Mandate and Roles Document

***[WPAC Organization’s Full Name]***

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# Terms and Definitions

* “Ministry” means Alberta Environment and Parks
* “(WPAC’s acronym)” means the (WPAC’s name)
* “partners means both Alberta Environment and Parks and the (WPAC’s name)
* “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.

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# 1.0 Purpose

This Mandate and Roles Document for *[WPAC Organization’s Full Name]* (WPAC acronym) 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 XX watershed. 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*(WPAC’s name)*is reconfirmed as the designated Watershed Planning & Advisory Council (WPAC) for the XX watershed operating as not-for-profit Society under the *Societies Act* (S-14 RSA 2000).

The partners support implementation of the [*Water for Life* Strategy](https://open.alberta.ca/dataset/16e373f7-35c6-438c-8028-b9ab7e3e2fee/resource/bd7930bf-da3b-449a-8630-ef0b11dde99e/download/waterforlife-renewal-nov2008.pdf) and will work collaboratively to uphold the principles and achieve the goals and key directions of *Water for Life* in the XX watershed. Specifically, the *[WPAC Acronym]* 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.
	1. 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.
	1. [WPAC Name] 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.
	1. The*(WPAC’s acronym)*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

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| **WPAC Name** | **Alberta Environment and Parks** |
| **Roles** |
| * **Assessment:** Evaluate the condition of the aquatic environment in the XX watershed using a variety of indicators and metric informed by the best available science.
* **Reporting:** Publish “[State of the Watershed](https://open.alberta.ca/dataset/b149604a-28d6-46bd-8618-c283d36f1c0b/resource/1d095661-c668-4cf0-bd46-de81f0fd1cc7/download/handbookstatewatershedreporting-nov2008.pdf)” reports to identify watershed conditions, local pressures in the watershed and, potential gaps in environmental data and/or research needs.
 | * **Scientific Support:** Inform and advise on the assessment and reporting of watershed conditions by [WPAC Name].
* **Policy and Regulatory Decisions:** Use State of Environment reporting to inform policy and regulatory decisions.
 |
| **Expectations** |
| * Provide input, when requested, to the Ministry on environmental monitoring, identification of specific issues and reporting needs for the XX watershed.
* Support community-based monitoring and methods in the XX watershed, using Ministry standards when required.
* Assemble information to report on the state of the XX watershed, including local environmental and socio-economic information, where available.
	+ Where possible and where permitted by Indigenous communities, braid traditional knowledge with western science perspectives.
* Produce a State of the Watershed report for the XX watershed to inform provincial water and aquatic ecosystem management.
	+ Review and update as required, or every 8 years
* 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.
 | * Use input from [WPAC Name] in the design, development and implementation of aquatic monitoring programs, data evaluation, reporting, and evaluation.
	+ Provide feedback to [WPAC Name] describing how input was used.
* Develop and communicate standards and methodologies for community-based monitoring to guide relevant [WPAC Name] monitoring initiatives.
* Ensure appropriate quality assurance and quality controls for environmental data is in place.
* Provide [WPAC Name] with information and training about scientific data collection, as appropriate and as resources allow.
* Assemble and provide on a timely basis watershed-specific environmental data to support State of the Watershed reporting.
* Provide guidance to [WPAC Name] regarding environmental data interpretation, when requested and within available resources.
* Provide scientific support to [WPAC Name] monitoring and reporting initiatives, including research partnerships, based on government priorities and available staff resources and budget.
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## 4.2 Planning

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| **WPAC Name** | **Alberta Environment and Parks** |
| **Roles** |
| * **Planning**: Prepare Integrated Watershed Management Plans (IWMPs) for the xx watershed to advise relevant decision- makers and stakeholders of watershed issues and potential best responses.
* **Implementation**: Promote, lead and coordinate implementation of IWMPs; including opportunities to integrate and adopt strategies across stakeholders.
* **Policy Input**: 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.
 | * **Key Partner:** Participate fully as a key partner in IWMP development and implementation, alongside other watershed stakeholders.
* **Statutory Decision-maker:** Use the direction and advice provided in the XX watershed IWMP to inform policy and regulatory decisions.
 |
| **Expectations** |
| * Develop IWMPs in alignment with relevant government guidance documents, policies, and plans, including Indigenous and stakeholder input where appropriate.
* Lead the coordination, implementation and tracking of IWMP recommendations with relevant Indigenous communities and stakeholders.
* Develop and implement water conservation, water monitoring, source water protection, wetland programs, or other similar initiatives, in collaboration with relevant Indigenous communities and stakeholders.
* Support government regional, sub-regional and other watershed-related planning, as appropriate and subject to available WPAC resources.
* Advise relevant Ministry policy, planning, and regulatory development with watershed related knowledge and perspectives, when requested by the Ministry.
 | * Participate in [WPAC Name] 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.
* Provide direct support (e.g., in-kind, expertise, financial, etc.) to [WPAC Name] planning initiatives, based on government priorities, and available staff resources and budget.
* 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.
* Identify opportunities for [WPAC Name] to contribute to regional and sub-regional plans, environmental management frameworks, and other Ministry initiatives, where appropriate.
* Consider [WPAC Name] advice and report on how the advice was considered in government deliberations, or decisions.
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## 4.3 Literacy and Education

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| **WPAC Name** | **Alberta Environment and Parks** |
| **Roles** |
| * **Education:** Enhance environmental literacy throughout the xx watershed by developing and delivering education products or programs that foster water and aquatic ecosystem stewardship.
 | * **Key Partner:** Participate as a key partner in developing and guiding water and watershed education products and programs to ensure alignment with Ministry objectives.
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| **Expectations** |
| * Work collaboratively with Indigenous communities, watershed stakeholders, and other WPACs in the development and delivery of basin-oriented education programs and products.
* Serve as a reliable source of information about watershed education programs and resources offered by watershed educators in the region.
* Develop or assist in the development of basin-oriented education programming that aligns with provincial literacy outcomes and the goals of the *Water for Life* Strategy.
* 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.
* Promote awareness and implementation of best management practices by landowners and other stakeholders in the watershed.
 | * Support the [WPAC Name] in developing water education strategies that detail key literacy outcomes. The strategies will be informed by input from WPACsName, the Ministry and stakeholders.
* Develop provincial water education tools that can be used by literacy practitioners, with input from WPACsName.
* Collaborate with WPACsName in delivering education programs, based on government priorities, narratives and available staff resources and budget.
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## 4.4 Convenor and Collaborator

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| **WPAC Name** | **Alberta Environment and Parks** |
| **Roles** |
| * **Convener**: Provide a forum where stakeholders meet to share information and identify, discuss, and recommend priorities for issues, initiatives, and the implementation of IWMPs.
* **Collaborator**: Develop partnerships across the watershed with Indigenous communities and stakeholders to lead or support or lead watershed-related projects and programs.
 | * **Key Partner:** Participate as a key partner in events, programs, projects, or other activities organized by [WPAC Name], at the Ministry’s discretion, to ensure alignment with Ministry objectives.
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| **Expectations** |
| * Seek to maintain a consensus-based, multi-stakeholder process to support integrated watershed management.
* Engage Indigenous communities and stakeholders to identify watershed issues and collaboration opportunities.
* Maintain neutrality on issues, or concerns, brought forward by the community and encourage open dialogue to develop advice, direction, and alternatives.
* Provide guidance and support to watershed stewardship groups, as appropriate.
* Encourage inclusiveness and broad stakeholder representation in [WPAC Name] governance and initiatives.
* 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.
 | * Leverage government knowledge and relationships, as suitable, to facilitate WPAC engagement with stakeholders.
* Provide staff and other resources such as data to WPAC initiatives, as per government priorities.
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# 5.0 Governance

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| **WPAC Name** | **Alberta Environment and Parks** |
| * **[WPAC Name] Board of Directors** is responsible for the overall direction and oversight of activities undertaken by the **[WPAC Name].**
	+ The Board is established and operates in accordance with the *Societies Act* (S-14 RSA 2000).
	+ The Board establishes strategic and operational plans as per the bylaws for [WPAC Name].
* 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.
 | * **WPAC Board Representative** is the GOA/Ministry representative on the Board of the [WPAC Name] Society.
	+ GOA/Ministry representatives are full members of the Board and may fill executive positions on the Board of Directors.
	+ facilitate communications and awareness between the parties, and be the first point of contact with the department.
* **Provincial WPAC Liaison** is one of the direct connections between [WPAC Name] and the Ministry, with responsibility for coordinating among Alberta WPACs.
	+ Reviews WPAC Business Plans and Annual Reports to assess WPAC activities against their respective MRD
	+ Facilitates the WPAC Coordinating Team (WCT) meetings
	+ Meets with WPAC Executive Directors (EDs)
	+ Supports the AEP Executive Director ED Committee
	+ Supports the relationship between the Alberta Water Council and the WPACs
* **Partnerships Grant Manager** is responsible for coordinating and processing the [WPAC Name] grant application and report.
* **WPAC Coordinating Team** coordinates the internal team of GoA staff serving on WPAC Boards or in other coordinating capacities.
* **AEP WPAC Executive Directors Committee** provides internal oversight and guidance for Ministry work that affects or is affected by the work of [WPAC Name].
* **Annual WPAC Forum** is an event organized by the Ministry so Alberta WPACs and GOA employees may interact to share information, build working relationships, and strategize on future initiatives.
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# 6.0 Administration

## 6.1 Societies Act

The (WPAC’s name) 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 *(WPAC’s name)*, the [WPAC Name] will develop a strategic plan that will broadly outline the direction and focus of the [WPAC Name]. The strategic plan will be approved by the [WPAC Name] Board of Directors. The [WPAC Name] will also develop an operational plan describing the projects, programs, or activities the [WPAC Name] 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 (WPAC’s name) will:

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

## 6.4 Insurance

The (WPAC’s name) 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 (WPAC’s name) 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 (WPAC’s acronym) 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 (WPAC’s name) shall implement a conflict of interest policy to the Ministry’s satisfaction that will apply to the (WPAC’s acronym)’s employees and members of the board of directors.

## 6.6 Personal Information

The (WPAC’s name) 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.

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# 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 Deputy Minister

*[WPAC Name]* Ministry of Alberta Environment and Parks

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*Date: 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.