

## ***Sector Planning for Conservation, Efficiency and Productivity***

### ***Project Team Terms of Reference***

Initial terms of reference approved the Alberta Water Council on March 19, 2009. Membership amended June 4, 2009. Timelines and Deliverables, Budget amended March 24, 2011. Timelines and Deliverables amended March 22, 2012. Timelines and Deliverables amended October 25, 2012.

#### **CONTEXT**

In September 2008 the Water Conservation Efficiency and Productivity (CEP) Project Team delivered its final report and recommendations to Council. Recommendation 21 was that Council establish a multi-stakeholder Project Team to assist seven priority sectors with the development and implementation of sector CEP plans. Council approved the establishment of the Sector Planning for CEP Project Team to undertake the tasks described in recommendation 21 of the CEP report. Participation of water using sectors in developing and implementing plans to improve water conservation, efficiency and productivity will demonstrate to Albertans their commitment to achieving Water for Life objectives.

#### **STRATEGIC INTENT (GOAL)**

The Sector Planning for CEP Project Team will serve as a forum:

- To reduce challenges in developing and implementing sector plans through sharing of ideas, knowledge, opportunities and experiences
- To evaluate and determine the need for enhancements to the CEP Framework document and Annotated Table of Contents.

#### **OBJECTIVES**

- Provide a venue for stakeholders to discuss challenges, share ideas, and provide feedback if necessary to ensure successful adoption of the multi-stakeholder component in sector planning.
- Evaluate and where necessary recommend improvements that would result in increased participation in a sector plan.
- Identify the challenges and opportunities for developing a metric or metrics for aggregating CEP data from the seven priority plans.
- Report to the Alberta Water Council on the progress of the seven sectors in developing CEP plans in accordance with the CEP Framework and progress towards achieving CEP objectives.

#### **KEY TASKS**

- Develop work plan describing key tasks, milestones, and deliverables as well as timelines for completing key tasks.
- Receive updates from sectors on progress and challenges in developing and implementing CEP plans with a particular emphasis on steps 1 to 6 of the Framework Document including the Criteria for Review by Council and Table of Contents document.

- Determine how to assist sector members that may not have the capacity to fully develop and/or implement CEP plans (e.g., data and reporting components) and make recommendations for how such assistance might be provided.
- Receive reports from sectors on metrics being used to measure and report on CEP outcomes, and provide guidance to sectors on development and use of metrics.

## **TIMELINES and DELIVERABLES**

The Project Team will provide the following deliverables to the Alberta Water Council

- Status reports on progress of the seven sectors in developing their plans in accordance with the CEP Framework on an ongoing basis.
- All sector plans will be completed by October 2012 and the team's final report will be presented to Council at the March 2013 board meeting which will include:
  - Recommendations to address challenges encountered by sectors with respect to the Framework Document, and
  - Recommendations that would assist the next team with the evaluation of the overall CEP process, including identifying challenges and opportunities of developing a metric or metrics for aggregating CEP data from the seven priority plans.

## **MEMBERSHIP**

The multi-stakeholder Project Team will have representation from the following sectors: Irrigation, Power Generation, Oil & Gas, Mining (oil sands), Chemical and Petrochemical, Forestry, Large Urban Municipalities, Small Urban Municipalities, Rural Municipalities, the Alberta Lake Management Society, Alberta Environment, Alberta Agriculture and Rural Development, and the water caucus of the Alberta Environmental Network.

The project team will meet regularly and will operate in a manner that is consistent with the rules, policies and procedures adopted by the Alberta Water Council, including the use of consensus to make decisions in a multi-stakeholder process.

All members of the Project Team will participate actively and will take on tasks such as proposing options/solutions, providing data and information, drafting documents, consulting with stakeholders and hosting meetings.

## **BUDGET**

The team does not anticipate any budget beyond core support will be required.