

Environment & Sustainability Standing Committee
February 7, 2013

TO: Chair and Members of Environment & Sustainability Standing Committee

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SUBMITTED BY:

Brad Anguish, Director, Community & Recreation Services

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Jane Fraser, Director, Planning & Infrastructure

DATE: January 3, 2013

SUBJECT: **Terms of Reference: Regional Watershed Advisory Board**

ORIGIN

October 12, 2010: Committee of the Whole - Committees of Council Reform
May 24, 2012: North West Community Council, In Camera Motion
Regional Council: November 27, 2012, Item 10.1.2

LEGISLATIVE AUTHORITY

The HRM Charter and Regional Plan prescribe a variety of specific legislation and policy with respect to land use policy and development. The recommended Terms of Reference explicitly refer authority to solely those prescribed policies and legislation.

RECOMMENDATION

It is recommended that Environment & Sustainability Standing Committee recommend the Terms of Reference for the Regional Watershed Advisory Board, as per the Attachment, to Regional Council.

BACKGROUND

On November 27, 2012, Regional Council directed staff to consolidate all the Watershed Advisory Boards into one Watershed Advisory Board and initiate the processes necessary to amend all applicable planning documents.

DISCUSSION

The proposed terms of reference provide Halifax Regional Municipality with a committee consisting of citizen subject matter experts that have the authority to:

1. Advise the Environment and Sustainability Standing Committee on municipal policy projects as required under the HRM Charter, the Regional Municipal Planning Strategy and Secondary Planning Strategies, and as may be specifically assigned by the Environment & Sustainability Standing Committee;
2. As required by the HRM Charter and Municipal Planning Strategies, to fulfil the legislated requirements with respect to municipal development activities; and
3. Perform duties as directed by Regional Council on matters outside the current legislative authority as described in the HRM Charter or Municipal Planning Strategies.

The proposed Terms of Reference consolidate the historical terms of reference for Watershed Advisory Boards and align it with municipal policy and legislative authority.

FINANCIAL IMPLICATIONS

There are no budget implications to this report that are not already included in the Operating Budget. Although a full analysis has not been completed, reducing the number of Watershed Advisory Boards from 4 to 1 would reduce administrative costs associated with operating these committees.

COMMUNITY ENGAGEMENT

The Regional Watershed Advisory Board provides a legislatively and policy prescribed venue for engagement on specified policy and development activities.

ENVIRONMENTAL IMPLICATIONS

The purpose of a Regional Watershed Advisory Board is to provide community subject matter expertise to preserve and protect the many watersheds and water related natural assets in the municipality related to the specified policy and development activities.

ALTERNATIVES

The Committee or Regional Council may choose to revise components of the recommended Terms of Reference. This is not recommended as the proposal culminates from a cross departmental effort at alignment with legislative and policy requirements and best practices.

ATTACHMENTS

Attachment A: Terms of Reference: Regional Watershed Advisory Board

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/cc.html> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Richard MacLellan, Manager, Energy & Environment, 490-6056

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Report Approved by: 
Cathy Mellett, Municipal Clerk, 490-6456

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Report Approved by: Kelly Dentz, Manager, Development Approvals, 490-4800

Attachment A

Terms of Reference: Regional Watershed Advisory Board

Purpose: As subject matter experts, with respect to watershed management, the Watershed Advisory Board:

1. Advises the Environment and Sustainability Standing Committee on municipal policy projects as required under the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, and as may be specifically assigned by the Environment & Sustainability Standing Committee;
2. As required by the HRM Charter, the Regional Municipal Planning Strategy, and Secondary Planning Strategies, to fulfil the legislated requirements with respect to municipal development activities;
3. Performs duties as directed by Regional Council on matters outside the current legislative authority described in the HRM Charter or Municipal Planning Strategies.

Composition:

- Up to four (4) water related professional's at large
- Up to two (2) seats for Academia
- Up to two (2) representatives of Environmental NGO's or Recreational organizations
- One (1) Citizen at large representing each Community Council

Governance:

On behalf of Regional Council, The Environment and Sustainability Standing Committee shall provide oversight to the Advisory Board Workplan, Terms of Reference, Appointments, and other Governance matters.

Policy Development and Review Projects: The Halifax Regional Municipality is enabled through the HRM Charter, as an act of Provincial legislation, to be the primary authority for planning within its jurisdiction. The Municipal Planning Strategies enacted by Regional Council are the overarching municipal policy set. The HRM Charter defines the mandate and authority of the municipality in planning matters and municipal planning provides statements of policy to guide the development and management of the municipality including establishing policies to provide a framework for the environmental, social, and economic development within the Municipality. All assigned policy projects must comply with these policies and legislative directions.

Officers: The Board shall have a Chair and Vice Chair to be elected from among its members at the first meeting following composition and at the first meeting of the calendar year. The Vice Chair shall act as Chair in the absence of the Chair. The Chair and Vice Chair may be reappointed for subsequent terms providing they are still members of the Board.

Staff Complement: The municipality shall supply Board support from the Clerk's Office. The Manager of Energy and Environment shall be the primary staff liaison.

Meetings: The Board shall meet monthly or as required to conduct the business of the Board. Additional meetings may be scheduled at the discretion of the Chair in consultation with the Clerk's Office.

Quorum: The quorum for regular meetings shall be in accordance with Section 74 of Administrative Order 1 – Quorum of Committees.

Appointments: The Environment and Sustainability Standing Committee is designated to be both the nominating and appointing body for members of the Board, except for the members appointed by each of the Community Councils, for which the Community Council will serve as both the nominating and appointing body. Appoints shall be made in accordance with the Public Appointment Policy adopted by Regional Council.

Vacating a Position: During the term of Office a member may vacate their position on the Board in accordance to the procedures set out in Section 68 of Administrative Order 1 – Vacating a Position on Committee.

Procedure: Meeting procedures shall be governed by the HRM Administrative Order 1- Respecting Procedure of Council as it relates to Committee Procedures.