

## **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