

**TERMS OF REFERENCE  
FOR THE PREPARATION OF  
INTEGRATED WATERSHED MANAGEMENT  
PLANS FOR  
LITTLE SASKATCHEWAN RIVER WATERSHED  
ARROW/OAK RIVER WATERSHED  
BIRDTAIL/ASSINIBOINE WEST WATERSHED  
SHELL RIVER WATERSHED**

**June 22 , 2006**

**Prepared by the  
Little Saskatchewan River Water Planning Authority  
Birdtail/Assiniboine West Water Planning Authority  
Arrow/Oak Water Planning Authority  
Shell River Water Planning Authority**

## INTRODUCTION

The Little Saskatchewan River, Upper Assiniboine River and Lake of the Prairies Conservation District Boards have agreed to facilitate the preparation of integrated watershed management plans (IWMP's) for four watersheds in the Assiniboine River Basin to help set future direction and priorities for the watershed. The challenge is to target limited funds into high quality programs and projects that maximize benefits to the social, economic and environmental elements of the watershed. The Boards have requested designation as Water Planning Authorities (WPA) under The Water Protection Act to play a lead role in the plan preparation. Public participation and broad stakeholder involvement is a high priority in this process.

This Terms of Reference outline how the four IWMP's are to be prepared including budget, process and expected outcomes and will serve to guide the process of plan preparation.

*Note: Four Integrated Watershed Management Plans will be prepared concurrently within one process with four separate Water Planning Authorities in the Assiniboine River Basin. They are the Arrow/Oak River WPA; Birdtail/Assiniboine West WPA; Shell River WPA and Little Saskatchewan River WPA. The facilitation of four concurrent integrated watershed planning processes is intended to save time, money and maximize watershed planning efficiencies.*

## PURPOSE

### **MISSION STATEMENT**

The mandate of Conservation Districts is to encourage and support sustainable land and water conservation practices; to be accomplished through integrated land and water management, planning and programming within a watershed basin". The most effective way to plan, deliver and justify watershed programs in areas of greatest need is through an integrated watershed management plan prepared by the community and for the community.

## ***PURPOSE OF AN INTEGRATED WATERSHED MANAGEMENT PLAN***

The purpose of the plan is to:

1. Promote a planned and coordinated approach to delivering watershed management programs from a community perspective.
2. Prepare a State of the Watershed Report to set in place the ability to measure and monitor watershed management programs and ultimately watershed health.
3. Educate residents about sustainable land use in the watershed and promote a sense of watershed community
4. Encourage broad based public participation by all citizens and agents with a stake in the watershed in the preparation of the watershed plan..( by the people..for the people)
5. Provide the CD Board's with an overall focus and set priorities to help justify the need for targeted, measurable watershed programs with overall community benefits.
6. Help sub-watershed committees of the CD's and other community NGO's set program strategies in an overall planned watershed approach.

## **Legislated Considerations**

This main piece of legislation that must be considered and addressed throughout the planning process and within the plan is the *Water Protection Act*.

Section 15 of the *Act* states that a WPA must consider the following:

1. water quality standards, objectives and guidelines that apply to the watershed;
2. whether a water quality zone is included within any part of the watershed, and if so, any regulations made under section 4 respecting the zone;
3. studies that the authority considers relevant relating to water, land use, demographics, the capacity of the environment to accommodate development, and any other matter related to present or future physical, social or economic factors;
4. comments received through public consultation or public meetings held under section 17;
5. prescribed water management principles;
6. relevant provincial land use policies, development plans, and zoning by-laws'
7. any other information that the authority considers relevant.

Section 16 of the *Act* states that a water management plan:

1. Must identify issues relating to the protection, conservation or restoration of water, aquatic ecosystems and drinking water sources in the watershed:
2. Must contain objectives, policies and recommendations regarding some or all of the following:
  - a) protection, conservation and restoration of water, aquatic ecosystems and drinking water sources,
  - b) the prevention, control and abatement of water pollution, including wastewater and other point-source discharges, and non-point sources of pollution,
  - c) land drainage and flood control, including the maintenance of land drainage and flood control infrastructure,
  - d) activities in water quality management zones, riparian areas, flood areas, flood plains and reservoir areas,
  - e) water demand management, water use practices and priorities, the conservation of water supplies, and the reduction of water use and consumption during drought and other periods of water shortage,
  - f) the supply, distribution, storage and retention of water,
  - g) emergency preparedness to address spills, accidents and other emergencies that may affect water, aquatic ecosystems or a drinking water source
3. Must specify linkages between water management and land use planning so as to facilitate the adoption, in a development plan or other planning instrument, of some or all of the provisions of the watershed plan
4. Must identify ways in which the plan can be implemented, monitored and evaluated.

## Participants

### PROVINCE OF MANITOBA

The Province of Manitoba will:

1. Act as the IWMP coordinators.
2. Provide a planning grant of \$25,000 to each of the four WPA's upon completion of a satisfactory terms of reference for the IWMP equaling \$100,000.

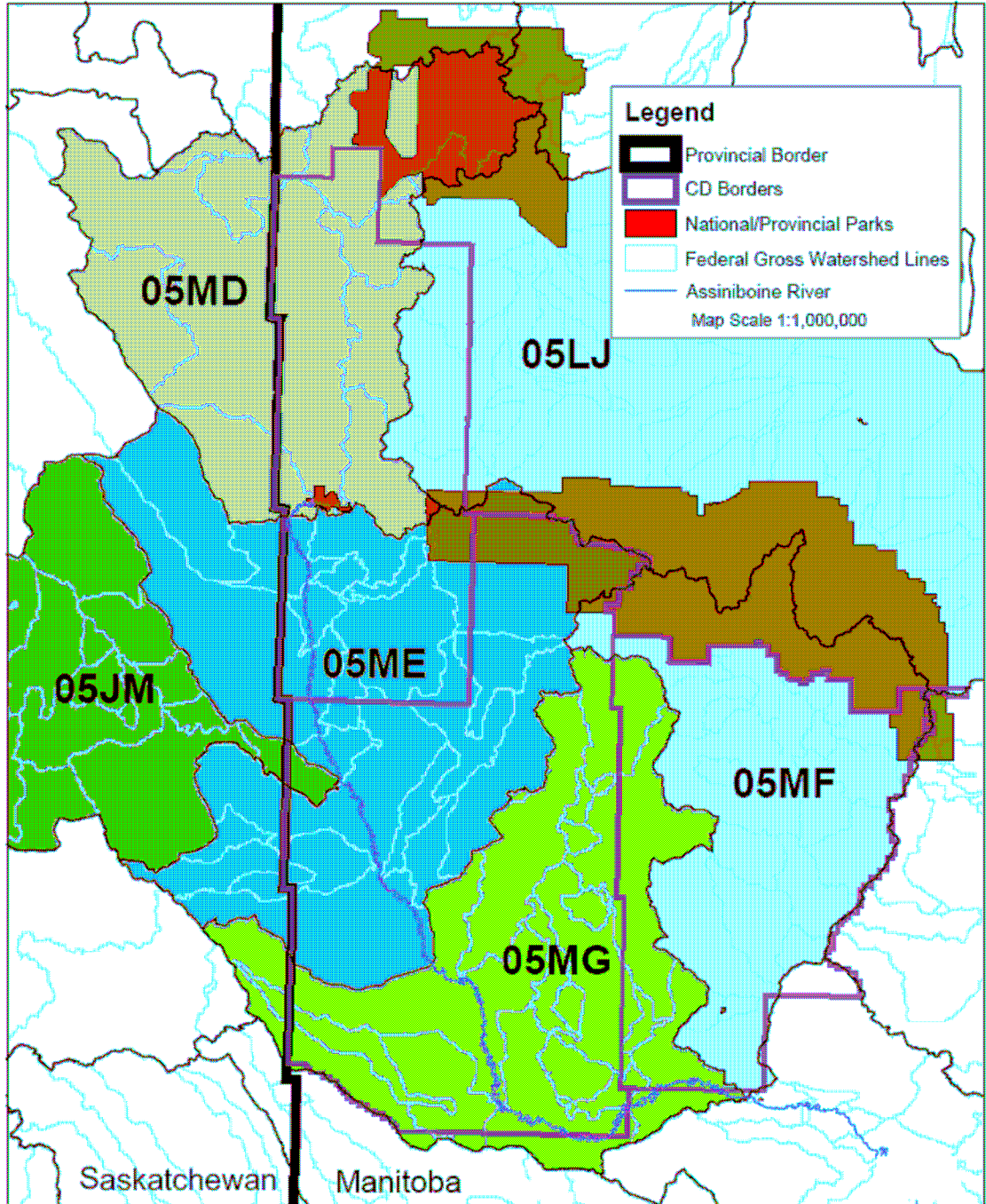
### WATER PLANNING AUTHORITY

The WPA will:

1. Submit this terms of reference for the preparation of the four IWMP's and any other terms or conditions necessary that the Lieutenant Governor in Council considers necessary.
2. Ensure that all provisions for preparing the IWMP's, contents of the IWMP's, consultation and public meetings, and plan review, revision and approval process are completed in accordance with the *Water Protection Act*.
3. Ensure that provincial water and land guidelines, policies and legislation are considered and adhered to.
4. Ensure watershed stakeholders are actively engaged in the plan process.
5. Ensure that IWMP's reflects the provincial priority interest of drinking water source protection in addition to local interests.
6. Ensure a 5 year operating plan, budget, and programming priorities are completed for those issues that face the WPA mandate.
7. Ensure that the following watershed planning steps are completed:
  - a. Pre plan
  - b. Background/history/scope
  - c. Characterize the watershed (State of the Watershed)
  - d. Challenges/opportunities
  - e. Issues Identification/Prioritization
  - f. Watershed vision and mission
  - g. Action plan (goals and objectives)
  - h. Plan approval, publication and distribution
  - i. Implementation
  - j. Monitoring, evaluation and public reporting
  - k. Plan update
8. Complete four IWMP's for the four watersheds by April 2009.
9. Fully review the IWMP by April, 2019

# Boundary

## TRI-DISTRICT Watershed Area



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

The Project Management Team will:

1. act as a steering committee to guide the overall management for the preparation of integrated watershed plans for the following watersheds:
  - **Little Saskatchewan River-05MF**
  - **Arrow/Oak River-05MG**
  - **Birdtail/Assiniboine West-05ME**
  - **Shell River-05MD**
2. report plan progress to the respective CD's and Water Stewardship;
3. manage the budget and consultant's contract, where necessary;
4. ensure that the *Water Protection Act* and the *Conservation Districts Act* and their associated regulations are recognized and adhered to in the plan's preparation;

## **PMT MEMBERS**

The PMT will be comprised of:

- 2 appointments from each LPCD; UARCD; LSRCD Boards;
- Manager of LPCD; UARCD; LSRCD;
- Water Stewardship Watershed Planner(s)

CD appointments will have decision making authority.

## **WATERSHED PLANNING ADVISORY TEAM (WPAT)**

A WPAT will be formed and the team will be comprised of key watershed stakeholders and technical support staff.

The WPAT will:

1. be responsible for preparing the watershed plan;
2. be responsible for data collection and interpretation from relevant sources. This responsibility will include meeting organization and facilitation at all IWMP steps;
3. prepare a communication strategy including public consultation;
4. and complete tasks outlined in the Deliverables and Task Schedule section.
5. and report progress to the PMT

### **• POTENTIAL WATERSHED PLANNING ADVISORY TEAM MEMBERS**

- Province of Manitoba – Water Stewardship, Agriculture, Health, Highways, Conservation, MHHC, others
- Rural Municipalities - List
- Towns / Villages - List
- Conservation Districts – List
- Planning Districts - List
- Federal Agencies – Riding Mountain National Park, DFO, Environment Canada, PFRA
- Non-Governmental Organizations (NGO's) – Keystone Agricultural Producers, Manitoba Pork Council, Ducks Unlimited Canada, Nature Conservancy of Canada, local agricultural, environmental and conservation groups
- INAC lands – List
- First Nations
- Landowners
- Local Schools - List
- Business Representatives/Industry - List
- Citizen Groups - List
- Other

Note: If and when identified, other WPAT members will be invited.



## IWMP Deliverables and Time Frames

### DELIVERABLES AND TASK SCHEDULE

DELIVERABLE/TASK	PERSON(S) RESPONSIBLE FOR COMPLETION	DATE STARTED	DATE COMPLETED
Establish WPA	Province of Manitoba	May, 2006	May, 2006
Develop Plan Terms of Reference	WPA and Province of Manitoba	May, 2006	May, 2006
Gather State of Watershed/Tech Info and WPA Review of Info	Province of Manitoba	2006	2006
Public Consult –Comment On & Identify Watershed Issues	WPA	2006/2007	2006/2007
WPA Assemble Draft Plan including: <ul style="list-style-type: none"> <li>• Table of contents</li> <li>• Introduction</li> <li>• Mission/Vision</li> <li>• Goals/Objectives</li> <li>• State of the watershed</li> <li>• Watershed health report card</li> <li>• Source water protection plan</li> <li>• Public consultation</li> <li>• Summary of issues</li> <li>• Priorization of issues</li> <li>• Watershed action plan</li> <li>• Business plan (5-year)</li> <li>• Watershed management plan review</li> <li>• Monitoring the plan</li> <li>• Evaluation of actions</li> </ul>	WPA and Province of Manitoba		
Public Consult – Comment on Draft Plan	WPA	2007/2008	2007/2008
Assemble Final Plan	WPA and Province of Manitoba	2008	2008
Provincial Approval of Final Plan	Province of Manitoba	2008	2008
Distribute Final Plan	WPA	2008	2008
Implement and Monitor Plan	WPA	By April 2009	

## Budget

### BUDGET

*Note: The budget assumes a maximum 36 month schedule and is based on using existing resource information. Costs for acquiring new essential data are not included.*

#### Hard Costs

PMT Meetings = 10 meetings @ \$600 each (6 CD Board members @ \$100/day)	= \$6,000
WPAT Meetings = 12 meetings @ \$400/meeting	= \$4,800
CD Board/SD Remuneration = (50 days @ \$100/day over 3 years)	= \$5,000
Community Consultation:	
Phase 1: 13 meetings @ \$150/open house (Shell River WPAT = 3 open houses) (A/O/B/A WPAT = 6 open houses) (Little Sask WPAT = 4 open houses)	= \$1,950
Phase 2: 13 meetings @ \$150/open house	= \$1,950
Mapping =	= \$4,000
Printing = 4 IWMP Final Plans	= \$15,000
Communications = newspaper advertisements; air time; etc.	= \$3,000
Watershed Planning Assistant (18 month full-time term) 330 days @ \$200/day including expenses ( Appendix A)	= \$66,000
<b>Sub-Total =</b>	<b>= \$107,700</b>

#### In-Kind

3 CD Managers @ 40 days/year x 3 years @ \$250 / day =	= \$90,000
Watershed Planners (DWS) = 100 days/year x 3 years @ \$350/day	= \$105,000
Administrators = 20 days @ \$250 / day	= \$5,000
WPAT (approx. 15 members) = 18 days each @ \$250 / day	= \$67,500
<b>Sub-Total</b>	<b>\$267,500</b>

**Overall total** **\$375,200**

**FUNDING SOURCES**

WPA Contribution.....	\$ 7,700
Province of Manitoba Contribution (Hard Costs).....	\$ 100,000
Other Partners Contribution.....	\$ _____
External Funding.....	\$ _____

**Plan Approval**

The Minister of Water Stewardship, all members of the WPA, and the WPAT must sign the final plan indicating their approval of the plans contents and to initiate plan implementation.

Final endorsement of the plan is required by the Minister of Water Stewardship as a requirement of The Water Protection Act.

**Terms of Reference Endorsement**

The Little Saskatchewan River; Arrow/Oak; Birdtail Assiniboine West and Shell River WPA’s and Manitoba Water Stewardship agree to these terms of reference for the preparation of four IWMP’s.

\_\_\_\_\_  
Manitoba Water Stewardship  
Manager, Water Planning Section

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Project Management Team

\_\_\_\_\_  
Date

## **Role of the Watershed Planning Assistant Appendix A**

1. Attend PMT meetings- 10 days
  2. Attend WPAT meetings- 12 days
  3. Attend and plan open houses- 40 days
  4. Gather and edit technical information- 4 State of Watershed Reports-  
100 days
  5. EAEP coordination- 20 days
  6. Write 4 Drinking Water Source Protection Plans- 40 days
  7. Develop monitoring and evaluation program- 40 days
  8. Advertisement and IWMP promotion- 30
  9. Other IWMP promotion and planning- 20
  10. Design, layout and writing of Draft IWMP's- 18
- Total - 330 days**