

BEDFORD WATERSHED ADVISORY BOARD (BWAB)

TERMS OF REFERENCE

1.0 PURPOSE

1.1 The Bedford Watershed Advisory Board is established to advise Community or Regional Council, on existing and proposed land and water use as it relates to:

- a) the lakes, natural water ways, their watersheds (including Bedford Bay and Bedford Basin), sewersheds and ground water,
- b) land and water use and environmental issues as they relate to historical and ongoing use of land and water, impacts on vegetation, impacts on all life forms including micro-organisms, insects, birds, aquatic life and mammals, reviews of water supply and sewage requirements, climate issues, air quality and soil quality issues,
- c) safety issues relating to waters,
- d) items a), b) and c) as they relate to the waterways and land or may impact on waters and lands within the area of jurisdiction of the Board as defined on the accompanying map.

1.2 Provide leadership, promote public awareness, and advocate action on environmental and related planning issues.

1.3 Develop and maintain documentation for the Bedford Watershed Advisory Board on the following: all committee meetings, correspondence, presentations, data collection, reviews, community activities, recommendations, and all other related events.

2.0 COMPOSITION

2.1 Board members shall be appointed by North West Community Council with the consensus of Councillors from Districts 15, 16 and 22.

2.2 The composition of the Board membership shall be based on the following:

2.2.1 Non-voting members:

- a) one (1) representative from Council.
- b) one or more representatives from HRM staff
- c) one recording secretary from HRM

2.2.2 Voting members:

- a) All voting members shall be citizens of the HRM
- b) One to five (1 - 5) environmental professionals practising in any of the following areas: biology, chemistry, ecology, engineering, hydrology, law, oceanography, physics, teaching, or any field that will assist in evaluating issues
- c) One to five (1 - 5) members who serve on related committees from the following areas: accreditation or standards boards, aquatic clubs, environmental institutes, government, educational institutes, land and waterway planning committees, parks and recreation committees, professional societies, or any organization related to the environment
- d) Two (2) citizens at large
- e) Any other member appointed by Council
- f) Two (2) members from the development/construction industry (sector)

2.4 Duration of membership - Appointments to the Board shall be for a period of up to three (3) years and staggered. Members may be reappointed.

2.5 Application for membership - Interested individuals can make application for membership to Council directly or through BWAB.

2.6 Resignations - Resignations shall be given in writing to Council through the Chair.

2.7 Absenteeism - Any member who misses 3 consecutive meetings without notification may be replaced. Absentee members must first be notified in writing by a letter from the Chair. A quorum of the Board will review the response from the absentee member and vote on replacing the member.

3.0 **QUORUM**

The quorum for regular meetings shall be as follows:

C If the Board has an even number of members, one-half of all the members thereof.

C If the Board has an uneven number of members, a majority of the members thereof.

4.0 **SUB-COMMITTEES**

4.1 BWAB may appoint sub-committees to deal with specific issues.

5.0 **OFFICERS**

5.1 Chair - The Board shall elect a Chairman from among its members at the conclusion of the first meeting in the new calendar year or if the position becomes vacant.

5.2 Vice-Chair - The Board shall elect a Vice-Chair from among its members at the conclusion of the first meeting in the new calendar year, or if the position becomes vacant. The Vice-Chair shall act as Chair in the absence of the Chair.

5.3 Secretary to the Board - a recording secretary shall be appointed by Council.

6.0 **TIME OF MEETING**

6.1 The Board shall meet regularly on the second Wednesday of each month or at the discretion of the Chair.

7.0 **RULES OF ORDER**

7.1 Public - All Board meetings shall be open to the public.

7.2 Rules - All Board meetings shall be governed by the Rules of Order adopted by the Halifax Regional Municipality.

7.3 Motions - In the absence of a quorum, a Board meeting may take place and motions may be put forward and seconded for the record. However, all motions must be fully discussed and voted on by a quorum of the Board at a subsequent meeting of the Board in order to be accepted as official and acted upon.

7.4 Verification - All agendas, minutes, letters from the Board, all such correspondence representing the Board, and all verbal communications on behalf of the Board, must be approved by a majority vote of the Board, at a meeting in which a quorum is established.

8.0 **EXPENSES**

8.1 Board members shall not receive remuneration for attendance at Board meetings or other Board functions. All participation is on a volunteer basis. No member shall be required to attend functions other than the regularly scheduled Board meetings.