



## **DRINKING WATER & WATERSHED PROTECTION (DWWP) PROGRAM PARTNERSHIP POLICY**

Applicability: Drinking Water & Watershed Protection Function 532

Effective Date: November 12, 2020

### **PURPOSE:**

To establish criteria and to guide Partnerships with non-profit or other governmental entities to further the objectives of the Drinking Water & Watershed Protection (DWWP) strategy.

### **BACKGROUND/SCOPE:**

Partnerships are used by governmental agencies in order to utilize or leverage additional resources for their community's benefit. The most commonly described partnership is between a public and a private entity, but partnerships may also occur between public entities and non-profit organizations and/or other governmental agencies.

In this case it is to further the CVRD's DWWP program goals, objectives and workplan.

While many of the partnerships will be project based and focused on the implementation of the DWWP annual workplan projects and tactical needs, some partnerships will also have a more strategic focus on governance and multi-organizational relationship building. Where partnerships are of a more strategic focus, the CVRD will review these situations on a case by case basis supported by a staff report for approval of the Board.

### **DEFINITIONS:**

#### **Partnership**

A partnership is a cooperative venture between two or more parties with a common goal who combine complementary resources to establish a mutual direction or complete a mutually beneficial outcome in achieving the objectives of the DWWP.

### **POLICY:**

The CVRD supports the use of partnerships to advance the goals and strategy of the DWWP.

#### **Partnership Process Guidelines**

The steps for the creation of a partnership with the CVRD are as follows:

#### **Triggered by the CVRD**

1. The CVRD will create a public notification process to inform interested partners of a potential opportunity to action DWWP goals or workplan.
2. Proposals from potential community partners should focus on their technical capacity to partner, as well as the community-based resources they could bring to the successful delivery of the requested work.

- a. This process is distinct from a traditional call for proposals for the delivery of service and will take into consideration the additional values the partnership brings to the table.
- b. An additional focus at this point will be determining whether this project is appropriate for additional collaborative partnering, and whether this project should prompt the CVRD to seek a Request for Proposal (RFP) from competing/collaborating organizations.
- c. In the case of a request for a joint grant application or the development of a standing program, the CVRD would host a preliminary discussion to guide further exploration, and would include the development of a statement of proposed work, binding agreements and collaborative funding mechanisms.

#### **Triggered by an external partner**

- 1. The potential partner proposes partnering with the CVRD to further the stated DWWP workplan. To help in reviewing both the partnership(s) proposed, and the project to be developed in partnership, the CVRD may ask for additional detail in a specific format.
- 2. If a Preliminary Proposal appears to be mutually beneficial based on the DWWP workplan, goals and the preliminary evaluation criteria, a CVRD staff member will be assigned to work with the potential partner(s).
- 3. The CVRD representative will work with the proposing partner to create a checklist of required actions. Each project will have distinctive planning, design, review and support issues. The CVRD representative will facilitate the process of determining how the partnership will address these issues and can also facilitate approvals and input from any other involved CVRD department.
- 4. Depending on project complexity and anticipated benefits, responsibilities for all action points are negotiable to assure the most efficient and mutually beneficial outcome. Some projects may require that all technical and professional expertise and staff resources come from outside the CVRD's staff, while some projects may proceed most efficiently if the CVRD contributes staff resources to the partnership.
- 5. The partnership must cover its own costs, regardless of how the partnered project is staffed, and reflect those costs in its project proposal and budget. The proposal for the partnered project should also discuss how staffing and expertise will be provided, and what documents or products will be produced. If CVRD staff resources are to be used by the partnership, those costs should be allocated to the partnered project and charged to it.
- 6. Specific Partnership Agreements appropriate to the project will be drafted jointly.

7. Proposals will be reviewed by the CVRD DWWP Technical Advisory Committee (DWWP TAC) as a part of the annual budget and workplan development cycle and should be detailed prior to September of each year to allow for review and potential support in the following year.

**Preliminary evaluation criteria**

1. Program support – does this proposed partnership further the CVRD DWWP program ten-year workplan objectives approved by the Board?
2. Resources – does the program have available resources to support the initiative?
3. Fiscal benefit – does this proposal bring additional fiscal benefits and serve the interest of the CVRD's population?
4. Additional benefits – does this partnership bring additional program benefit in line with the DWWP objectives which would not otherwise be possible?
5. Social benefit – does this partnership build additional opportunities to expand the program by way of education, community animation and support of policy actions?
6. Value add – does this partnership have additional benefits to the community or the organization in furthering the objectives of the DWWP program?

Approved by: Board Approval date: November 12, 2020
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