



**REGIONAL WATERSHEDS ADVISORY BOARD  
SPECIAL MEETING  
MINUTES  
May 3, 2017**

**PRESENT:** Walter N. Regan, Chair  
Kelly Schnare, Vice Chair  
Jennifer Rocard  
Penny Henneberry  
Derek Vallis  
Aaron Ezekiel  
Tim Boudreau  
Rose Featherstone  
Kevin Hooper

**REGRETS:** Russell Dmytriw

**STAFF:** Krista Vining, Legislative Assistant  
Sharon Chase, Legislative Support

*The following does not represent a verbatim record of the proceedings of this meeting.*

*The agenda, supporting documents, and information items circulated to the Regional Watershed Advisory Board are available online: <http://www.halifax.ca/boardscom/rwab/170503rwab-agenda.php>*

*The meeting was called to order at 5:04 p.m. and adjourned at 6:08 p.m.*

## **1. CALL TO ORDER**

Chair Walter Regan called the meeting to order at 5:04 p.m. in the Maxine Tynes Room, 2nd floor, Alderney Public Library, 60 Alderney Drive, Dartmouth.

Round table introductions were made welcoming new board members.

## **2. APPROVAL OF MINUTES – NONE**

## **3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

The agenda was approved as presented.

## **4. STAFF**

### **4.1 Advisory Boards and Committees Orientation**

The following was before the Regional Watersheds Advisory Board:

- Orientation presentation
- RWAB's Terms of Reference

Krista Vining, Legislative Assistant delivered orientation training to the Board. The presentation provided an overview of:

- Call to Order- Roundtable Introductions
- Role of Advisory Board and Committees
- Terms of Reference
- Duties of the Board
- Role of the Chair
- Meetings and Agenda
- Conflict of Interest
- What Happens at a Meeting
- Diversity and Inclusion
- Member Conduct

It was noted that the present quorum of the Board is five (50% of membership).

The Board reviewed how their recommendations and advice is handled. Generally, a memo from the board would accompany a staff report and be presented to the Environment and Sustainability Standing Committee (ESSC) or one of the three Community Councils. Board members expressed interest in learning more about ESSC, Community Councils and Municipal Planning Strategies. Understanding more about these areas will assist in directing the work of this board.

The Board briefly discussed how development of their work plan will provide opportunity to identify areas of focus and the work ahead.

## **5. ADDED ITEMS – NONE**

**6. DATE OF NEXT MEETING- May 10, 2017** at 5p.m., Maxine Tynes Room, Alderney Public Library, 60 Alderney Drive, Dartmouth

## **7. ADJOURNMENT**

The meeting adjourned at 6:08 p.m.

Sharon Chase  
Legislative Support