

SOURCE WATER PROTECTION COMMITTEE

TERMS OF REFERENCE

1. Purpose
2. Definitions
3. Values
4. Policy Development
5. Membership
6. Responsibilities
7. Operating Procedures

1. PURPOSE

The Source Water Protection Committee (“the Committee”) shall advise the New Minas Water Commission on matters of source water protection. The Committee will advise the Commission and staff on the development and maintenance of a mutually beneficial, locally developed and administered Source Water Protection Program that protects the water source(s) of the New Minas Utility (“the Utility”).

The Committee will operate as a consulting and recommending body to the New Minas Water Commission in order to assist the Commission in its decisions regarding source water protection issues for its Utility, pursuant to requirements set out by the Nova Scotia Department of Environment.

The Committee shall be responsible to the Water Commission, shall make regular reports to the Water Commission, and shall prepare any other reports, which may be requested by the Water Commission and the Village Commission, or the Municipality as it relates to planning items, from time to time.

2. DEFINITIONS

"Source Water Protection Area" means the area of land which contributes water to the Utility's production wells and such boundary has been adopted into the Municipality's Planning Documents.

"Source Water Protection Program" means a program developed by the stakeholders of a water utility to protect and monitor the health of a source water supply.

3. VALUES

The Committee is expected to operate in compliance with the established legislation, policies, laws, and regulations governing the Utility.

4. POLICY DEVELOPMENT

The Committee shall review and comment on all applicable materials to help staff and Commission to establish technically sound and achievable goals using a combination of management practices as referred by the Nova Scotia Department of Environment, acquisition of land, best management practices, By-laws, contingency plans, designation, and education. The Committee may invite experts

or other appropriate resource person(s) to provide advice on matters before it and may in good faith rely upon any reports and findings they provide.

5. MEMBERSHIP

The Committee shall be composed of stakeholders of the Utility. The members of the Committee shall be appointed by the New Minas Water Commission and shall consist of the following five voting members:

- One Municipal Councillor, drawn from District #7 or District #8, who shall be appointed by the Municipality for a one-year term commencing in November;
- Two citizen representatives, appointed for a two-year term commencing in July of the appointment year, who shall be either a Utility customer or a resident of New Minas at the time of appointment and for the duration of their appointment;
- Two members of the New Minas Water Commission, appointed for a one-year term commencing in July.

Non-voting members shall include:

- Clerk Treasurer/Chief Administrative Officer, who shall also serve as the Recording Secretary;
- One representative of the Nova Scotia Department of the Environment;
- Operations Manager;
- Other resources as needed;
- The Municipality's Director of Planning and Inspections or designate;
- The Municipality's Manager of EPW, Lands, and Parks Services or designate.

Any member of the Committee is eligible for reappointment. A vacancy on the Committee shall be filled at the earliest possible opportunity and that appointment shall serve the remainder of the term of the office of the member being replaced.

6. RESPONSIBILITIES

The Committee shall elect a Chair and Vice Chair annually. These two positions shall be filled by the appointed members from the New Minas Water Commission only. The Committee is responsible for advising the Commission about the following issues:

- Source Water Protection Area (with assistance from a qualified Hydrologist)

- Assess the delineated boundary to ensure it adequately encompasses the source water supply area and meets the needs of the stakeholders;
- Identify and delineate the source water supply area;
- Recommend changes to the delineated area, as required, within the confines of the regulations.
- Identify potential contaminants and assess risks
 - Assess the risk they pose to the source water supply area;
 - Identify and document potential sources of contamination;
 - Recommend to staff and Commission, as appropriate, any changes in laws, policies, or regulations governing the Utility.
- Source Water Protection Management
 - Assist staff with the process to amend the New Minas Wellfield Protection Overlay, as adopted as part of the Municipality's Planning Documents;
 - Review and comment on the Plan and any proposed amendment thereto;
 - Review monitoring results at an acceptable frequency, at least annually, to verify the continued quality of the source water to ensure the management plan is effective and current to conditions within the supply area;
 - Work with and consult with community members and the Village of New Minas when drafting the Source Water Protection Plan or revisions thereto;
 - Work with staff to develop community education and awareness strategies on the Plan.
- Compliance with guidelines, laws, and regulations
 - Review, as required, reports from staff and others relating to the Utility's compliance with laws, regulations, and other obligations governing the Source Water Protection Plan.

7. OPERATING PROCEDURES

The following operating procedures shall apply

- Committee business will endeavor to be conducted by a consensus-based approach to its decision making;
- If unable to attain a consensus on an issue, the Chair may put a matter to a vote if it is deemed that a consensus is not achievable. Each voting member

is entitled to one (1) vote and decisions shall be majority vote of those present. In the event of a tie, the matter is defeated;

- Meetings are open to the public;
- Minutes of all meetings shall be posted on the Village website;
- No voting member may abstain from voting, except for the purposes of a declared Conflict of Interest;
- The Chair presiding at any meeting of the Committee shall also vote in all matters considered by the Committee.
- The Committee may appoint sub-committees to deal with any special matters coming within the powers and jurisdiction of the Committee;
- The Committee shall meet at least twice per year upon the call of the Chair;
- Three or more voting members shall constitute a quorum.