="list-style-type: none"> <li>● Work collaboratively with Indigenous communities, watershed stakeholders, and other WPACs in the development and delivery of basin-oriented education programs and products.</li> <li>● Serve as a reliable source of information about watershed education programs and resources offered by watershed educators in the region.</li> <li>● Develop or assist in the development of basin-oriented education programming that aligns with provincial literacy outcomes and the goals of the <i>Water for Life</i> Strategy.</li> <li>● Deliver water-related education programming to a variety of audiences in the watershed, including programs such as riparian health assessments, field demonstration sites, and other stewardship activities.</li> <li>● Promote awareness and implementation of best management practices by landowners and other stakeholders in the watershed.</li> </ul>	<ul style="list-style-type: none"> <li>● Support the Mighty Peace Watershed Alliance Society in developing water education strategies that detail key literacy outcomes. The strategies will be informed by input from Mighty Peace Watershed Alliance Society, the Ministry and stakeholders.</li> <li>● Develop provincial water education tools that can be used by literacy practitioners, with input from Mighty Peace Watershed Alliance Society.</li> <li>● Collaborate with Mighty Peace Watershed Alliance Society in delivering education programs, based on government priorities, narratives and available staff resources and budget.</li> </ul>

#### 4.4 Convenor and Collaborator

Mighty Peace Watershed Alliance Society	Alberta Environment and Parks
Roles	
<ul style="list-style-type: none"> <li>• <b>Convenor:</b> Provide a forum where stakeholders meet to share information and identify, discuss, and recommend priorities for issues, initiatives, and the implementation of IWMPs.</li> <li>• <b>Collaborator:</b> Develop partnerships across the watershed with Indigenous communities and stakeholders to lead or support or lead watershed-related projects and programs.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Key Partner:</b> Participate as a key partner in events, programs, projects, or other activities organized by Mighty Peace Watershed Alliance Society, at the Ministry's discretion, to ensure alignment with Ministry objectives.</li> </ul>
Expectations	
<ul style="list-style-type: none"> <li>• Seek to maintain a consensus-based, multi-stakeholder process to support integrated watershed management.</li> <li>• Engage Indigenous communities and stakeholders to identify watershed issues and collaboration opportunities.</li> <li>• Maintain neutrality on issues, or concerns, brought forward by the community and encourage open dialogue to develop advice, direction, and alternatives.</li> <li>• Provide guidance and support to watershed stewardship groups, as appropriate.</li> <li>• Encourage inclusiveness and broad stakeholder representation in Mighty Peace Watershed Alliance Society governance and initiatives.</li> <li>• Assist in stakeholder engagement related to watershed health, watershed policy, narratives and management initiatives to support the partnership, when requested by the Ministry and as WPAC resources allow.</li> </ul>	<ul style="list-style-type: none"> <li>• Leverage government knowledge and relationships, as suitable, to facilitate WPAC engagement with stakeholders.</li> <li>• Provide staff and other resources such as data to WPAC initiatives, as per government priorities.</li> </ul>



## 5.0 Governance

Mighty Peace Watershed Alliance Society	Alberta Environment and Parks
<ul style="list-style-type: none"> <li>• <b>[WPAC Name] Board of Directors</b> is responsible for the overall direction and oversight of activities undertaken by the <b>[WPAC Name]</b>. <ul style="list-style-type: none"> <li>- The Board is established and operates in accordance with the <i>Societies Act</i> (S-14 RSA 2000).</li> <li>- The Board establishes strategic and operational plans as per the bylaws for [WPAC Name].</li> </ul> </li> <li>• Executive Director is the operational leader for the [WPAC Name] and is responsible for day-to-day operations of the [WPAC Name] in accordance with direction from the Board of Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>WPAC Board Representative</b> is the GOA/Ministry representative on the Board of the Mighty Peace Watershed Alliance Society. <ul style="list-style-type: none"> <li>- GOA/Ministry representatives are full members of the Board and may fill executive positions on the Board of Directors.</li> <li>- facilitate communications and awareness between the parties, and be the first point of contact with the department.</li> </ul> </li> <li>• <b>Provincial WPAC Liaison</b> is one of the direct connections between Mighty Peace Watershed Alliance Society and the Ministry, with responsibility for coordinating among Alberta WPACs. <ul style="list-style-type: none"> <li>- Reviews WPAC Business Plans and Annual Reports to assess WPAC activities against their respective MRD</li> <li>- Facilitates the WPAC Coordinating Team (WCT) meetings</li> <li>- Meets with WPAC Executive Directors (EDs)</li> <li>- Supports the AEP Executive Director ED Committee</li> <li>- Supports the relationship between the Alberta Water Council and the WPACs</li> </ul> </li> <li>• <b>Partnerships Grant Manager</b> is responsible for coordinating and processing the Mighty Peace Watershed Alliance Society grant application and report.</li> <li>• <b>WPAC Coordinating Team</b> coordinates the internal team of GoA staff serving on WPAC Boards or in other coordinating capacities.</li> <li>• <b>AEP WPAC Executive Directors Committee</b> provides internal oversight and guidance for Ministry work that affects or is affected by the work of Mighty Peace Watershed Alliance Society.</li> <li>• <b>Annual WPAC Forum</b> is an event organized</li> </ul>

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by the Ministry so Alberta WPACs and GOA employees may interact to share information, build working relationships, and strategize on future initiatives.

## **6.0 Administration**

### **6.1 Societies Act**

The Mighty Peace Watershed Alliance Society will maintain its standing and comply with the provisions of the *Societies Act* (S-14 RSA 2000).

### **6.2 Business Planning**

In accordance with the established bylaws for the Mighty Peace Watershed Alliance Society, the Mighty Peace Watershed Alliance Society will develop a strategic plan that will broadly outline the direction and focus of the Mighty Peace Watershed Alliance Society. The strategic plan will be approved by the Mighty Peace Watershed Alliance Society Board of Directors. The Mighty Peace Watershed Alliance Society will also develop an operational plan describing the projects, programs, or activities the Mighty Peace Watershed Alliance Society will undertake to achieve the goals established in the strategic plan. The operational plan should include performance measures, where feasible, and describe deliverables against which projects, programs, or activities may be evaluated

### **6.3 Financial**

The Mighty Peace Watershed Alliance Society will:

- a. seek funding, where appropriate, from sources in addition to the Ministry;
- b. encourage and track the donation of in-kind contributions; and
- c. develop a procurement policy based on best business management practices that is open, fair and transparent.

### **6.4 Insurance**

The Mighty Peace Watershed Alliance Society will insure its operations under a contract of General Liability Insurance, at its own expense and without limiting its liabilities herein, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include employees and volunteers as additional insureds.

The Mighty Peace Watershed Alliance Society acknowledges that these are the minimum requirements that have been established by the Ministry. No representation or warranty of any kind is made by the Ministry as to the completeness or suitability of this insurance and the MPWA shall determine and satisfy itself that it has appropriate and sufficient coverage to satisfy its own risk and insurance requirements, and to cover its obligations under this Agreement.

### **6.5 Conflict of Interest Policy**

The Mighty Peace Watershed Alliance Society shall implement a conflict of interest policy to the Ministry's satisfaction that will apply to the MPWA's employees and members of the board of directors.

## **6.6 Personal Information**

The Mighty Peace Watershed Alliance Society will abide by the terms of the *Freedom of Information and Protection of Privacy Act* (F-25, R.S.A. 2000) and the *Personal Information Protection Act* (6.5, 2003) wherever applicable.

## **7.0 Review of the Mandate and Roles Document**

The Mandate and Roles document shall be in effect for not more than four years. It must be renewed or revised by (the expiry date). This will be initiated by the Ministry in year 3 of the 4-year MRD. It will evaluate both parties' performance relative to the expectations contained within the MRD. The Mandate and Roles document may be amended at any time; any amendment must be signed by the Chair and by the responsible Ministry member.

## **8.0 Signatures**



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WPAC Executive Director  
Mighty Peace Watershed Alliance Society

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Date:

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Deputy Minister  
Ministry of Alberta Environment and Parks

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Date

## **Appendix 1: Identified Priorities And Initiatives - Along With Their Associated Described Actions Within The [Watershed]; That Should Be Undertaken During The Duration Of This MRD. (If Any)**

*[It is here where any specific actions, roles, or priorities would be described. This Appendix can be altered at any time with the agreement of both parties. It is divided into Common and WPAC specific Sections]*

### **Section 1: Common Priorities**

1. Both WPACs and AEP will maintain regular and effective communication with each other throughout the duration of this MRD. WPACs will participate in the annual WPAC Forum held by AEP and also AEP will participate in any WPAC AGM - as requested.
2. “Collaborate with the Engagement and Education Section of AEP in delivering any education, engagement and outreach narratives developed by AEP that support watershed management policy and program initiatives.”

### **Section 2: WPAC Specific Priorities**

*Any specific activity listed in this section would be discussed and agreed upon by both the WPAC and AEP, or another GOA department – typically through the WPAC co-ordinators. This mutual discussion and collaboration should reflect the limitation of time and resources available to both parties.*

1. Any departmental initiated activity that requires collaboration with a specific WPAC would be listed here and it would include the relevant AEP work unit. As this document has a 4-year time span, dates and timing can be generously approximate.
  2. WPACs with AEP subject matter expertise needs required to support their activities and roles in fulfilling their strategic plans would be listed here along with the associated AEP work unit.
- Continued work implementation of the MPWA IWMP and other subordinate planning initiatives (i.e. Source Water Protection, Surface Water Management, Riparian Restoration Plans, etc.).
  - Continue to collaborate with various decision makers and partners to achieve strategic goals and advance the IWMP implementation of recommendations.

- When MPWA is ready and has staff available to move forward on a SOW update, there may be an ask for further financial and resource commitment from AEP. Further resources will be required to manage data gaps, GIS work, monitoring needs, and funding for appropriate contractors to complete the work. Discussions of these requirements should begin in the 2023-2025 timeframe.
- Work on the Wapiti River Implementation Plan (joining together the work from the AEP lead Wapiti River Water Management Plan and MPWA lead Wapiti River Source Water Protection Plan). This work will require further monitoring, data collection, engagement processes, etc.
- Further funding and AEP resource staff will be required to address monitoring needs in areas deemed as hot spots ie Smoky Headwaters, Wapiti/Smoky Basins, Lower Peace.
- Continued discussions around transboundary concerns which greatly affect the Peace River, Slave River, and Peace-Athabasca Delta.
- Request inclusion in regional (watershed) planning initiatives for the Peace and Slave Watersheds