

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.3.6
Section Procedure & Organization of Council	Subject Advisory Committees and Boards Policy	

GENERAL

1. This policy is entitled “Advisory Committees and Boards Policy” and applies to committees in respect of which the voting members are a combination of council members, citizen members and designated representatives.

AUTHORITY FOR POLICY

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

PROVISIONS

3. The following provisions shall apply to all committees established by this policy, except where the policy specifically provides otherwise:
 - (a) Except to the extent that committee membership is otherwise determined by statute, bylaw or policy, committee membership shall be reviewed bi-annually (every two years) by Municipal Council within 3 months following each municipal general election or election anniversary, after seeking the advice of the Nominating Committee.
 - (b) Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member of a committee who is a Canadian citizen of the full age of eighteen years and has been ordinarily resident in the municipality or in an area annexed to the municipality for a period of six months. However, unless Municipal Council specifically determines otherwise by resolution, a citizen member may only be re-appointed for one additional consecutive term (2 years appointment + 2 years re-appointment); the citizen member shall once again become eligible for appointment following a 2 year absence / hiatus from the committee.
 - (c) To qualify as a citizen appointee, applicants must have no outstanding taxes, fees, charges or liens owing to the Municipality of the County of Annapolis at the time of appointment.
 - (d) 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.
 - (e) The Warden shall be an *ex officio* member of any committee to which he / she is not appointed, with a voice but no vote. When attending as *ex officio* the warden shall not be counted to establish quorum.
 - (f) Citizen members of advisory committees shall receive an honorarium based upon \$50 per meeting attended. A non-council member chair or secretary may be paid an additional honorarium of up to \$500 based upon \$50 per meeting attended. If an advisory committee does not meet during the calendar year, citizen members and designated representatives of the committee shall receive an honorarium of \$50. No employee may receive additional remuneration for serving as secretary for an advisory committee.

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- (g) A member of an advisory committee who is a council member is not entitled to additional remuneration for serving on the committee, or for serving as a chair or secretary for the committee. However, a councillor may be reimbursed for expenses incurred as a committee member. [§ 24 (5) MGA]
- (h) All citizen members shall be reimbursed their reasonable expenses for attending committee meetings, and mileage / kilometrage shall be paid at such rate as may be prescribed by municipal council in *AM-1.8.1 Travel and Expenses Policy*.
- (i) 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, after seeking the advice of the Nominating Committee; but if Municipal Council does not appoint a chair, the committee shall elect a chair from one of its members. 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 *AM-1.2.0 Council Meetings and Proceedings Policy*, with any necessary modifications for context. An ex-officio member of a committee shall not be eligible for election as chair.
- (j) The Municipal Clerk (or designate) shall call the first meeting of any committee after its appointment, upon the request of Municipal Council or a majority of the members of the committee. The Chief Administrative Officer or Municipal Clerk or their designates shall chair the meeting until a chair has been chosen.
- (k) Except to the extent that the secretary is otherwise determined by bylaw or policy, the Chief Administrative Officer or his/her designate may appoint an employee of the County to serve as Secretary, with a voice but no vote. If the Chief Administrative Officer or his/her 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. The secretary shall keep minutes of the committee meetings and ensure that the Municipal Clerk is provided with a signed copy of all approved minutes.
- (l) The committee shall meet at such time and place which it sets at a preceding meeting or at such other time and place as the Municipal Council, the Committee's Secretary, the Committee's Chair or a quorum of committee members may set by providing notice of meeting to all committee members at least 5 business days in advance. The Secretary shall provide notice of meetings to the public by posting a "Notice of Committee Meeting" containing the time, date and place at the Administration Office in Annapolis Royal and the Planning Office in Lawrencetown.
- (m) Subject to any resolution of municipal council, the resources which may be utilized by the committee include:
 - (1) advice and support of the Chief Administrative Officer OR the Municipal Clerk or his or her designate;
 - (2) use of the county's facilities and supplies for meetings, arranged through the Secretary or the Municipal Clerk;
 - (3) such other resources as may reasonably be required, by arrangement through the CAO.

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- (n) All meetings minutes, and records of the committee shall be open to the public except as expressly authorized by law.
- (o) Any committee may meet in closed session 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.

However, no decision shall be made in closed session except a decision concerning procedural matters.

- (p) A quorum of the committee shall be the same as that which applies to municipal council pursuant to provincial legislation, with any necessary changes for context. The Warden, when attending as an ex officio member of any committee to which he / she is not appointed, shall not be counted to establish quorum.
- (q) A councillor, citizen member or designated representative appointed as a member of a committee pursuant to this policy or any other Act of the Legislature who, without leave of the committee, is absent from three consecutive regular meetings, ceases to be a member (Subsection 25(1), *MGA*). The secretary shall ensure that the Municipal Clerk is apprised immediately of any such circumstances which create a vacancy on any committee.
- (r) A committee may make recommendations to Municipal Council regarding the allocation or expenditure of funds but no committee shall have the power to expend funds (Section 23 *MGA*).
- (s) Subject to the other provisions of this policy, the rules of procedure, conduct and debate pursuant to *AM-1.2.0 Council Meetings and Proceedings Policy* apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.
- (t) In the event the committee fails to provide a report or recommendation to municipal council 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.
- (u) Except as otherwise provided in this policy, no appointment shall cease until such time as a successor is appointed.
- (v) From time to time Municipal Council may establish an ad hoc citizen advisory committee as deemed necessary and advisable to provide input on matters of timely consideration. Such a committee shall be for a limited time period as per its mandate determined by Municipal Council. Membership criteria shall vary at the discretion of Council. (*Section 26 MGA*) Ad hoc citizen advisory committees shall not be entitled to remuneration but will be reimbursed for travel expenses for up to two meetings per month.

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PROVISIONS REGARDING THE ANNAPOLIS COUNTY PLANNING ADVISORY COMMITTEE

4. An Annapolis County Planning Advisory Committee is hereby established pursuant to Section 200 of the *Municipal Government Act* to perform the duties assigned by Part VIII of the *Act* with respect to the entire area of the municipality. The committee shall consist of all members of the council and not more than three (3) citizen members. The meetings of the committee shall be chaired by the Warden and shall normally be scheduled to coincide with the regular sessions of the Committee of the Whole.

PROVISIONS REGARDING THE HERITAGE ADVISORY COMMITTEE

5. A Heritage Advisory Committee is hereby established pursuant to the *C5 HERITAGE PROPERTY BYLAW* and the *Heritage Property Act*.

PROVISIONS REGARDING THE POLICE ADVISORY BOARD

6. A Police Advisory Board is hereby established pursuant to Section 57 of the *Police Act* to perform the functions described in Section 68 of the *Act* with respect to advice to the Council in relation to the enforcement of law, the maintenance of law and order and the prevention of crime in the municipality.
7. The board shall consist of five(5) members as follows:
 - two(2) members of council appointed by resolution of the council;
 - two (2) members appointed by resolution of the council who are neither members of council nor employees of the municipality; and
 - one member appointed by the Minister of Justice.

PROVISIONS REGARDING THE BRIDGETOWN SOURCE WATER PROTECTION ADVISORY COMMITTEE

8. The Bridgetown Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy*.
9. The committee shall exist as an advisory committee of Municipal Council.
10. The committee shall exist for the purpose of developing and monitoring a source water protection plan for the Bridgetown Water Supply Area.
11. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utility:
 - (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 Bridgetown Water Supply Area;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Bridgetown Source Water Protection Plan.
12. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than two (2) council members and not more than five (5) citizen members.
 - (b) The council appointees shall normally be the councillors from Districts 3 and 7.

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- (c) Not more than two (2) citizen appointees shall be representatives of either the residential, institutional, commercial or industrial sector within the community of Bridgetown.
- (d) Not more than three (3) citizen appointees shall be persons who have owned substantial property holdings within the Bridgetown Water Supply Area for a minimum of six months, but do not necessarily reside in the Bridgetown Water Supply Area OR persons who reside and have resided in the Bridgetown Water Supply Area for a minimum of six months and are users of the water supply.

PROVISIONS REGARDING THE BRIDGETOWN AREA ADVISORY COMMITTEE

- 13. The Bridgetown Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
- 14. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
- 15. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Bridgetown Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
- 16. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
- 17. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance in the administration of the Bridgetown Area Municipal Planning Strategy and Land-Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the Bridgetown Area Municipal Planning Strategy and Land-Use Bylaw.
- 18. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than two (2) council members and not more than five (5) citizen members.
 - (b) The council appointees shall normally be the councillors from Districts 3 and 7.
 - (c) Three (3) of the citizen members must be persons who reside and have resided or own and have owned property in the Bridgetown planning area for a minimum of six months.
 - (d) Two (2) of the citizen members must be persons who own, operate or manage an existing commercial, institutional or industrial business within the community of Bridgetown and have owned, operated or managed an existing commercial, institutional or industrial business within the community of Bridgetown a minimum of six (6) months prior to their appointment.

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- (e) A citizen member who ceases to reside and/or own property within the Planning Area ceases to be qualified to serve as a citizen member of the Advisory Committee.
- (f) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
- (g) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

PROVISIONS REGARDING THE CORNWALLIS PARK AREA ADVISORY COMMITTEE

- 19. The Cornwallis Park Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
- 20. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
- 21. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Cornwallis Park Municipal Planning Strategy and Land-Use Bylaw, hereinafter called the Planning Area.
- 22. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
- 23. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance in the administration of the Cornwallis Park Municipal Planning Strategy and Land-Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the Cornwallis Park Municipal Planning Strategy and Land-Use Bylaw.
- 24. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than one council member and not more than six (6) citizen members.
 - (b) The council member shall normally be the councillor from District 6.

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- (c) Three (3) of the citizen members must be persons who reside and have resided or own and have owned property in the Cornwallis Park planning area for a minimum of six months.
- (d) Three (3) of the citizen members must be persons who own, operate or manage an existing commercial, institutional or industrial business within the community of Cornwallis Park and have owned, operated or managed an existing commercial, institutional or industrial business within the community of Cornwallis Park a minimum of six (6) months prior to their appointment.
- (e) A member who ceases to meet their appointment criteria ceases to qualify to be a member of the committee.
- (f) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
- (g) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

PROVISIONS REGARDING THE EAST END AREA ADVISORY COMMITTEE

- 25. The East End Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
- 26. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
- 27. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Annapolis County East End Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
- 28. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
- 29. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance in the administration of the East End Area Municipal Planning Strategy and Land-Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the East End Area Municipal Planning Strategy and Land-Use Bylaw.

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30. The committee shall be comprised of council and citizen members as follows:
- (a) Municipal Council shall appoint, in total, not more than four (4) council members and not more than five (5) citizen members.
 - (b) The council appointees shall normally be the councillors from Districts 1, 2, 9 and 11.
 - (c) The citizen members must be persons who reside and have resided or own and have owned property in the East End Planning Area for a minimum of six months.
 - (d) A citizen member who ceases to reside and/or own property within the Planning Area ceases to be qualified to serve as a citizen member of the Advisory Committee.
 - (e) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
 - (f) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

PROVISIONS REGARDING THE LAKE CADY WATER SUPPLY AREA ADVISORY COMMITTEE

31. The Lake Cady Water Supply Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
32. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
33. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Lake Cady Water Supply Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
34. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
35. The specific objectives of the Advisory Committee are to:
- (a) provide comment, advice and assistance in the administration of the Lake Cady Water Supply Area Municipal Planning Strategy and Land Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the Lake Cady Water Supply Area Municipal Planning Strategy and Land Use Bylaw.

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36. The committee shall be comprised of council and citizen members as follows:
- (a) Municipal Council shall appoint, in total, not more than one (1) council member and not more than six (6) citizen members.
 - (b) The council appointee shall normally be the councillor from District 8.
 - (c) Two (2) citizen appointees shall be representatives of the residential / institutional / commercial / industrial sector within the Community of Cornwallis Park who, presently, either resides or owns a residential property within the community of Cornwallis Park and has resided or owned a residential property within the community of Cornwallis Park a minimum of six (6) months prior to their appointment; or own, operate or manage an existing commercial, institutional or industrial business within the community of Cornwallis Park and has owned, operated or managed an existing commercial, institutional or industrial business within the community of Cornwallis Park a minimum of six (6) months prior to their appointment.
 - (d) Two (2) citizen appointees shall be persons who presently own substantial property holdings within the Planning Area, but do not necessarily reside in the Planning Area and has owned property in the Planning Area for a minimum of six (6) months prior to their appointment.
 - (e) Two (2) citizen appointees shall be persons who presently reside in the Planning Area and have resided in the Planning Area for a minimum of six (6) months prior to their appointment.
 - (f) As set out above, a citizen member who ceases to represent their specified group or reside in / own property within the Planning Area, ceases to be qualified to serve as a citizen member of the Advisory Committee.
 - (g) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
 - (h) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

PROVISIONS REGARDING THE LAWRENCETOWN WATER SUPPLY AREA ADVISORY COMMITTEE

- 37. The Lawrencetown Water Supply Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
- 38. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
- 39. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Lawrencetown Water Supply Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.

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40. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Lawrencetown Water Supply Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
41. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
42. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance in the administration of the Lawrencetown Water Supply Area Municipal Planning Strategy and Land Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the Lawrencetown Water Supply Area Municipal Planning Strategy and Land Use Bylaw.
42. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than one (1) council member and not more than five (5) non-council members.
 - (b) The council appointee shall normally be the councillor from District 10.
 - (c) One (1) representative of the Village of Lawrencetown who shall be either a member of the Lawrencetown Village Commission or a member of the Lawrencetown Water Utility.
 - (d) Four (4) citizen appointees shall be persons who presently reside and/or own property within the Planning Area and have resided and/or owned property within the Planning Area a minimum of six (6) months prior to their appointment or persons who are private citizens of the Village of Lawrencetown or the Municipality of the County of Annapolis whose residences or land are presently supplied with water from the Lawrencetown water supply.
 - (e) As set out above, a citizen member who ceases to reside and/or own property within the Planning Area ceases to be qualified to serve as a citizen member of the Advisory Committee. The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
 - (f) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

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PROVISIONS REGARDING THE MARGARETVILLE WATER SUPPLY AREA ADVISORY COMMITTEE

43. The Margaretville Water Supply Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
44. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
45. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Margaretville Water Supply Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
46. The overall purpose of the committee is to act as a Steering Committee for the development of a municipal planning strategy and land use by-law for the Planning Area.
47. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance to the Annapolis County Planning Advisory Committee on the preparation of a water supply area management plan via a municipal planning strategy and land use bylaw for the Planning Area;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners and residents serviced by the Margaretville water supply through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input).
48. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than one (1) council member and not more than four (4) citizen members.
 - (b) The council appointee shall normally be the councillor from District 2.
 - (c) Four (4) citizen members shall be persons who presently reside in and/or own property within the Planning Area and who have resided in and/or owned property for a minimum of six (6) months prior to their appointment or persons who are private citizens of the County of Annapolis whose residences or land are presently supplied with water from the Margaretville water supply.
 - (d) A citizen member who ceases to reside in and/or own property within the Planning Area ceases to be qualified to serve as a citizen member of the Advisory Committee. A resident who ceases to be a private citizen of the Municipality of the County of Annapolis whose residence or land is supplied with water from the Margaretville water supply ceases to be qualified to serve as a citizen member of the advisory committee.
 - (e) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
 - (f) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

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PROVISIONS REGARDING THE UPPER CLEMENTS AREA ADVISORY COMMITTEE

49. The Upper Clements Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
50. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
51. The committee shall exist for the purpose of providing input on planning matters affecting the area governed by the Annapolis County Upper Clements Area Municipal Planning Strategy and Land Use Bylaw, hereinafter called the Planning Area.
52. The overall purpose of the committee is to provide a forum for conveying and receiving information and advice into planning matters affecting the Planning Area.
53. The specific objectives of the Advisory Committee are to:
 - (a) provide comment, advice and assistance in the administration of the Upper Clements Area Municipal Planning Strategy and Land-Use Bylaw;
 - (b) participate in and conduct a public participation process as directed by Municipal Council involving consultation with the Planning Area residents and landowners through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input); and
 - (c) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on and to participate in periodic and mandatory reviews and amendments of the Upper Clements Area Municipal Planning Strategy and Land-Use Bylaw.
54. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than one (1) council member and not more than four (4) citizen members.
 - (b) The council member shall normally be the councillor from District 6.
 - (c) The citizen members shall be persons who presently reside in or own property within the Planning Area and have resided in or owned property within the Planning Area a minimum of six (6) months prior to their appointment.
 - (d) A citizen member who ceases to reside and/or own property within the Planning Area ceases to be qualified to serve as a citizen member of the Advisory Committee.
 - (e) The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.
 - (f) Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

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PROVISIONS REGARDING THE LAKE CADY SOURCE WATER PROTECTION ADVISORY COMMITTEE

55. The Lake Cady Source Water Protection Advisory Committee is established pursuant to the Nova Scotia Drinking Water Strategy.
56. The committee shall exist as an advisory committee of Municipal Council.
57. The committee shall exist for the purpose of developing and monitoring a source water protection plan for the Lake Cady Water Supply Area.
58. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utility:
 - (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 Lake Cady Water Supply Area;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Lake Cady Source Water Protection Plan.
59. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than two (2) council members and not more than six (6) citizen members.
 - (b) The council appointees shall normally be the councillors from Districts 6 and 8.
 - (c) Two citizen appointees shall be representatives of either the residential, institutional, commercial or industrial sector within the community of Cornwallis Park.
 - (d) Four (4) citizen appointees shall be a persons who have owned substantial property holdings within the Lake Cady Water Supply Area for a minimum of six months, but do not necessarily reside in the Lake Cady Water Supply Area or persons who reside and have resided in the Lake Cady Water Supply Area for a minimum of six months.

PROVISIONS REGARDING THE MARGARETVILLE SOURCE WATER PROTECTION ADVISORY COMMITTEE

60. The Margaretville Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy*.
61. The committee shall exist as an advisory committee of Municipal Council.
62. The committee shall exist for the purpose of developing and monitoring a source water protection plan for the Margaretville Water Supply Area.
63. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utility:
 - (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 Margaretville Water Supply Area;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Margaretville Source Water Protection Plan.

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64. The committee shall be comprised of council and citizen members as follows:
- (a) Municipal Council shall appoint, in total, not more than one (1) council member and not more than four (4) citizen members.
 - (b) The council appointee shall normally be the councillor from District 2.
 - (c) One (1) citizen appointee shall be a person who owns property within the Margaretville Water Supply Area, but does not necessarily reside in the Margaretville Water Supply Area.
 - (d) One (1) citizen appointee shall be a person whose property is presently supplied with water from the Margaretville Water Supply.
 - (e) Two (2) additional citizen appointees may be appointed meeting the criteria of either section (c) or (d).

PROVISIONS REGARDING THE GRANVILLE FERRY SOURCE WATER PROTECTION ADVISORY COMMITTEE

65. The Granville Ferry Source Water Protection Advisory Committee is established pursuant to the *Nova Scotia Drinking Water Strategy*.
66. The committee shall exist as an advisory committee of Municipal Council.
67. The committee shall exist for the purpose of developing and monitoring a source water protection plan for the Granville Ferry Water Supply Area.
68. The specific objectives of the committee are to provide advice to Municipal Council and its' Water Utility:
- (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 Granville Ferry Water Supply Area;
 - (c) about the management options available; and
 - (d) about the ongoing effectiveness of the Granville Ferry Source Water Protection Plan.
69. The committee shall be comprised of council and citizen members as follows:
- (a) Municipal Council shall appoint, in total, not more than two (2) council members and not more than four (4) citizen members.
 - (b) The council appointee shall normally be the councillors from Districts 4 and 5.
 - (c) One (1) citizen appointee shall be a representative of the Government of Canada (as largest landowner), normally a representation of the federal Department of National Defense.
 - (d) One (1) citizen appointee shall be a representative of the Town of Annapolis Royal (a member of the Town of Annapolis Royal Town Council).
 - (e) One (1) citizen appointee shall be a person whose property in Granville Ferry is presently supplied with water from the Granville Ferry Water Supply.
 - (f) One (1) additional citizen appointee may be appointed whose property is presently supplied with water from the Granville Ferry Water Supply.

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PROVISIONS REGARDING THE FORESTRY ADVISORY COMMITTEE

- 70. The Forestry Advisory Committee is established pursuant to the Section 24 of the *Municipal Government Act*.
- 71. The committee shall exist as an advisory committee of Municipal Council.
- 72. The committee shall exist for the purpose of considering and making recommendations regarding forestry matters as referred to the Committee by Municipal Council.
- 70. The committee shall be comprised of not more than four (4) councillors.

PROVISIONS REGARDING THE GRANVILLE ROAD AREA ADVISORY COMMITTEE

- 71. The Granville Road Area Advisory Committee is established pursuant to Section 201 of the *Municipal Government Act*.
- 72. The committee shall exist as a sub-committee of the Annapolis County Planning Advisory Committee and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate.
- 73. The committee shall exist for the purpose of receiving input from the Granville Road area communities and advising the Annapolis County Planning Advisory Committee on the need for and if deemed appropriate, the preparation of a community municipal planning strategy and land use bylaw management plan proposal for the Granville Road area communities, herein defined as all property falling within the Annapolis River watershed area situated between the easterly boundary of District 5 and the westerly boundary of Victoria Beach.
- 74. The overall purpose of the committee is to act as a Steering Committee to advise the Annapolis County Planning Advisory Committee on the need for and if deemed appropriate, the preparation of a community municipal planning strategy and land use bylaw management plan proposal for the Granville Road and area communities.
- 75. The specific objectives of the Advisory Committee are to:
 - (a) provide comments, advice and assistance to the Annapolis County Planning Advisory Committee on the preparation of a community municipal planning strategy and land use by-law management plan proposal; and
 - (b) participate in and conduct a public participation process involving consultation with the Granville Road area communities through a public consultation process (by means of holding open meetings, advertisements, information circulars or other appropriate means of conveying information and receiving input).
- 76. The committee shall be comprised of council and citizen members as follows:
 - (a) Municipal Council shall appoint, in total, not more than one council member and not more than six (6) citizen members.
 - (b) The council member shall normally be the councillor from District 5.
 - (c) Three (3) of the citizen members shall be persons who presently reside and / or own property within the Granville Road area communities (*as identified above*) and have resided and / or owned property within the Granville Road area communities for at least six (6) months prior to their appointment.

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(d) Three (3) of the citizen members must be persons who own, operate or manage an existing farm, commercial, institutional or industrial business within Granville Road area communities and have so owned, operated or managed an existing farm, commercial, institutional or industrial business within the identified area for a minimum of six (6) months prior to their appointment.

(e) A member who ceases to meet their appointment criteria ceases to qualify to be a member of the committee.

77. The Director of Community Services or designate shall attend meetings of the Advisory Committee and provide technical and resource support. He / she shall call the first meeting of any committee after its appointment and shall chair the meeting until a chair has been chosen.

78. Any councillor may attend the meetings of the committee but may not vote and may only take part in any discussion or debate with the permission of the majority of members present.

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	<i>February 13, 2018</i>
<i>Council Approval</i>	<i>February 20, 2018</i>
 <i><u>Carolyn Young</u></i>	 <i><u>February 20, 2018</u></i>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

Amendments:

Approved Dec. 21, 2010

Amended Feb. 21, 2012 - Changed policy to:

- clarify limitations on terms of committee membership
- create "fairness" for honorariums
- clarify that appointments do not expire until successors are appointed

Amended Aug. 21, 2012 to add Sub-section 3 (v) for ad hoc citizen advisory committees

Amended Feb. 19, 2013 - Changed policy to:

- Reduce minimum honorarium amounts to \$50 per year / honorariums for designated representatives
- Add terms of reference for Source Water Protection Advisory Committees

Amended May 21, 2013 - to substitute the word "citizen" in place of "committee" in Sub-section 3 (h)

Amended Sept. 16, 2014:

- BRIDGETOWN WATER SUPPLY AREA ADVISORY COMMITTEE – increased citizen members to 3 and deleted Dept. Natural Resources Representative
- CORNWALLIS PARK AREA ADVISORY COMMITTEE – increased citizen members to 6 and deleted Cornwallis park Development Agency representative
- LAKE CADY WATER SUPPLY AREA ADVISORY COMMITTEE – increased citizen members representing residential/institutional/commercial/industrial sector to 2 and deleted representative of forestry company
- LAWRENCETOWN WATER SUPPLY AREA ADVISORY COMMITTEE - increased citizen members to 4 and deleted Dept. Natural Resources Representative
- UPPER CLEMENTS AREA ADVISORY COMMITTEE – corrected to indicate council member shall normally be the councillor from District 6
- LAKE CADY SOURCE WATER PROTECTION ADVISORY COMMITTEE – increased citizen appointees representing residential, institutional, commercial or industrial sector to 2

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Amended Oct. 20, 2015:

- ANNAPOLIS COUNTY PLANNING ADVISORY COMMITTEE – added “*not more than*” three (3) citizen members

Amended Oct. 18, 2016:

- Added Bridgetown Source Water Protection Committee
- Deleted Bridgetown Water Supply Area Advisory Committee as a result of the repeal of the bylaw of the Bridgetown Water Supply Area Municipal Planning Strategy and Land Use Bylaw in 2015
- Added Bridgetown Area Advisory Committee
- Deleted “Manager of Planning” in all places where it appeared, replaced with “Director of Community Services”
- Changed number of councillors on Granville Ferry Source Water Protection Advisory Committee from 1 to 2 (resulting from changes to electoral boundaries)
- Deleted “*and may be reorganized, from time to time, or dissolved, as Municipal Council deems appropriate*” in Section 56
- Added “*and monitoring*” in Section 57
- Added “ongoing” in Subsection 58 d)
- Deleted the word “Area” in Subsection 59 d)
- Deleted the word “Area” in Subsections 64 e) & f)

Amended Dec. 20, 2016:

- Increased the number of citizen members of the committee who are residents of the community to three [Sub-section 18(c)] and decreased the number of citizen members who are business owners or operators in the community to two [Sub-section 18(c)] to better reflect the demographic break down of the community.

Amended Jan. 17, 2017:

- **Bridgetown Source Water Protection Advisory Committee** - Decreased the number of citizen members to five [Sub-section 12(a) and (d)]

Amended Oct. 17, 2017:

- Added Forestry Advisory Committee

Amended Feb. 20, 2018:

- Added **Granville Road Area Advisory Committee**