

# TERMS OF REFERENCE

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## WESTLAKE INTEGRATED WATERSHED MANAGEMENT PLAN

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### 1. INTRODUCTION

Manitoba's vision for water is 'The best water for all life and lasting prosperity'. Striving to attain this vision, Manitoba has undertaken many water related initiatives including the review and consolidation of existing water legislation. As a result, Manitoba developed *The Water Protection Act*, which was proclaimed in January of 2006. The purpose of *The Act* is to provide for the protection and stewardship of Manitoba's water resources and aquatic ecosystems.

Part 3 of *The Water Protection Act* relates to watershed management. It describes the designation, role and responsibilities of a Water Planning Authority, required content of a watershed management plan, required consultations, process for plan approval and amendments, establishment and purpose of the Water Stewardship Fund, and the establishment, role and responsibilities of the Manitoba Water Council. Further, it identifies the importance of developing plans to address land drainage and flood control, protect drinking water sources, and identify ways that the plan can be implemented, monitored and evaluated.

In November 2008, through a Memorandum of Understanding signed with Manitoba Water Stewardship, the Alonsa Conservation District (ACD) became the Water Planning Authority for the Westlake watershed (parts of 05LK and 05LL). The Planning Area for the Westlake Integrated Watershed Management Plan is shown in Figure 1 (page 8).

The ACD is located along the western shore of Lake Manitoba and includes the Rural Municipalities of Alonsa and Lawrence. The mandate of the ACD is to conserve, sustain, and preserve all the diverse resources that make this area unique and keep the local economy strong.

### 2. PURPOSE

The purpose of the IWMP is to identify priority land and water-related issues in the watershed, determine projects or policies targeted to address the issues, and identify how land and water management programming will be cooperatively applied throughout the watershed.

### **3. PARTICIPANTS AND RESPONSIBILITIES**

#### **WATER PLANNING AUTHORITY (WPA)**

The Water Planning Authority is the organization deemed responsible for the development and implementation of an integrated watershed management plan for a watershed.

Through a Memorandum of Understanding signed with Manitoba Water Stewardship in November 2008, the Alonsa Conservation District became the Water Planning Authority for the Westlake Watershed (parts of 05LK and 05LL - Figure 1).

The roles of the WPA are identified in *The Water Protection Act* (Appendix A).

#### **PROJECT MANAGEMENT TEAM (PMT)**

The Project Management Team, also known as the Steering Committee or Planning Team, is the secretariat to the Water Planning Authority and guides the overall management and development of the plan.

Responsibilities:

- Identify a Chairperson to plan meetings, agendas, lead discussions, and be the spokesperson for the group
- Coordinate all plan related meetings and advertising
- Establish a Watershed Team
- Facilitate and lead the public consultation and stakeholder meetings;
- Manage the budget and plan schedule
- Record and distribute meeting minutes to the Water Planning Authority and Watershed Team members and post on WPA website
- Collect and compile all information submissions, technical reports and consultation inputs
- Engage participation and interest from the watershed community
- Ensure adherence to the Terms of Reference and *The Water Protection Act*
- Clearly identify who will write and edit the plan
- Provide input and edits to the plan (draft and final)
- Develop a communications strategy to inform watershed residents of the IWMP
- Complete other tasks as required

Membership:

- Representative(s) from Water Planning Authority
- Manitoba Water Stewardship - Watershed Planner(s)
- Representatives from key stakeholder groups

## **WATERSHED TEAM**

The Watershed Team is a large group (~30 people) and is comprised of representatives from organizations with background knowledge and specialization in certain areas of land, water, agriculture or natural resource management. They are initially expected to provide an overview of existing information to facilitate stakeholder discussions and understanding of the watershed, and later to identify issues, assess options, and provide recommendations and approaches to address specific watershed issues.

Membership should include, but is not limited to:

- Manitoba Water Stewardship – Planning and Coordination Branch, Office of Drinking Water, Water Control Systems Management, Water Science and Management, Fisheries Branch
- Manitoba Conservation – Environmental Services, Wildlife and Ecosystem Protection
- Manitoba Agriculture, Food and Rural Initiatives
- Planning Districts
- Rural Municipalities

## **MINISTER OF WATER STEWARDSHIP**

As identified in Section 18 of *The Water Protection Act*, the Water Planning Authority must submit its watershed management plan to the Minister of Water Stewardship for approval. Upon receiving a proposed plan, the Minister may refer it to the Manitoba Water Council for review and comment.

## **4. PRINCIPLES OF INTEGRATED WATERSHED MANAGEMENT**

<b>Mutual Dependence</b>	Water, land and related resources are interdependent and must be managed as such.
<b>Accountability</b>	Each of us is responsible for the social, economic and environmental consequences of our decisions and accountable for our actions.
<b>Openness</b>	Actions must be based on relevant information, and team members must use an accessible, open and informed decision making process.
<b>Respect</b>	All interactions must be fair and respectful and provide for an environment for sharing ideas and solutions. Everyone has an important role.
<b>Balance and Integration</b>	Consideration of social, economic and environmental costs and benefits must be an integral part of all decision making.

<b>Be Local</b>	Watershed management and planning will provide forums that will encourage and provide opportunity for consultation and meaningful participation in decision making.
<b>Coordinated and Cooperative Efforts</b>	Coordinated and cooperative efforts are needed among all government and non-government interests.
<b>Recognition</b>	There must be recognition of existing rights, treaties, agreements and obligations in all decision making.
<b>Transition Takes Time</b>	Sustainability is a journey that requires constant feedback, learning and adjustment. In the short-term, the elements of sustainability may not always be in balance.
<b>Commitment</b>	Watershed management requires a long-term commitment, with continual adaptation and modification based on information provided by regular monitoring and updates.
<b>Support</b>	Actions require resources. Support for the planning process extends beyond meeting participation, and is best shown through action on the ground.

## 5. SCHEDULE

	KEY ACTIVITY	DELIVERABLE	TIMELINE
PRE-PLANNING	Designate a Water Planning Authority to develop the Westlake IWMP	Memorandum of Understanding	November 2008
	Form a balanced Project Management Team	Project Management Team	June 2009
	Develop a Terms of Reference to guide the watershed management planning process	Terms of Reference	July 2009

PLAN PREPARATION	Hold first round of public / stakeholder consultations	List of well-defined and prioritized issues, options, objectives, and measures of success	October 2009
	Begin to compile existing literature and information to develop watershed information	"Watershed Characterization" document	July 2009
	Summarize information from public consultations	"Watershed Issues identified by Public" summary document	November 2009
	Develop Source Water Assessments for all Public Water Supply systems in watershed	Source Water Protection Assessments	November 2009
	Watershed Team Meeting #1	Information exchange, issue confirmation and draft recommendations	January 2010
	Summarize information from first round of public / stakeholder consultations and Watershed Team meetings	Draft Action IWMP	March 2010
	Watershed Team Meeting #2	Confirm plan direction, identify gaps, discuss commitments and revise recommendations	May 2010
	Draft IWMP	1 <sup>st</sup> Draft IWMP	August 2010
	Watershed Team Meeting #3	Comments and suggestions to incorporate into Draft IWMP	October 2010
	Public / stakeholder review of Draft IWMP	Comments of Draft IWMP	October 2010
	Edit Draft IWMP based on public feedback	2 <sup>nd</sup> Draft IWMP	November 2010
	Water Planning Authority to review Draft IWMP	Water Planning Authority approves IWMP	December 2010
	Submit IWMP to Minister of Water Stewardship for review and approval	Provincially approved IWMP	January 2011

IMPLEMENTATION	Implement the IWMP	Review Programs and Budget, establish and maintain partnerships, measure success and do projects	January 2011 (ongoing)
	Monitor and evaluate actions	IWMP reporting	Annually
	Revisit and update IWMP	Revisit IWMP Revised IWMP	5 years 10 years

## 6. BUDGET

Manitoba Water Stewardship provides a watershed planning grant of \$25,000 to the Water Planning Authority. The eligible expenses for the planning grant are outlined in the MOU.

Manitoba Water Stewardship and other Provincial and Federal government departments provide in-kind technical assistance throughout the planning process, as required.

The Alonsa Conservation District provides significant financial and technical assistance throughout the planning process.

<b>Category</b>	<b>Task</b>	<b>Amount</b>
Meetings (coffee/donuts, hall rentals)	Project Management Team (12)	\$2,000
	Public Consultation	\$2,000
Design and printing	Advertising	\$3,000
	Draft IWMP	\$5,000
	Final IWMP	\$6,000
	Promotional tools	\$3,000
Implementation	Advertising	\$2,000
	Promotional tools	\$2,000
<b>TOTAL</b>		<b>\$25,000</b>

## 7. ENDORSEMENT

The following partners support the principles of integrated watershed management, and agree to work together to develop the Westlake Integrated Watershed Management Plan and implement the recommendations in the plan that fall within the mandate of their organization.

The intent of endorsing this document is to gain support and build partnerships and cooperation among people and organizations in order to assist with the protection, conservation, and restoration of water, aquatic ecosystems and drinking water sources in the Westlake Watershed.

Attached:

Figure 1 – Westlake Watershed  
Appendix A – *The Water Protection Act*

Figure 1 – Westlake Watershed

