

**Item No.**  
**Environment and Sustainability Standing Committee**  
**February 6, 2014**

**TO:** Chair and Members of the Environment and Sustainability Standing  
Committee

Original Signed

**SUBMITTED BY:**

Mr. Allan Billard, Chair, Regional Watersheds Advisory Board

**DATE:** January 28, 2014

**SUBJECT:** Process/Mandate – Regional Watersheds Advisory Board

**ORIGIN**

Motion of the Regional Watersheds Advisory Board meeting held on January 8, 2014.

**LEGISLATIVE AUTHORITY**

As set out in the Terms of Reference for the Regional 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 Committee.

**RECOMMENDATION**

The Regional Watersheds Advisory Board recommends that the Environment and Sustainability Stand Committee:

1. Direct staff to seek earlier input from Regional Watersheds Advisory Board with regard to watershed studies.
2. Authorize the Regional Watersheds Advisory Board to review and comment on Regional Plan Policy E-17 for consideration in future watershed studies.

## **BACKGROUND**

Members of the Board have expressed concern regarding the constraints placed on them by the Terms of Reference. Members would like to not only consider matters brought to them by staff, but also matters they bring to the Board.

## **DISCUSSION**

The Board received advice from the Clerk's Office relative to its Terms of Reference, the ability for individual members to bring matters to the Board for consideration and the process by which the Board could be authorized to consider matters of interest. After discussion, the Board approved the above recommendations relative to process and mandate.

## **FINANCIAL IMPLICATIONS**

There are no financial implications relating to these recommendations.

## **COMMUNITY ENGAGEMENT**

The Regional Watersheds Advisory Board is made up of citizen representatives and meetings are open to the public. Agendas and minutes are available on the web.

## **ENVIRONMENTAL IMPLICATIONS**

No environmental implications were identified.

## **ALTERNATIVES**

None provided

## **ATTACHMENTS**

Terms of Reference – Regional Watersheds Advisory Board

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

Report Prepared by: Sherryll Murphy, Deputy Clerk , 490-4211

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## **Regional Watersheds Advisory Board Terms of Reference**

**Purpose:** As subject matter experts, with respect to watershed management, the Watersheds 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 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 described in the Municipal Planning Strategies.

### **Composition:**

- Up to five (5) water related professionals at large
- Up to two (2) seats for current faculty members at post-secondary institutions or for research scientists, with doctoral training, working in watershed management
- Up to two (2) representatives of Environmental NGO's or Recreational Organizations
- One (1) Citizen at large may be appointed by each Community Council

### **Terms:**

To build and maintain technical and procedural expertise, six (6) of the twelve (12) members shall be appointed for a two-year term and the remaining six (6), for a three-year term.

### **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 a 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 designed 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. Appointments 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 Procedures of Council as it related to Committee Procedures.

Approved February 19, 2013

Amended: May 14, 2013