

# Bow River Phosphorus Management Plan Implementation Committee

Terms of Reference for September 1, 2020 to August 31, 2021

## Background and context

The Bow River sustains many diverse land uses, including a growing population, industrial and commercial activities, agriculture, and highly prized aesthetics and recreation opportunities. Many of these uses are expected to grow or intensify in the future and good water quality is required to support these populations, land uses, activities and opportunities as well as support a healthy and diverse riparian and aquatic ecosystem.



Growth and intensification without mitigation actions will lead to increased phosphorus loading and water quality degradation. Increased phosphorus in a waterbody results in the excessive growth of aquatic plants and algae. Excessive plant growth affects water movement along canals and intake pipes, can increase water treatment costs, can negatively affect recreation such as angling and boating, and causes nuisance odours. Excessive plant and algal growth can also result in low dissolved oxygen concentrations, causing stress in the aquatic ecosystem and leading to greater likelihood of fish mortality.

The Bow River Phosphorus Management Plan (PMP) is a strategic plan that was developed in 2014 to guide the management of sources of phosphorus in the middle reach of the Bow River between the Bearspaw and Bassano dams (Figure 1) in the face of increasing development pressures. It is the culmination of work by contributing parties from government and non-government, urban and rural sectors, and a wider constituency of subject-matter experts who contributed on task teams to define the issue, establish goals and objectives, and recommend strategies and actions to manage phosphorus in the Bow River.

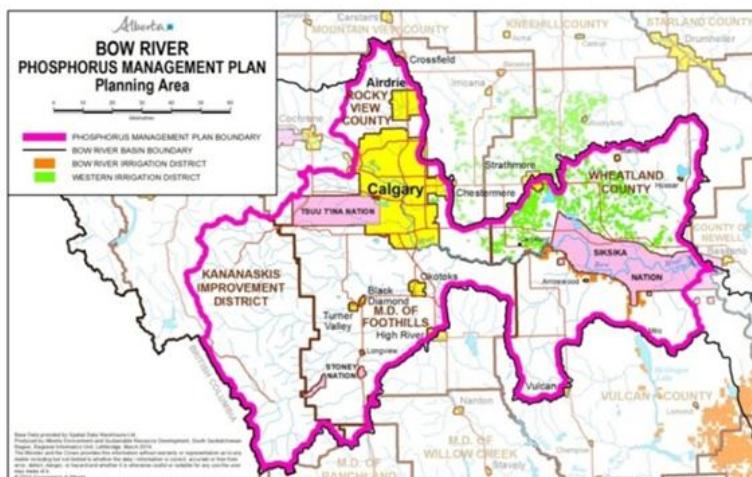


Figure 1: The Bow River Phosphorus Management Plan Study Area

The Bow River PMP serves as a prototype project that provides an opportunity to learn about how to effectively and collaboratively manage cumulative effects to water quality in Alberta.

## Purpose of the Implementation Committee

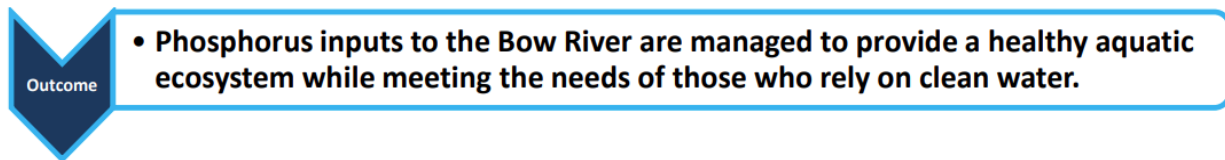
Following completion of the plan, the PMP Implementation Committee (IC) was established to oversee the plan's implementation. The IC functions primarily as a coordinating body with the purpose of keeping track of projects and activities underway in the PMP Study Area that contribute to the achievement of the actions in the PMP, identifying new projects and activities that are required to achieve the objectives of the PMP, identifying synergies between projects to make the best possible use of available resources, and tracking progress. The IC has developed a strategic roadmap and implementation workplan to support this coordination function.

Most of the projects and activities underway in the study area are undertaken independently by member organizations; however, where a need is identified and resources are available, the PMP IC will undertake additional projects and activities to support implementation of the PMP. When technical work is required, a technical working group is typically formed to undertake the work. When education and outreach work is required, an education and outreach working group is typically formed to undertake the work.

These Terms of Reference (TOR) apply to the PMP IC. The TOR will be reviewed on an annual basis in the spring to ensure continued relevance.

## Vision

The desired outcome of the Bow River Phosphorus Management Plan is to ensure that “Phosphorus inputs to the Bow River are managed to provide a healthy aquatic ecosystem while meeting the needs of those who rely on clean water”.



## Roles and responsibilities

The role of the PMP IC is to coordinate the overall implementation of the Bow River PMP. To fulfill this role, specific responsibilities include:

- Preparing an annual workplan, which supports the strategic implementation of the PMP.
- Tracking progress and preparing an annual progress report.
- Sharing information on projects and progress of the PMP to stakeholders including interested members of the public.
- Providing input/advice on projects of shared interest.
- Summarizing the activities/projects already underway and analyzing gaps to identify the need for new projects.
- Promoting the implementation of strategies and actions contained in the PMP.
- Implementing strategies and actions contained in the PMP, where possible.

- Establishing special committees/working groups as required to deliver on the above responsibilities.
- Updating the PMP as required.

Each individual member will be responsible for the following:

- Attending meetings and participating in the discussions
- Providing information on projects of common interest including:
  - Providing suggestions for presentation topics of interest
  - Presenting on topics of common interest when requested
  - Providing bullets on current water quality related issues, recent project milestones, information on topics of interest, upcoming webinars and any other related topics in writing in advance of each meeting and between meetings as appropriate
  - Providing additional input when requested
- Sharing information back to coworkers/stakeholders as appropriate
- Leading and participating on special committees/working groups as required

Organizers will be responsible for the following:

- Facilitating the overall work of the committee
- Setting meeting agendas that:
  - Are aligned with the responsibilities, workplan, and specific deliverables of the committee
  - Include topics that are of interest to the committee
  - Ensure that presentations are framed in a way that is relevant to the PMP and are accompanied by well-organized discussions

Incorporate themed small group discussions as required to enable more in-depth discussion

- Facilitating committee meetings
- Maintaining onboarding materials and providing onboarding materials and support to new members
- Ensuring the TOR and workplan are reviewed annually
- Ensuring that annual reporting is completed
- Keeping interested members of the public informed on the progress of the PMP IC

## Membership

- Membership will reflect the diversity, experience, and knowledge needed to ensure appropriate expertise is sufficient to meet the IC mandates.
- Where possible, membership will also include alternate member designations for those occasions when the main designate is not able to participate. Alternates must be informed and ready to participate.
- Requests to join the IC will be evaluated on a case-by-case basis, considering the current size of the IC and if any gaps in membership remain unfilled.
- The IC may invite guests to the meeting or may grant individuals observer status as appropriate.
- An interested individual or group can be added to the IC's distribution list as CC's. If these individuals or groups would like to provide comments, they should respond to the appropriate Sector Representative on the IC.
- Members (or alternates) are expected to attend meetings, to the best of their ability. If a member (or alternate) misses a number of consecutive meetings without notice, they will be contacted by the Project Coordinator to confirm continuing participation.
- Members who are unable to attend meetings (and cannot send an alternate) can participate via teleconference.
- To the best of their ability, membership is accountable to and from their constituent body.
- In the event that an individual or organization is unable to participate for any reason, a written response outlining the circumstances should be provided to the Project Coordinator.
- Subject-matter experts will be brought in on a case-by-case basis as required.
- Membership for 2020/2021 (as of Sep. 15, 2020) is composed of individuals representing federal and provincial governments, First Nations, environmental non-governmental organizations (ENGOS), municipalities, industry, agriculture, Irrigation Districts, Watershed Planning and Advisory Councils (WPACs), Watershed Stewardship Groups (WSGs) and others. A list of committee members for the 2020-2021 year is included in Appendix A.

## Meetings

- Meetings will generally be held on the first Tuesday of each month from 1:00 PM to 3:45 PM at the Alberta Environment and Parks (AEP) Deerfoot Square office. If the meeting is scheduled on a holiday, the meeting will be rescheduled to the second Tuesday of each month. When deemed necessary, occasional full-day meetings may be held with agreement by members of the IC.
- Meetings will be cancelled if there is insufficient agenda.
- Meeting notes and action items from the previous meeting will be reviewed at the next meeting.

## Estimated time commitment

- The PMP IC meets approximately once every other month for three hours at a time. In addition, working groups of the IC will meet about once a month for three hours at a time. Various tasks between meetings may be required.
- In total, it is anticipated that participation in the PMP IC will require a time commitment of approximately 50 hours a year per person.

## Decision making

- The IC takes on a largely advisory role in the decision-making process while the final decision making authority remains with the various organizations that hold decision rights. For example, the PMP IC may provide input into an organization's policies or programs, but the final policy or program decisions remain within the organization implementing the policies and programs.
- For decisions made by the IC, a consensus model among active members will be used.
- Setting meeting agendas that:
  - "Consensus" means a decision is arrived at with a "high majority support" (between 70% to 80% support) with the following conditions:
    - everyone is satisfied that a sufficient range of options has been looked at, and
    - everyone agrees that the preferred option is capable of achieving the intended outcomes, and
    - all concerns about the preferred choice have been noted along with the decision (as "subject to" statements), and
    - there is a clear mitigation response if these concerns turn out to be significant factors.
- This process depends heavily on collaboration, good will and a sincere desire by participants to reach consensus.

## Funding

- AEP will provide project coordination and cover incidental costs associated with hosting PMP IC meetings and SAG forums.
- The person-hours and expenses related to meetings are the responsibility of the member's organization.
- Opportunities to find funding for workshops (e.g., municipal workshops); baseline work; pilot projects; proposed programs; and the related monitoring, evaluation, and reporting will be a collaborative effort among members of the IC.

## Deliverables

- The key products to be developed by the PMP IC include:
  - An annual workplan
  - An annual progress report
  - An annual workshop (the Stakeholder Advisory Group (SAG) workshop)
  - An up-to-date inventory of management actions underway in the planning area
  - The development of education and outreach materials as identified in the annual workplan
  - Any other products related to the direct implementation of the PMP

## Dependencies

- The overall success of the IC will be dependent on the collective action of all contributing parties.

## 2020-2021 Workplan

The workplan that has been identified for the 2020–2021 year (from September 2020 to May 2021) is as follows:

Workplan item		Target Date
1	Review/update Terms of Reference	September
2	Survey/interview PMP IC members to better understand benefits of participation on the IC and how these benefits could be enhanced	September
3	Develop communication and education/knowledge transfer strategy	May
4	Continue monitoring gaps/needs work	Ongoing
5	Provide feedback on any relevant policies as opportunities present	Ongoing
6	Continue workflow review based on the PMP Inventory and Strategic Roadmap	May
7	Finalize Bow River Maximum Allowable Load report	May
8	Presentations <ul style="list-style-type: none"><li>a. Bow River Land Use Characterization Project (David Spiess/Javed Iqbal)</li><li>b. Calgary Metropolitan Regional Board</li></ul>	May
9	Complete annual progress report (2 pages)	April

Workplan item		Target Date
10	Host SAG workshop	October
11	Develop a summary of short bios of implementation committee members	May
12	Develop draft frequently-asked-questions document	November
13	Review the original outcome/objectives to determine whether they are clear and still important and clarify the role of each representative in achieving the desired outcome.	April
14	Review successes and learnings to date of the PMP	April
15	Develop the 2021-2022 Workplan	April

## Appendix A: Committee Members for 2020-2021

IC Member	Member Organization
Amy McLeod	Cows and Fish
Angus Chu	University of Calgary
Barry Olson / Nicole Seitz Vermeer	Alberta Agriculture and Forestry
Bill Snow	Stoney Nakoda First Nation
Bob McAlpine	W.Q. Consulting
Brian Hills	Alberta Environment and Parks
Clint Goodman	City of Airdrie
David McAllister	Irrigation Districts
David Onespout	Tsuu T'ina Nation
Emily Taylor	Alberta Environment and Parks
Eric Camm	City of Calgary
Ethan Wilson	Town of Strathmore
Fiona Briody	Crop Sector Working Group
Jamie Graves	Calgary Metropolitan Region Board
Jeff Porter	Foothills County

IC Member	Member Organization
Khizar Mahmood	City of Calgary
Kylana Rogers	Western Sky Land Trust
Lars Duck Chief	Siksika First Nation
Leta van Duin	Alberta Low Impact Development Partnership
Marie-Helene Beauchemin	Agriculture and Agri-Food Canada
Medini Prasai	Bow River Basin Council
Mike Oka	Blood Tribe – Kainai First Nation
Rakesh Savani	Town of Okotoks
Reed Froklage	Riverwatch / Creekwatch
Rob Wolfe	Alberta Environment and Parks
Ron Axelson	Intensive Livestock Working Group
Sarah Schumacher	Wheatland County
Shirley Pickering	Watershed Stewardship Groups
Trevor Dalheim	Rocky View County
Trevor Wallace	Alberta Agriculture and Forestry
Violet Meguinis	Tsuu T'ina First Nation
Wendell Koning	Alberta Environment and Parks
Wendy Cotton	Ducks Unlimited Canada