

***COLLIN'S PARK WATERSHED  
ADVISORY COMMITTEE  
TERMS OF REFERENCE***

**Mandate:**

These Terms of Reference shall serve to constitute the Collin's Park Watershed Advisory Committee's (hereafter referred to as the Committee) role as an advisory group to the Halifax Regional Water Commission (Halifax Water), the Halifax Regional Municipality (Halifax), the Province of Nova Scotia, stakeholders and communities in the Collin's Park watershed area (Appendix A) on the potential effects of land use practices within the Collin's Park watershed.

**Objectives:**

1. The Committee will foster avenues for open communication between stakeholders within the identified watershed area.
2. The Committee will help promote effective best management practices in the watershed.
3. The Committee will foster environmental stewardship practices through education and awareness for the purpose of ensuring healthy water quality.
4. The Committee will help to maintain water quality health through research and water quality protection projects as needed.
5. The Committee 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 and levels in the Collin's Park watershed, as requested by Halifax Water, the Province of Nova Scotia, stakeholders and communities in the area.
6. The Committee may, from time to time, request individuals or groups make presentations to the Committee on matters influencing the watershed.
7. The Committee 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 Committee to the extent permitted.
8. The Committee will liaise with government agencies not represented on the Committee with regard to matters affecting the watershed.
9. The watershed focus area is defined by the Source Water Protection Plan to which the Committee provides input.
10. The Committee will provide advice and recommendations to the Waterworks Operator who is responsible to ensure that the terms and responsibilities related to watershed protection, as defined by the Committee through these Terms of Reference are followed.
11. Committee members acknowledge and agree to uphold and protect the confidentiality of information received through the Committee and to limit the disclosure of non-

confidential information to such individuals as are necessary to assist the Committee in effectively carrying out its mandate.

### **Membership and Meetings:**

12. The Committee shall be comprised of the following voting members:
  - a) one identifiable group, organization or individual representative from each of the following communities:
    - Waverley;
    - Fall River;
    - Lake Fletcher; and
    - Wellington;
  - b) a community representative from at least one (1) industry sector, as determined by the Committee, which may include but not limited to Nova Scotia Power Inc., retail, the Nova Scotia Homebuilders Association, and/or the mining and/or quarry industry;
  - c) one (1) customer of the Collin's Park Water Supply System;
  - d) one (1) representative from Halifax Water; and
  - e) a maximum of two (2) "Members at Large" who must reside within the Collin's Park watershed area as defined by the Collin's Park Watershed Area Map (Appendix A).
13. The Committee shall be comprised of the following non-voting technical representatives:
  - a) one (1) from Halifax Planning and Development;
  - b) up to two (2) from Nova Scotia Environment and Climate Change;
  - c) one (1) from Nova Scotia Public Works; and
  - d) other non-voting technical representatives as determined by the Committee.
14. All community members will serve for a two (2)-year term (except for the first term whereby half of the members shall serve for a three (3)-year term to ensure continuity of membership). Subsequent appointments or re-appointments by the community to the Committee shall be for a term of two (2) years.
15. Technical representatives to be appointed to the Committee by their respective organizations.
16. Upon expiration of terms, for members representing identifiable groups or organizations, that member will be asked by the Committee 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 canvass the area of interest affected by the Collin's Park watershed, seeking volunteers for the Committee. If more than one volunteer per community comes forward, the Committee will decide upon the community membership through a balloting process.

17. The Chair and Vice-Chair of the Committee shall be appointed every two (2) years by the membership at the meeting closest to April 1<sup>st</sup>. The Chair of the Committee must be a voting community representative of the Committee while the Vice-Chair must be a voting Halifax Water representative of the Committee.
18. Administrative support shall be provided by Halifax Water.
19. The Committee 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 at least four (4) voting members and at least one (1) of the non-voting technical representatives. In the event there is not a quorum, an Information Meeting will be held.
20. Members who miss three (3) consecutive meetings will forfeit their position to which the board will seek a replacement from the affected representation.
21. Bodies appointing representatives may name an alternate. Alternates may attend all meetings as observers and may vote when the appointed representative is absent.
22. The Committee shall meet as necessary and not less than two (2) times per year.
23. The Committee shall be empowered to amend its Terms of Reference by motion, with the approval of the Waterworks Operator.
24. The Chair, or a person designated by them shall act as the Committee spokesperson.

**Land Development:**

25. Through its representation on the Committee, Halifax Water, and Halifax Municipality Planning and Development may maintain an open dialog regarding development applications in and near the watershed with the goal that the Committee has the opportunity to provide recommendations to Halifax Regional Municipality Planning and Development regarding such applications.

**Committee Review Process:**

26. The Committee 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 Collin's Park Water Supply Area as defined in these Terms of Reference.

April 4, 2024



Appendix A: Collin's Park Watershed Area Map

# Collin's Park Watershed Area

