

# ADVISORY COMMITTEE ON WATER USE PRACTICE AND POLICY

TERMS OF REFERENCE

confirmed November 7, 2003

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## PURPOSE

Provide advice and recommendations to the Minister of Environment on water use practice and policy, regarding practices that remove water from the hydrologic cycle. The Committee's recommendations will be submitted to the Minister in a written report.

## COMMITTEE MEMBERSHIP

See attachment 1, Membership Schedule.

## TOPICS TO BE ADDRESSED

Regarding water use practices that remove water from the hydrological cycle, the Committee should:

- Identify issues;
- Examine feasible options for responsible use of water; and
- Provide recommendations.

The Committee should also provide advice to the Minister about how to successfully implement desirable changes.

The Ministerial Order establishing the Committee outlines a range of areas that may be addressed by the Committee (this list is a reference list, not a specific limitation):

- a) The development of provincial and basin-specific policies for the use of water;
- b) Policies for the White and Green Areas of the province;
- c) Setting water conservation targets, including monitoring and reporting to Albertans, for water use for oilfield injection; and other uses that remove water from the hydrologic cycle;
- d) Alternate technologies for reducing water requirements;
- e) Ongoing education and reporting to stakeholders and the general public;
- f) Review *Water Act* and other regulatory and administrative processes (for example, tracking and allocation of water use ) to ensure that they are effective and efficient (within the purpose of the Committee) and
- g) Assess information needs, review available data and recommend enhancements.

## **ROLE OF CHAIR**

The Chair, from Alberta Environment, will:

- Clarify the Minister's expectations to the Committee;
- Ensure the Committee has adequate support to efficiently review currently available information and practices and make informed proposals to the Minister;
- Help to ensure the Committee remains on topic with their discussions,
- Inform the Committee of other existing programs and initiatives so the Committee can avoid duplicating work being addressed elsewhere;
- Poll agreement when necessary;
- Authorize a facilitator to run the meetings; and
- Participate in meetings as a Committee member.

## **ROLE OF CO-CHAIR(S)**

The Co-Chair(s) will:

- Review meeting agendas and information to be provided to the Committee to ensure it is helpful and unbiased;
- Assist the Chair by providing advice to the Committee about how to proceed, should a discussion become "stalled";
- In the absence of the Chair, assume the responsibilities of the Chair; and
- Participate as a Committee member.

## **ROLE OF FACILITATOR**

Under the guidance of the Chair and Co-Chair, the facilitator will prepare agendas, facilitate meetings, record discussions and develop draft and final reports that reflect the statements of Committee members in a succinct and unbiased manner.

## **ALTERNATE MEMBERS**

Committee members may send an alternate in their stead if they are unavailable to attend a meeting. The Committee member remains the formal designate to the Committee and is responsible to remain informed about current discussions.

## COMMUNICATIONS AND PUBLICITY

The Committee will report to the Minister. The Committee Chair, with support from Alberta Environment Communications, shall be the sole spokesperson and liaison for the Committee with the news media and the public-at-large on the Committee's activities, should such a need for communication arise.

## PROPOSED SCHEDULE OF MEETINGS

The Committee will meet on the following dates:

<b>Day</b>	<b>Date</b>	<b>Purpose*</b>	<b>Location</b>
Tuesday	October 7, 2003	Introduction	Red Deer
Friday	November 7, 2003	Issues and Options	Edmonton
Wednesday	December 10, 2003	Refining Initial Ideas	Calgary
Friday	January 9, 2004	Examining Options	Red Deer
Wednesday	February 4, 2004	Draft Report	Calgary
Thursday	March 4, 2004	Report to Minister	Edmonton

*\*The notation in the table about the purpose of each meeting is speculative (provided to give members a general idea of the pace of the discussion process). Notes about potential agendas for the meetings are attached. These notes are provided as guidelines only, and will be altered as the discussion process moves forward.*

The Committee will evaluate progress at the January meeting and determine whether adjustments to this timeline will be beneficial.

## DISCUSSION PROCESS

Open participation is essential to the success of the Committee. The facilitator will make every effort to invite all members to comment during discussions. Members are asked to share the "air time" and avoid situations in which only a few members dominate the discussion. Members are also asked to work together to identify all issues and options initially (immediate judgement or blocking is discouraged). Once the Committee is satisfied that ideas are "on the table," members are encouraged to identify the benefits and costs that should be considered in developing recommendations.

## STAKEHOLDER INPUT

In order to better understand the range of issues and options, every Committee member is encouraged to discuss these items with other stakeholders within their sector. Communication materials and support will be provided to help committee members keep their sector informed. Committee members who represent

organized stakeholder communities are encouraged to keep those communities informed as the discussion proceeds.

The Committee can decide (prior to January 2004) to host a formal stakeholder input process in order to verify their thinking about issues and options and/or to gather feedback on recommendations. This process should be complete prior to March 2004.

## DECISION PROCESS

The Committee will be asked to make several decisions as the discussions proceed. These decisions will likely include the following:

- Is the process and the actual meeting acceptable?
- What information do we need to address "x"?
- Have we identified the issues adequately?
- Have we identified the options adequately?
- What recommendations should we forward to the Minister?
- What advice should we give the Minister about implementing our recommendations?
- What have we learned from this process that would improve future similar processes?

The facilitator will frame each decision as a specific question for the Committee. Committee members will be asked to discuss possible answers to the question, and to specifically state any assumptions that directly affect their answer to the question.

The facilitator will ask the Committee whether they can achieve a consensus<sup>1</sup> on the answer to each decision question. The Committee will revisit decisions to gain consensus if no consensus emerges during the initial discussions. Techniques such as reframing questions, issues and options; gathering additional information; and allowing time for reflection will be employed.

The Chair or Co-Chair may request a voting process as a means to determine the level of agreement of the Committee regarding proposed recommendations. The Committee will acknowledge all views. A high level of agreement will be taken as an overall indicator, rather than decision mechanism.

If no consensus is obvious, then the facilitator will ask Committee members to raise their specific views and attempt to consolidate those views into a balanced statement for the report to the Minister. Whenever the facilitator is writing statements that reflect discussions about recommendations, those statements will come back to Committee members for further discussion.

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<sup>1</sup> "Consensus" in this context refers to a situation in which either unanimous or majority support is apparent to all members, and no Committee member feels the need to record his or her opposition to the majority preference.

## FINAL REPORT

The final report from the Committee is requested prior to March 31, 2004. It is intended that this report include:

- Identification of stakeholder concerns the Committee has recognized and addressed
- Identification of data or information gaps and recommendations about how to address those gaps
- Identification of criteria or principles that should guide decisions about the water use practices and policies addressed
- Advice about the potential to achieve valued changes in the short term (3-5 years), medium term (6-10 years) and long term (more than 10 years)
- Recommendations about changes in policies or regulations, if changes are necessary
- Recommendations about the potential use of technologies that could improve water conservation
- Recommendations about appropriate targets or benchmarks for improved conservation, including a proposed timeline for implementation
- Advice about education or communication that will help improve (a) industry practice, and (b) public understanding about water use practice and policy
- Identification of research requirements, or the need for new knowledge or skills

If the Committee is unable to complete its "final" recommendations within the specified timeline, then it must submit a preliminary report to the Minister.

## DOCUMENTATION OF DISCUSSIONS AND REPORTS

The facilitator will be responsible for documenting all discussions and consolidating those discussions into reports for the Committee. The facilitator will work with the Chair and Co-Chair initially to ensure that documents are accurate and unbiased.

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TERMS OF REFERENCE

Attachment 1: Membership Schedule

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David Neilson	<i>Alberta Agriculture, Food and Rural Development</i>
Jamie Wuite (alternate)	
John Hermans (alternate)	
Bart Guyon	<i>Alberta Association of Municipal Districts and Counties</i>
Greg Conn	<i>Alberta Beef Producers</i>
Linda White	<i>Alberta Energy</i>
Bob Willard	<i>Alberta Energy and Utilities Board</i>
Brenda Austin	<i>Alberta Energy and Utilities Board</i>
Dave Trew (Chair)	<i>Alberta Environment</i>
Neil Shelly	<i>Alberta Forest Products Association</i>
David Pryce	<i>Canadian Association of Petroleum Producers</i>
Paul Weeks	<i>Canadian Association of Petroleum Producers</i>
Dean Lien	<i>Farmers' Advocate</i>
Mary Griffiths (Dr.)	<i>Pembina Institute for Appropriate Development</i>
Lee Arthur (Dr.)	<i>Public-at-large</i>
Hank Van Beers	<i>Public-at-large</i>
George Fink	<i>Small Explorers and Producers Association of Canada</i>

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# ADVISORY COMMITTEE ON WATER USE PRACTICE AND POLICY

## TERMS OF REFERENCE Attachment 2: Proposed Discussion Process

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### 1. INITIAL MEETING (OCTOBER 7)

- Familiarization of Committee members
- Committee terms of reference
- Introduction to issues, science and existing policy
- Identification of areas where expert advice or information is needed

### 2. SECOND MEETING (NOVEMBER 7)

- Finalize terms of reference
- Identification of stakeholder concerns being addressed
- Identification of guiding principles
- Initial identification of options in response to stakeholder concerns
- Initial list of practices and policy that Committee will address
- Process discussion: evaluation to date, and need for stakeholder input

### 3. THIRD MEETING (DECEMBER 10)

- Expert advice or information where needed
- Review and improvement of issue statements
- Enhancement of options lists
- Decision about stakeholder input
- Initial discussion: table of contents of report to Minister

### 4. FOURTH MEETING (JANUARY 9)

- Expert advice or information if needed
- Decision: is issues list adequate?
- Decision: is options list adequate?
- Initial discussion: costs/benefits of options
- Decision: stakeholder input process/materials (if needed)
- Is further expert advice needed for next meeting?
- Annotated table of contents of report to Minister

## **5. FIFTH MEETING (FEBRUARY 4)**

- Overall: review of consolidation of discussions into draft report
- Stakeholder input update (if needed)
- Expert advice (if needed)
- Discussion of options and recommendations: consolidation of Committee views about options
- Decision: confirm Committee response to some options, further direction on others
- Assignments to prepare draft for Minister

## **6. SIXTH MEETING (MARCH 4)**

- Any changes needed in response to stakeholder input
- Review of consolidated draft to Minister
- Decision: what recommendations or statements can we make to the Minister at this time?
- Implementation advice: what can we say to the Minister at this time?