

LICA

Lakeland Industry and Community Association

LICA Watershed Committee (LWC) Terms of Reference

The Lakeland Industry and Community Association (LICA) formed the LICA Watershed Committee (LWC) to assist the Environmental Coordinator in watershed management planning and projects including Beaver River Integrated Watershed Management Plan (IWMP) implementation. The LWC is a working committee of LICA that will report its activities and requests to the Board for approval. The LWC is supported by representation from Industry, Government, Indigenous communities, Non-Government Organizations, and the community, which allows for 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 while being accountable to the LICA Board of Directors regarding the oversight of watershed management planning and projects and the implementation and priorities of the IWMP.
- 1.3 To act on behalf of the stakeholders they represent and to bring that perspective when addressing watershed concerns and 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 and other watershed reporting.
- 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 LWC will follow LICA's Vision and Mission and will operate within LICA's policies in support of the Strategic Plan.
- 2.2 The LWC will meet on an as needed basis.
- 2.3 The LWC will report to the Board, and when needed, be responsible for facilitating Board discussion regarding their recommendations.
- 2.4 The LWC will ensure that the IWMP effectively addresses stakeholder needs through regular evaluation of stakeholders' objectives related to LICA, throughout the implementation process.
- 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 LWC'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 LWC prior to the final issue. These will be made available to all LWC members as part of the review process.
- 2.8 The LWC will strive for consensus recommendations and decisions. If it becomes clear that the LWC 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 projects, and contractor selection, and advise the LWC 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 LWC is made up of the Environmental Coordinator, 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 subject matter experts and LICA staff that may be included by invitation of the Environmental Coordinator or Executive Director.

- 3.1 The LWC chair will be a Committee Member appointed by the Committee at their first meeting after the annual general meeting.
- 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 Protected Areas (EPA) – Sector nominated
 - 3.6.2 Alberta Energy Regulator (AER) – Sector nominated
 - 3.6.3 Industry, Oil & Gas – Sector nominated
 - 3.6.4 Agriculture and Irrigation- (AGI) 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 - Sector nominated

4.0 Meetings

- 4.1 Committee meetings will comply with Policy 1.6 Board and Committee Meetings. Please contact the LICA office at lica2@lica.ca for up-to-date policies.
- 4.2 Committee members will attend meetings in-person when possible.

4.3 Committee members attending virtually must:

- 4.3.1 Participate with their cameras on for the duration of the meeting to demonstrate presence and attention to the discussion.
- 4.3.2 Provide notification 10-15 minutes in advance prior to leaving the meeting to ensure quorum is maintained.

5.0 Roles and Responsibilities of the LWC and its Members

5.1 General LWC Members

- 5.1.1 Actively participate in meetings and provide technical knowledge and support.
- 5.1.2 Understand and represent the interests and regulatory requirements (if applicable) of the group they represent.
- 5.1.3 Implement key priorities, goals, recommendations and targets of the IWMP to address watershed concerns.
- 5.1.4 Make recommendations as required regarding the implementation of the IWMP.
- 5.1.5 Provide support for planning future phases of the IWMP.
- 5.1.6 Keep the implementation of the IWMP in alignment with LICA's Strategic Plan and budget.
- 5.1.7 Ensure that the work is being conducted in a transparent manner.
- 5.1.8 Engage other expertise as needed.
- 5.1.9 Form ad hoc groups as needed to work on specific projects related to the LWC.

5.2 Roles in Addition to General LWC Member Roles

5.2.1 Environmental Coordinator

- 5.2.1.1 Report to the LICA Board as a representative of the LWC.
- 5.2.1.2 Lead ad hoc groups as required.
- 5.2.1.3 Develop budgets related to IWMP Implementation Projects for Board approval.
- 5.2.1.4 Oversee operations and maintenance of environmental programs, including the following:
 - 5.2.1.4.1 Establish key performance indicators used to monitor the performance of third-party contractors based on best practices.
 - 5.2.1.4.2 Monitor the performance of third-party contractors and report to the Board.
- 5.2.1.5 Report issues of non-compliance to the Board immediately for corrective action or direction based on recommendations from the LWC.
- 5.2.1.6 Review the implementation 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.
- 5.2.1.7 Stay informed of changes in land and water management as directed by the federal or provincial governments.
- 5.2.1.8 Ensure the environmental programs operate cost-effectively and within budget.

- 5.2.1.9 Develop, coordinate, and deliver community and stakeholder forums throughout the watershed.
- 5.2.1.10 Promote the implementation progress of the IWMP to the public and disseminate materials as they become available.
- 5.2.2 Executive Director
 - 5.2.2.1 Advise the LWC on LICA policies as required.
 - 5.2.2.2 Act as a liaison between other LICA committees and the LWC.
 - 5.2.2.3 Maintain collaborative relationships with stakeholders.
- 5.2.3 Education & Outreach Coordinator
 - 5.2.3.1 Support the LWC with public engagement on watershed-related matters and IWMP implementation.
 - 5.2.3.2 Assist in coordinating and delivering outreach activities to engage the public, such as forums.
- 5.2.4 Indigenous Representative(s)
 - 5.2.4.1 Ensure Indigenous Environmental Knowledge is recognized and integrated into watershed projects.
 - 5.2.4.2 Provide information about cultural protocols and assistance with appropriate community engagement.
- 5.2.5 EPA, AER, and AGI Representative(s)
 - 5.2.5.1 Provide advice and technical input regarding watershed projects, and implementation of the IWMP.
 - 5.2.5.2 Provide a link to other Government of Alberta and Regulatory staff and resources.
 - 5.2.5.3 Act as a liaison regarding regulatory requirements, policy development, and approvals.

6.0 Evaluation

- 6.1 The LWC shall review its Terms of Reference annually.