

***MIDDLE MUSQUODOBOIT WATERSHED
ADVISORY COMMITTEE
TERMS OF REFERENCE***

Mandate:

These Terms of Reference shall serve to constitute the Middle Musquodoboit Watershed Advisory Committee as an advisory group to the Halifax Regional Water Commission (Halifax Water), the Halifax Regional Municipality (HRM), the Province of Nova Scotia, stakeholders and communities in the Middle Musquodoboit watershed area on the potential effects of land use practices within the Middle Musquodoboit watershed.

General:

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 by supporting 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 Middle Musquodoboit 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 that 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.
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:
 - a) One voting community representative from each of the following sectors:
 - i. an identifiable group, organization or individual representative from the community of Middle Musquodoboit;
 - ii. a private landowner-customer of the Middle Musquodoboit water supply;
 - iii. a private landowner within the Middle Musquodoboit watershed area;
 - iv. an agriculture industry representative from the Middle Musquodoboit watershed area;
 - v. a forest industry representative from the Middle Musquodoboit watershed area; and
 - b) One voting technical representative from each of the following agencies:
 - i. Halifax Water,
 - ii. HRM Planning and Development Services,
 - iii. Nova Scotia Environment,
 - iv. Nova Scotia Department of Natural Resources; and
 - c) Other members as determined by the Committee.
13. All community representatives will serve for a two-year term (except for the first term whereby half of the representatives shall serve for a three-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 years.
14. Technical representatives to be appointed to the Committee by their respective agency.
15. Upon expiration of terms, for representatives of a sector or agency, that member will be asked by the Committee to have their sector or agency nominate a representative for the subsequent term. Where that is not possible, Halifax Water will contact the sector or agency to request a representative appointment. For members not representing a sector or agency, Halifax Water will canvass all landowners within the Middle Musquodoboit watershed area, in search of an individual volunteer for the Committee. If more than one volunteer per sector comes forward, the Committee will decide upon that membership through a balloting process.
16. The Chair and Vice-Chair of the Committee shall be appointed every two years by the membership at the meeting closest to April 1st. The Chair of the Committee should be a voting Community representative of the Committee while the Vice-Chair should be a voting Halifax Water representative of the Committee.
17. Administrative support shall be provided by Halifax Water.
18. The Committee shall endeavor to conduct business by consensus. In the event that a vote is deemed necessary, all motions will require support from a majority of the members present.
19. A quorum shall consist of five (5) voting members which will consist of at least three (3) of five (5) 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.
20. Members who miss 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 required but not less than twice a 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 him/her shall act as the Committee spokesperson.

Municipal Land Development:

25. Through its representation on the Committee, 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 the goal that development applications are provided to the Committee for comment at the same time as other municipal and provincial reviews.

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 Middle Musquodoboit Watershed Area as defined in these Terms of Reference.