

1.0 Purpose

The purpose of the Source Water Protection Advisory Committee is to develop a source water protection plan and provide the municipality or utility with advice on matters concerning land-use issues in the Drinking Water (DW) zone, as well as water quality, levels, and flows in the Source Water Protection Area.

2.0 Scope

2.0 The objectives are to provide advice to the Municipality of the District of St. Mary's ("the Municipality") that will:

- a. attempt to satisfy the water quality and quantity concerns of all stakeholder groups;
- b. about the sources of contamination in the source water supply area;
- c. about the management options available; and
- d. about the success of the protection plan.

3.0 Definitions

Non-Voting Members- Non-voting Members include municipal staff, organizational representatives, and/or representatives who act as resource support or offer expertise and assistance on matters under consideration by the Committee, and/or for information sharing purposes.

Presiding Officer- The person presiding over a meeting. This may also be referred to as "Chair".

Quorum- A majority of the total number of voting members currently the committee.

Voting Members- Voting Members include members of the municipal Council and members of the public on the Committee as appointed by Council.

4.0 General

3.0 This Policy shall serve to constitute the Source Water Protection Committee ("the Committee") as an advisory group to the Municipality of the District of St. Mary's and its Water Utility. It will address problems and solutions to matters concerning land-use issues, as well as water quality, levels and flows in the SWP Area.

3.1 The Committee will review and make recommendations on all activities affecting the SWP area as requested by the Municipality and communities in the area.



- 3.2 The Committee may, from time-to-time, request individuals or groups to make representation to the committee on matters affecting the SWP area.
- 3.3 The Committee will review and comment on water quality and quantity monitoring programs and other studies related to the SWP area. All water quality information available from member agencies shall be made available to the Committee.
- 3.4 The Committee will liaise with government agencies not represented on the Committee with regard to matters affecting the SWP area, particularly the Departments of Environment, Health Promotion and Protection, and Fisheries and Oceans Canada.
- 3.5 The Committee will review developed information and education programs about source water protection for residents, landowners, and other users of the SWP area lands.

5.0 Membership

The SWP Committee will report to the Municipality with Committee Members appointed by the Municipality via invitation and application process. The appointed residents will preferably own land within the SWP Area or apply to be a Member at Large via **Form SWPAC-1- Application for Appointment** to be approved by Council. The SWP Committee will be comprised of the following breakdown:

- 5.1 Voting Members on the Committee will consist of a minimum of:
 - a. A maximum of 2 member(s) of the public, preferably owners of land within the SWP area
 - b. a local representative from each of the agriculture and forestry sectors
 - c. one technical representative from each of the following organizations:
 - I. Municipality of the District of St. Mary's
 - II. Nova Scotia Department of Natural Resources and Renewables
 - d. one member of the Municipal Council
- 5.2 Non - Voting Members on the committee will consist of:
 - a. minimum of one Member(s) of Municipal Administration
- 5.3 All SWP Committee members must be at least 18 years of age (legal voting age).
- 5.4 Where there is a potential conflict of interest, Section 11 of the Disclosure of Conflict Interest of the Municipal [Council Procedural Policy](#) shall be followed.

- 5.5 The Committee, including the outside appointments, shall be appointed annually at the Annual General Meeting of St. Mary's Municipal Council. At that time the Municipality will advertise for outside appointments if vacancies exist.
- 5.6 Committee members are eligible for reimbursement of travel expenses associated with meetings. Claims may be made from their place of residence to the meeting location at the set municipal rate. Reporting requirements as per the [Municipality of the District of St. Mary's Mileage Expense Policy](#) shall be followed.
- 5.7 The SWP Committee is a voluntary committee and, as such, public members of the Committee will not receive honoraria for time served.
- 5.8 The meetings of the Source Water Protection Committee are open to the public. Members should be aware that their names will be in the public realm and a list of members may be provided when requested. Member information other than name and/or municipality will be kept confidential in accordance with Provincial legislation.
- 5.9 The first term of the newly established Committee will begin during the first quarter of the 2023 fiscal year. Moving forward all terms will be for a one (1) year term (fiscal year). Outside appointments to the Committee may serve a maximum of three consecutive terms.

6.0 Chair and Vice Chair's Responsibilities

- 6.1 The appointed Councillor will act as chair and vice-chair will be elected by the Committee.
- 6.2 The regular responsibilities of the Committee Chair and Vice Chair are as per Section 2.4- Presiding Officer Responsibilities of the [Council Procedural Policy](#).
- 6.3 Should a Committee Member miss a significant number of consecutive meetings without proper notice, as per section 7.9, the Chair will contact the member to determine if the member is able to recommit their time to the Committee or plans to resign and be replaced.
- 6.4 The Municipality of the District of St. Mary's municipal representative or municipal staff shall not serve as Chair in the absence of the Committee Chair.

7.0 Committee Members' Responsibilities

- 7.1 The Vice-Chair of the Committee is appointed annually by the Committee at the first meeting after the Municipal Annual General Meeting (AGM).
- 7.2 Members will serve on the Committee for at least one year, after which the Municipality may choose an alternate for their respective position on a yearly basis at the meeting after the Municipal AGM.
- 7.3 The Municipality will provide administrative services.

- 7.4 The Committee will endeavor to conduct business by consensus, but should the Committee be unable to attain consensual agreement on an issue, then the Municipality may appoint a facilitator. Should this process fail, voting may be necessary. All motions require support from a majority of the members present.
- 7.5 The Committee will meet as necessary, but no less than three times a year.
- 7.6 The Municipality may amend the Policy from time to time, as recommended by the Committee or the Municipality.
- 7.7 The Committee must prepare an annual report of its activities to be distributed to all bodies represented on the Committee and to other interested parties.
- 7.8 The Committee may call for the input of other landowners in the source water supply area from time to time.
- 7.9 In all cases Committee Members will advise the Chair if they are unable to attend at least 24 hours in advance, this is to ensure a quorum will be met.
- 7.10 A Committee Member may resign at any time but must provide the Chair or CAO with written notice in advance of resignation. The Chair, CAO, and or the exiting Committee Member may request an exit meeting to receive feedback that may improve the function or direction of the Committee.
- 7.11 From time to time, Committee Members may be privy to information that must remain confidential and, as such, will be subject to *Appendix A- Municipal Confidentiality Agreement Form*.
- 7.12 Committee Members shall review and abide by the guidelines as per the [Municipality of the District of St. Mary's Code of Conduct Policy](#). Committee Members shall sign *Appendix B – Statement of Commitment to The Municipal Code of Conduct*. Committee Members have no direct financial responsibilities or ability to authorize payments or other expenditures on behalf of the Municipality.

8.0 Administration Responsibilities

- 8.1 Municipal Administration are non-voting members of the Committee and will provide administrative services including:
- a. Setting the agenda for each meeting in consultation with the Chair; and
 - b. Utilizing the Committee as per policy; and
 - c. Providing additional administrative support where required; and
 - d. Record meeting minutes, distributing minutes and information as required and;
 - e. Any other tasks deemed necessary by the Committee or CAO.



8.2 New Committee Members will receive an orientation from the Chair or designate and a Municipal Administration Member or designate within one month of appointment. This will include a review of the Committee Policy and an update on any current issues or topics relevant to the working of the committee, Health, and Safety. Additional committee training needs must be budgeted for and approved by Council prior to any expenditure occurring.

9.0 Rules of Engagement

9.1 Committee Members shall review and abide by the guidelines as per the Municipality of the District of St. Mary's Council [Procedural Policy](#).

9.2 The Committee may receive presentations from the public upon approval of the Chair, as per the Municipality of the District of St. Mary's [Presentation to Council Policy](#).

9.3 Committee Members shall abide by [Virtual Meeting Policy](#) should virtual attendance be required.

10.0 Amendments to Committee Policy

10.1 The Land Development Committee Policy may be reviewed by the Municipal Council every year prior to the Annual General Meeting or as necessary.

Mallory Fraser
Municipal Clerk

June 12, 2023
Date of Approval



SCHEDULE A

POLICY AMMENDMENTS

Date of Review	Section(s) Updated	Council Approval Date
	Adoption of Policy	June 12, 2023



FORM SWPAC-1

APPLICATION FOR APPOINTMENT

Section A-Contact Information

Name:	
Civic Address:	
Mailing Address (if different than Civic Address):	
Telephone Number(s):	E-mail:

Section B-Eligibility (Please check Yes or No)

Are you a resident of the Municipality of St. Mary's?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an employee of the Municipality? (Full time, Part time, Casual, Term)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you the spouse (including common law), sibling, child, or parent of a Member of Council or of an employee of the Municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C-Qualifications



1. Describe any personal/professional experience in forestry, agriculture, water management or municipal government?

2. Please explain your experience working on a committee, a task force or other similar setting.

3. Please describe any other qualifications or experience you have that you feel would benefit the Source Water Protection Committee.



IMPORTANT NOTICE TO ALL APPLICANTS: Please be aware that the names of the candidates recommended for appointment to the Source Water Protection Committee will be submitted to Council as a public document.

Applications can be directed to:

Denise Dunn, Economic Development Officer
Municipality of St. Mary's
PO Box 296
Sherbrooke, NS B0J 3C0

Telephone: 902-522-2049
Fax: 902-522-2309
E-mail: denise.dunn@saint-marys.ca

I certify that the information contained in this application form is accurate.

Date: _____

Signature: _____



APPENDIX A

MUNICIPAL CONFIDENTIALITY AGREEMENT



**Municipality of the District of St. Mary's
Confidentiality Agreement**

I _____ of _____ in the County of Guysborough, Province of Nova Scotia, hereby acknowledge that in the course of carrying out my responsibilities with the Municipality, I may gain knowledge to information concerning the business of the Municipality, its employees and its clients, the disclosure of which would be highly detrimental to their interests.

According, I hereby agree to treat confidentially all information which I may have access to during the course of my Committee Membership, neither will I take possession of same, make a copy thereof or allow another party access to any information or receive a copy of same.

Furthermore, upon the end of the Committee term with the Municipality, I hereby agree to keep confidential any information which I may have had access to during my work with the Municipality.

Dated at Sherbrooke, this _____ day of _____, 20__.

Signature

Print Name

Civic Address: _____

Mailing Address: _____

Telephone #: _____



APPENDIX B

STATEMENT OF COMMITMENT TO THE MUNICIPAL CODE OF CONDUCT

I _____ declare that as a Committee Member of the
(Full Name)

_____ acknowledge and support
(Municipal Committee)

the Municipality of the District of St. Mary's Code of Conduct Policy.

Signed: _____

Declared at _____ in the County of
_____ this ____ day of _____, _____, before
me, _____.

CAO/Clerk/Commissioner of Oaths