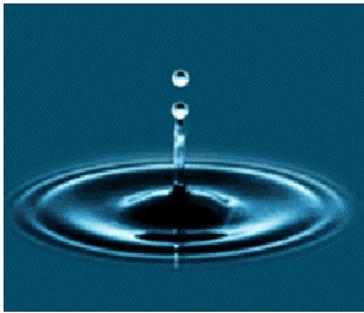




## Management Framework for Inter-Governmental Partnership

1. **PURPOSE:** This document describes the organizational structure and related roles associated with the Inter-Governmental Partnership (IGP) that is overseeing development and implementation of the *Water Balance Model for British Columbia* (WBM).
2. **IGP BACKGROUND AND PROJECT GOAL:** The IGP comprises federal and provincial agencies, and local governments representing the Greater Vancouver, Fraser Valley, Okanagan and Vancouver Island regions. The over-arching goal of the IGP is to promote changes in land development practices so that:
  - 2.1 Sites and subdivisions will be designed to function to mimic the natural hydrologic condition to the extent possible.
  - 2.2 Performance targets will be achieved for runoff volume and flow rate reduction.
3. **ORGANIZATIONAL FRAMEWORK:** The IGP management framework is comprised of a Leadership Team, a User Needs Focus Group, and Signatory Partners, all supported by the Project Coordinator.
  - 3.1 **Leadership Team** – The Chair and Co-Chair will form the Leadership Team, and will function as an Executive Committee. In this capacity, they will be responsible for the ongoing operations of the WBM initiative.
    - 3.1.1 The Leadership Team will make decisions on matters such as funding, management, selection of partners and so on.
    - 3.1.2 The Leadership Team will provide the Project Coordinator with direction in carrying out the day-to-day activities of the IGP.
    - 3.1.3 The advice and direction provided by the User Needs Focus Group will be used to inform and guide the decisions and activities of the Leadership Team. However, ultimate decisions are the responsibility of the Leadership Team.
  - 3.2 **User Needs Focus Group** – The User Needs Focus Group will comprise four of the Signatory Partners, and will serve an advisory / steering function. The Focus Group will:
    - 3.2.1 Comprise individuals with a diversity of experience in local government, and representing different interests, disciplines, expertise and departments.
    - 3.2.2 Validate the roadmap for implementing the Project Vision.
    - 3.2.3 Support the Leadership Team in making project decisions.
    - 3.2.4 Become familiar with the Hydrology Engine and Graphical User Interface (GUI).
    - 3.2.5 Be available as needed to resolve technical issues.
    - 3.2.6 Report back to the Signatory Partners when requested by the Leadership Team.



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**3.3 Signatory Partners** – The Signatory Partners will provide endorsement, funding facilitation and oversight roles to the Leadership Team and Focus Group. The Signatory Partners will meet as required to:

- 3.3.1** Review the financial status of the WBM initiative, and ensure that funds are spent efficiently and appropriately.
- 3.3.2** Contribute to defining and communicating the WBM approach with reference to the interests of member organizations.
- 3.3.3** Advise on major policy decisions, as raised by the Leadership Team at Signatory Partner meetings.
- 3.3.4** Review and comment on the *Outreach and Continuing Education Program*, and provide support for province-wide implementation.
- 3.3.5** Provide ongoing feedback, and identify opportunities to build confidence in the WBM by facilitating construction of Demonstration Projects that achieve performance targets for water balance management.

**3.4 Project Coordinator** – Under contract to the IGP, the Project Coordinator will report to the Leadership Team and will serve a staff function in carrying out the fundraising, facilitation, communication, and administration activities of the IGP. See Appendix 1 for additional information.

**3.5 BC Water & Waste Association** – The BC Water & Waste Association (BCWWA) can continue to provide the IGP with ongoing support for the WBM initiative through the provision of:

- 3.6.1** Accounting services
- 3.6.2** Non-profit status (note: able to apply for and receive funds)
- 3.6.3** Profile within the water industry in British Columbia
- 3.6.4** Technical comment on specific technical matters, as and when invited by the Leadership Team, to either complement or supplement the experience and/or expertise of the User Needs Focus Group  
*(Note: this feedback would be obtained from the BCWWA Water Sustainability Committee and/or the BCWWA Watershed Management Committee)*

**4. WBM WEBSITE:** The IGP has registered the domain name [www. waterbalance.ca](http://www.waterbalance.ca) and will develop a WBM Website that will be housed on a commercial server. The IGP will:

- 4.1 Maintenance** - Contract a website administrator to maintain the site and upload custom climate data for the Project Partners at designated intervals.
- 4.2 Funding** - Implement a self-sustaining ‘fee-for-service’ mechanism to fund the ongoing operation of the website.



5. **TIERED ACCESS TO WEBSITE:** Because anyone with an Internet connection will be able to use the WBM, access to the website will be tiered in accordance with the following protocol framework:
  - 5.1 **Scientific Authority** – Responsible for enhancements to GUI and Hydrology Engine. Manages / updates user profiles, uploads custom climate data and maintains database
  - 5.2 **Project Partner** – Has password-protected access, *total flexibility* to customize the database for input parameters, and may request uploading of custom climate data. "Project Partner" status may be granted on a time-limited basis to consultants or community organizations working with the Project Partner on specific projects.
  - 5.3 **Paying Subscriber** – Any individual, company or group that pays an annual 'fee for service' will have password-protected access that provides *some flexibility* to customize values for some input parameters.
  - 5.4 **General User** – Has limited access and *no flexibility* to customize, and will be restricted to default values for input parameters, including climate data.
  
6. **OUTREACH AND CONTINUING EDUCATION PROGRAM:** The Outreach and Continuing Education Program (OCEP) will create momentum, stakeholder support, and widespread acceptance so that use of the WBM will become standard practice for land development decisions in BC.
  - 6.1 The OCEP will be multi-pronged to convey the benefits of an integrated approach to different audiences, and build broad-based support for changes in land development practices. The target audiences are:
    - 6.1.1 Project Partners
    - 6.1.2 Elected Officials
    - 6.1.3 Planners and Engineers in Local Government
    - 6.1.4 Developers and the Consulting Community
    - 6.1.5 Environmental Agencies
    - 6.1.6 Community Stewardship Groups
    - 6.1.7 Citizens Advisory Committees
  - 6.2 The OCEP will be built around a full-day course that combines teaching and tutorial sessions with hands-on training (in a computer lab setting) in the use of the WBM.
  - 6.3 The process for OCEP development and implementation will comprise four steps:
    - 6.3.1 Step 1 – Develop modules for each target audience.
    - 6.3.2 Step 2 - Test each module in a focus group setting
    - 6.3.3 Step 3 – Adapt the GUI and modules to reflect feedback and lessons learned
    - 6.3.4 Step 4 – Deliver the course as a self-sustaining program for knowledge-transfer



## APPENDIX 1 – IGP PROJECT COORDINATOR

The role performed by the IGP Project Coordinator encompasses four principal areas of responsibility:

1. Coalition-Building and Fundraising
2. Outreach and Continuing Education Program
3. Meetings, Working Sessions and Workshops
4. Project Documentation and Administration

The functions performed by the IGP Project Coordinator encompass but will not necessarily be limited to the tasks listed below for fundraising, facilitation, communication, and administration:

- a) Identify funding sources and apply for grants to fund both the Project Coordinator position and the activities of the IGP
- b) Facilitate the coalition building process
- c) Develop the technical content for the set of training modules that will comprise the Outreach and Continuing Education Program
- d) Deliver / teach the Pilot Program for the Outreach and Continuing Education Program
- e) Provide the project memory
- f) Promote the project vision
- g) Identify and recruit new partners
- h) Represent the IGP at the direction of the Chair
- i) Develop agendas and facilitate meetings, working sessions, and workshops
- j) Prepare presentation material as required
- k) Serve as the Recording Secretary during working sessions
- l) Document the IGP decision process and outcomes
- m) Develop project communications material
- n) Monitor and track project spending
- o) Provide administrative support for the Leadership Team
- p) Provide technical input to the Hydrology Component of WBM enhancement
- q) Liaise with the United States Environment Protection Agency, under the direction of the IGP
- r) Liaise with Washington State and Oregon local government associations, under the direction of the IGP