

***LAKE MAJOR WATERSHED
ADVISORY BOARD
TERMS OF REFERENCE***

Mandate:

These Terms of Reference shall serve to constitute the Lake Major Watershed Advisory Board as an advisory group to the Halifax Regional Water Commission (Halifax Water), the Halifax Regional Municipality, the Province of Nova Scotia, stakeholders and communities in the Lake Major area on the management of the Lake Major Watershed.

General:

1. The Board will review and make recommendations in a timely manner, to the Minister of Environment and Halifax Water, on all activities or policy issues affecting the water quality, flows, levels, storm water, development and forest management in the Lake Major Watershed, as requested by Halifax Water, the Province of Nova Scotia, stakeholders and communities in the area.
2. The Board may, from time to time, request individuals or groups to make representation to the Board on matters affecting the watershed.
3. The Board will review and comment on water quality and monitoring programs and other studies related to the watershed. All water quality information available from member agencies shall be made available to the Board.
4. The Board will maintain liaison with government agencies not represented on the Board with regard to matters affecting the watershed.
5. The Board will develop information and education programs about watershed management and protection for local residents, landowners and other users of watershed lands.

Designation of Watershed as "Protected Water Area"

6. The watershed has been designated as a "Protected Water Area" under the Environment Act.
7. The watershed protection regulations for the Lake Major Protected Water Area have been approved by the Minister of the Environment pursuant to the designation.
8. The board will provide advice and recommendations to the Waterworks Operator who is responsible to ensure that terms and responsibilities related to the designated Lake Major Protected Water Area and regulations will be followed.

Membership and Meetings:

9. The Board shall be comprised as follows:
 - a) One voting identifiable group, organization or individual representative from each of the communities of:
 - North Preston
 - Lake Major
 - East Preston
 - Cherry Brook/ Lake Loon
 - b) One voting technical representative from each of the following organizations:
 - Halifax Water
 - Halifax Regional Municipality Planning and Development Services
 - Nova Scotia Environment
 - Nova Scotia Department of Natural Resources
10. All community members will serve for a two-year term. Subsequent appointments or re-appointments by the community to the Board shall be for a term of two years.
11. Technical representatives to be appointed to the Board by their respective organizations.
12. Upon expiration of terms, for members representing identifiable groups or organizations, that member will be asked by the Board to have their group or organization nominate a member for the subsequent term. Where that is not possible, Halifax Water will contact the group or organization to request an appointment. For members not representing an identifiable group or organization; Halifax Water will write all landowners in the area of interest affected by the Lake Major Watershed seeking an individual volunteer for the Board. If more than one volunteer per community comes forward, the Board will decide upon the community membership through a balloting process.
13. The Chair and Vice-Chair of the Board shall be appointed every two years by the membership at the meeting closest to April 1st. The Chair of the Board must be a voting Community representative of the Board while the Vice-Chair must be a voting Halifax Water representative of the Board.
14. Administrative support shall be provided by Halifax Water.
15. The Board shall endeavor to conduct business by consensus, but should voting be necessary, all motions will require support from a majority of the members present. A quorum shall consist of five (5) voting members which will consist of at least three (3) of the four (4) community members and at least two (2) of four (4) technical representatives. In the event there is not a quorum, an Information Meeting will be held.
16. Bodies appointing representatives may name an alternate. Alternates may attend all meetings as observers and may vote when the appointed representative is absent.

17. The Board shall meet as necessary, but no less than two times a year.
18. The Board shall be empowered to amend its Terms of Reference by motion.
19. The Board shall prepare an Annual Report of its activities to be distributed to all bodies represented on the Board and to other interested parties.
20. The Chair, or a person designated by him/her shall act as the Board spokesperson.

Board Review Process:

21. The Board will review and forward recommendations to the Waterworks Operator for approval within thirty (30) days following receipt of all submissions and requests pertaining to changes in land use activities within the Lake Major Watershed Protected Water Area, and as defined in the Protected Water Area regulations.

Land Development:

22. Through its representation on the Board, the LMWAB, Halifax Water, and HRM Development Services shall maintain an open dialog regarding development applications in and near the Watershed. This dialog will be done with a goal that Concept Plans and Final Subdivision Plans be provided to the Board for comment at the same time as other municipal and provincial reviews.

October 20, 2011