

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		107
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee	

GENERAL

1. This policy is entitled “**Source Water Protection Advisory Committee Policy.**”

AUTHORITY FOR POLICY

2. Sections 22, 23, 24, 25, 26, 44, 200 and 345 *Municipal Government Act*, as amended.

DEFINITIONS

3. Terms used in this policy shall have the same meaning as in the *Municipal Government Act*.

TERM OF APPOINTMENT

4. Except to the extent that the term of appointment is otherwise determined by statute, bylaw or policy, committee members shall be appointed for two (2) years with the term commencing in November following each municipal general election or bi-annual election anniversary.

PROVISIONS

5. Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications in *Policy 121 Citizen Appointments to Committees*.
6. Municipal Council may replace at any time committee members who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties per *Policy 121 Citizen Appointments to Committees*.
7. Except to the extent that the chair is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chair of the committee.
8. If municipal council does not appoint a chair, the committee shall elect a chair from one of its members.
9. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the same powers and responsibilities at committee meetings that are conferred upon the chair at municipal council meetings pursuant to *Policy 116 Committees of Council and Council Meetings - Procedures*, with any necessary modifications for context.
10. Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or their designate may appoint an employee of the county to serve as secretary.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		107
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee	

11. If the Chief Administrative Officer or their designate does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.
12. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy.
13. All meeting minutes shall be available upon request to the public.
14. The committee shall meet at such time and place:
 - (1) agreed upon at a preceding meeting; or
 - (2) municipal council may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance; or
 - (3) the committee's secretary may set a meeting by providing notice of meeting to all committee members at least 5 business days in advance.
15. Notice shall be provided to the public by posting the time, date and place on the bulletin board at the Administration Office and on the county's website.
16. Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) the county's meeting spaces and supplies for meetings;
 - (2) such other resources as may reasonably be required by arrangement through the CAO.
17. In accordance with Section 22 (2) of the *Municipal Government Act*, the committee may meet in closed session (in camera) to discuss matters relating to:
 - acquisition, sale, lease and security of municipal property;
 - setting a minimum price to be accepted by the municipality at a tax sale;
 - personnel matters;
 - labour relations;
 - contract negotiations;
 - litigation or potential litigation;
 - legal advice eligible for solicitor-client privilege; and
 - public security.
18. No decision shall be made in closed session except a decision concerning procedural matters.

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		107
Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee	

19. A quorum of the committee shall be a majority (more than half) of the members currently appointed by municipal council.
20. A committee member who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be qualified to serve as a member (Subsection 25(1), MGA).
21. The chair shall ensure that the Municipal Clerk is apprised immediately of any circumstances which create a vacancy on the committee.
22. A committee may make recommendations to municipal council regarding the allocation or expenditure of funds. (Sub-section 23 (c) MGA).
23. The rules of procedure, conduct and debate in *Policy 116 Committees of Council and Council Meetings - Procedures* apply at committee meetings with any necessary modifications for context.
24. In the event the committee fails to provide a report or recommendation within any set deadline established by the council, municipal council may proceed with a decision regarding a matter within the committee's mandate without awaiting the committee report or recommendation.

TERMS OF REFERENCE

25. The Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy* and enables compliance with operating permits for all water supply areas.
26. The committee shall exist as an advisory committee of Municipal Council.
27. The committee shall exist for the purpose of developing and monitoring source water protection plans.
28. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utilities:
 - (a) to consult with appropriate stakeholder and governmental representatives to attempt to satisfy water quantity and quality concerns;
 - (b) about sources of contamination in the Water Supply Areas;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Source Water Protection Plans.
29. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, up to eight (8) citizen members to this Committee, subject to receiving applications for such.

Section Procedure & Organization of Council	Subject Source Water Protection Advisory Committee
--	---

- (b) Two (2) citizen appointees shall be eligible to be designated from property owners within each water source protection area.
- (c) Every Council Member whose district includes all or part of any source water protection area shall automatically be a member of the Committee.
- (d) Notwithstanding Sections (b) and (c), any person who is currently a member of a source water protection committee established by the Municipality will automatically be appointed to this Committee until October 31, 2024, after which they will be eligible to re-apply for a further two-year term.

REPEALS

- 30. *AM-1.3.6.5 Bridgetown Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 31. *AM-1.3.6.9 Granville Ferry Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 32. *AM-1.3.6.11 Lake Cady Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.
- 33. *AM-1.3.6.14 Margaretville Source Water Protection Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.

Municipal Clerk’s Annotation for Official Policy Book
I certify that this policy was adopted by Municipal Council as indicated below:

Seven (7) Day Notice **June 11, 2024**
Council Approval **June 18, 2024**

Carolyn Young **June 19, 2024**
Municipal Clerk Date
At Annapolis Royal Nova Scotia

Approved January 16, 2024

Amendments

June 18, 2024:

- Section 5 changed “**AM-1.3.4 Citizen Appointments to Committees Policy**” to “**Policy 121 Citizen Appointments to Committees.**”
- Section 6 changed “**AM-1.3.4 Citizen Appointments to Committees Policy**” to “**Policy 121 Citizen Appointments to Committees.**”
- Section 9 changed “**AM-1.2.0 Council Meetings and Proceedings Policy**” to “**Policy 116 Committees of Council and Council Meetings – Procedures**”
- Section 23 changed “**AM-1.2.0 Council Meetings and Proceedings Policy**” to “**Policy 116 Committees of Council and Council Meetings – Procedures**”

Amended June 2024