

## Joint Program Committee Operational Agreement

Between:

Alberta Environment and Sustainable Resource Development  
(ESRD)

-and-

Alberta Conservation Association  
(ACA)

This agreement is made pursuant to the *Wildlife Regulation*, AR143/97 and the Memorandum of Understanding (MOU) between ESRD and ACA dated May 20, 2014.

### Description

Through an annual integrated planning process the Association and the Minister shall each identify provincial priorities, outcomes and performance metrics that guide the Association's annual operational plans.

As part of the ongoing commitment to work together to provide effective and efficient delivery of the delegated responsibilities, the Alberta Conservation Association (ACA) and Alberta Environment and Sustainable Resource Development (ESRD) support a joint committee designed to integrate agency priorities with clear performance measures and accountabilities. The Joint Programs Committee (JPC) serves as an integrated working group that provides oversight to the program agreements and is accountable to fulfill the requirements of the MOU and delegated programs.

### Outcomes

The Minister and the Association agree to participate in cooperative review and implementation of priorities identified within the delegated programs and to establish these program priorities annually. The process in the flow diagram provided in the MOU will be followed in each year to support the planning cycle. The following principles are represented within this process:

- (i) The Association will be given the opportunity to provide input into ESRD's process for priority development. This input will be considered by ESRD in developing priorities within delegated Program areas.
- (ii) The Minister will provide to the Association a set of priorities for activities contained within the Program Agreements prior to the Association's annual planning cycle. These priorities shall be provided to the JPC prior to 15 June, annually.

- (iii) Sound communication between the parties on established priorities for ACA program developments, annual plans and related business.
- (iv) The Association will select those priorities and outcomes identified by the Minister that the Association has the resources and capacity to complete. These priorities within the context of the MOU and program agreements will direct the Association's activities in their role as a delegated authority under this MOU. The Association will be responsible for leading the implementation of these activities and will provide a list of proposed activities to the JPC prior to July 15, annually.
- (v) The JPC will meet prior to August 15 each year, to review and discuss the Association's proposed activities, at which time the Minister will be given the opportunity to provide input into proposed activities. This meeting will result in an endorsed suite of projects that will be developed by the Association into a Draft Operating Plan for Approval by the Association's Board of Directors, in December of each year.

## **Program Elements**

### Mandate

This JPC is designed for the successful delivery of the MOU between the ACA and ESRD, inclusive of the program agreements, and is in a supporting role in fulfillment of the delegated programs. JPC will advance the program priorities by focusing on priority setting, resource allocation, performance expectations, business needs and requirements, and communication. The JPC has the authority and autonomy to take action within this mandate.

Taking an integrated agency and ESRD policy focused perspective, the JPC will:

- be involved in a collaborative strategic planning process to ensure highest priority tasks are appropriately delivered;
- be involved in addressing emerging or unforeseen issues as they pertain to the delivery of the Program Agreements;
- mutually identify the list of ESRD program specific priorities required for completion each fiscal year;
- mutually identify the list of ACA program specific priorities as brought forward by member groups required for completion each fiscal year
- identify project specific tasks and/or objectives, including outcomes and performance measures, to be completed each fiscal year;
- annually evaluates performance metrics and mutually agrees on improvement to successfully adapt programs to evolving needs;

- bring forward projects and priorities to the ACA Board of Directors or responsible Assistant Deputy Minister ESRD for awareness as required; and
- provide completed, and mutually approved, projects that align with ESRD management program for approval by the ACA Board of Directors.

### Composition

The JPC consists of co-chairs and program specific managers, as required.

The co-chairs are the CEO and President of the Alberta Conservation Association and the Executive Director of Fish and Wildlife Policy for ESRD.

Agency specific managers are afforded opportunities to attend, present and discuss collaborative outcomes to help support both the ACA and ESRD priorities.

### Operating Guidelines

In order to ensure issues are addressed in an efficient and effective manner, the JPC will focus on the mandate identified above. In doing so:

- meetings will be held quarterly or as required;
- sub-committees will be utilized where appropriate (e.g. program specific area); and
- issues arising from development of joint program priorities will be addressed by the co-chairs for resolution

### Roles and Responsibilities

The Chairs:

- report to the ACA Board of Directors and appropriate ESRD Ministry contact (Deputy Minister / Minister);
- communicate agreed to program priorities to management and staff on matters that impact the JPC's mandate;
- set agendas and chair meetings;
- ensure that the JPC is focused on the mandate and that it works as a cohesive group;
- request feedback, advice and/or strategic intent from the Deputy Minister / Minister or the ACA Board of Directors; and
- establish sub-committees as needed to deliver on mandate.

Committee members

- take an integrated perspective to their role on the JPC;
- bring forward program area decisions and information that may benefit the JPC;
- champion decisions affecting projects and ongoing work in their respective agencies;
- keep all applicable personnel in their respective areas up-to-date on JPC deliberations, taking confidentiality requirements into account as necessary;

- attend meetings regularly, and actively and openly participate in discussions, ensuring that multiple perspectives are considered; and
- solicit input from staff and other stakeholders on behalf of JPC as required.

Secretariat support will initially be provided by ESRD. This situation will be reviewed annually to determine the requirement for any changes.

### **Performance Measures**

As a mechanism to track and report on effectiveness of this operational agreement, both parties have agreed to adopt the following performance measures. Both parties may report on these measures to stakeholder groups as they deem appropriate:

- the JPC has met at minimum four times throughout the year (to be reviewed annually);
- timelines for development of program priorities have been met;
- all issues arising from the development of priorities are satisfactorily addressed by the co-chairs; and
- both ESRD and ACA are satisfied with the projects approved by ACA Board of Directors

### **Program Term**

This Agreement shall commence upon the date of signature and remain in effect until May 20, 2016.

This Agreement is subject to annual review and may be amended from time to time as outlined in the MOU signed May 20, 2014 between ACA and ESRD.