MUNICIPALITY of the COUNTY of KINGS

GREENWOOD WATER UTILITY SOURCE WATER PROTECTION COMMITTEE
AGENDA
Friday, December 4th, 2026
10:00 a.m.
Municipality of the County of Kings – Council Chambers

Item	Description	Required Action	Responsible
1.	Meeting to Order & Land Acknowledgement		Staff
2.	Roll Call		Staff
3.	Committee Terms of Reference	Discussion	Staff
4.	Election of Chair and Vice Chair	Decision	All
5.	Amendments to Agenda	Decision	All
6.	Approval of Agenda	Decision	All
7.	Disclosure of Conflict-of-Interest Issues	Decision	All
8.	New Business 8a. NSECC Source Water Protection Plan Guidance Document	Discussion	Staff
9.	Determine the month of meeting dates for 2027 (bi-annual) as per By-Law#102 #2.3a.	Decision	All
10.	Date of Next Meeting	Discussion	All
11.	Adjournment	Discussion	All

The Municipality of the County of Kings is in Mi'kma'ki, the ancestral, unceded, and current territory of the Mi'kmaq Peoples. The Municipality of the County of Kings is a neighbour to Jijiktukwej L'nue'kati and Glooscap First Nation, as well as a diverse urban and rural Indigenous population. We are all treaty people and commit to upholding the Peace and Friendship Treaties and working towards reconciliation in all areas of the Municipality.

Accommodations are available for this meeting: please submit your request at www.countyofkings.ca/accommodationsrequest.

MUNICIPALITY of the COUNTY of KINGS

Briefing

TO	Greenwood Water Utility Source Water Protection Committee
PREPARED BY	Andy Pulsifer, Manager of Environmental Services
MEETING DATE	December 4, 2026
SUBJECT	Committee Terms of Reference

ORIGIN

- October 13, 2026 - Special Council Motion

INTENT

For The Greenwood Water Utility Source Water Protection Committee ("the Committee) to be informed of the new Terms of Reference (TOR) that consolidates the previous Greenwood and Sandy Court Source Water Committees and brings the TOR in compliance with Policy ADMIN-01-016: Administration of Standing and Advisory Committees of Council.

DISCUSSION

The previous Source Water Protection Committees for Sandy Court and Greenwood focused on its own groundwater source. This Committee's mandate will cover the three ground water supply areas of Greenwood, Zeke Brook, and Sandy Court and gives the Committee responsibility for recommending the draft Source Water Protection Plan and amendments to Municipal Council. Having a single governance structure to address source water protection improves the roles/responsibilities, public accountability, and annual reporting. These improvements ensure the TOR is in alignment with the Municipal Policy ADMIN-01-016.

The Committee's TOR (Appendix A) identifies the:

- Committee Purpose
- Committee Membership
- Committee Responsibilities
- Municipal Staff responsibilities; and
- Committee Operating Procedures

Examples to the amendments include:

1. The Committee will have five (5) designated voting members:
   - two District Councillors;
   - one citizen representative; and
   - one commissioner from each village – Village of Aylesford and Village of Greenwood.

2. Municipal Staff and representatives from Nova Scotia Environment and Climate Change and 14 Wing Greenwood will sit as an advisory capacity on the Committee.

3. Leadership and voting will be formalized. The Chair and Vice-Chair must be the District 4 or District 5 Councillors, only designated voting members vote, and a tied motion fails.

4. The Committee will operate in an open and transparent manner and develop a workplan.

FINANCIAL IMPLICATIONS

- The consolidation of the individual Committees to a single Committee will have no financial impact.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Improving the administration of Source Water Protection planning
	Financial Sustainability	
	Other	

IMPLEMENTATION

- Draft TOR was submitted to Municipal Special Council and adopted on October 13, 2026.
- New TOR has been posted on the Municipal website.

APPENDICES

Appendix A: ADMIN-01-016: Administration of Standing and Advisory Committees of Council
Appendix B: EPW-04-009 Greenwood Water Utility Source Water Protection Committee TOR

APPROVALS

Brad Carrigan, Director of Engineering & Public Works	November 27, 2026
Scott Conrod, Chief Administrative Officer	November 27, 2026

MUNICIPALITY OF THE COUNTY OF KINGS
Administration of Standing and Advisory Committees of Council Policy

Creation Date:	November 2018	**Policy Category:**	Administration
Approval Date:	January 8, 2019	**Next Review Date:**	January 2022
Revision Date:	April 2, 2019	**Replaces:**	N/A

1. General Purpose

To operationalize the provisions of the *Municipal Government Act* (MGA), By-law 64 and By-law 102 for both Standing and Advisory Committees (Committees) of the Municipality of the County of Kings and clarify the roles and responsibilities of Chairs, Committee members, assigned staff, communications with the intent of advancing the Municipality's Strategic Plan.

2. Policy Objectives

The objectives of this Policy are to:
(1) Outline the roles and responsibilities of the Chairs, Mayor, Committee members and staff;
(2) Outline the development and approval process for meeting agendas;
(3) Detail the method by which work plans are developed so as to focus Committee work on the Municipality's Strategic Plan; and
(4) Establish a communications protocol to be followed by staff, Chairs and Committee members relative to the work of Committees.

3. Scope

This Policy applies to all Standing and Advisory Committees of Council.

4. Policy

4.1 Roles and Responsibilities

<u>The Chair</u>

4.1.1 The Chair shall:
a. Work with the Senior Staff Member (SSM) to prepare the meeting agendas;
b. Approve the agenda prior to circulation in accordance with provision 4.4.3 of this Policy;
c. Advance the related strategic directions approved by Council;
d. Follow the duties detailed in Section 21 of By-law 64: Meetings and Procedure By-law, and the provisions of By-law 102: Committees Governance By-law;

MASTER

e. Follow the MGA in the conducting of meetings, without limitation ss. 22, and 30; and
f. Present reports and recommendations to Council.

Mayor

4.1.2 As the Chief Executive Officer of the Municipality, the Mayor may serve in the role of Committee Chair, or Committee member, or attend any Committee meeting in an *ex officio* capacity to "*...monitor the administration and government of the municipality*" (s.15 (3) (a) MGA).

Committee Members

4.1.3 Committee members shall:
a. Abide by the provisions detailed in By-laws 64 and 102;
b. Abide by the provisions of the MGA;
c. Request, receive, review, and bring forward pertinent information to the Committee; and
d. Formulate recommendations related to the Committee's work plan.

Chief Administrative Officer (CAO)

4.1.4 The CAO shall exercise the duties mandated by Part II (Administration) of the MGA. Specifically, as to the function of Committees, these duties include, without limitation:
a. Providing observations and suggestions on any subject matter under discussion by the Committee (make recommendations);
b. Managing matters of liability and/or litigation with the Municipal Solicitor; and
c. Following the reporting and accountability requirements of the MGA.

Senior Staff Member

4.1.5 Relative to this Policy, an SSM means a Director or Manager of the Municipality, or a staff member of the Municipality appointed by a Director or Manager.

4.1.6 Subject to (e) below, there shall be an SSM assigned to each Committee. The SSM will:
a. Develop draft agendas in consultation with the Chair;
b. Ensure agendas, minutes, and meeting packages are circulated in accordance with provision 4.5 of this Policy;
c. Designate an Administrative Assistant who, among other duties, shall act as the recording secretary for the Committee;

d. Assign additional duties to Administrative Assistants and/or Technical Staff. In the case where a staff member has been delegated responsibility for a Committee, assignment of additional duties shall be made through the appropriate Manager or Director; and
e. In the absence of an assigned SSM, the CAO, or Deputy CAO as directed by the CAO, shall assume the responsibilities under this section.

Technical Staff and Administrative Assistants

4.1.7 Technical Staff shall attend meetings of the Standing or Advisory Committee, as necessary and, related to their area of expertise, provide information and/or advice. The role of Technical Staff is to act as a resource to the Committee, in addition to any duties assigned to them in accordance with provision 4.1.6 (d) of this Policy.

4.1.8 Administrative Assistants designated by the SSM shall take minutes of each Committee meeting pursuant to By-law 102 s. 2.13. Administrative Assistants shall further assemble and circulate approved agendas, minutes and meeting packages approved by the related SSM in accordance with provision 4.5 of this Policy.

4.2 Operating Terms of Reference

4.2.1 Each Standing and Advisory Committee of Council shall have Terms of Reference that establishes the Committee's:

- Mandate;
- Goals and objectives;
- Guiding principles;
- Membership composition;
- Deadline for agenda circulation (in accordance with provision 4.5 of this Policy); and
- Frequency of meetings and/or the establishment of standing meeting dates.

4.3 Work Plan

4.3.1 Each Standing and Advisory Committee of Council shall follow a work plan. The review and discussion of work plan elements is to be included as a standing item on each regular meeting agenda.

4.3.2 Committee work plans are to advance the Municipality's Strategic Plan.

4.3.3 SSM in consultation with Committee Members and the CAO shall develop work plans.

4.3.4 The CAO shall approve work plans.

4.4 Development/Approval of Agenda

4.4.1 The Chair and the SSM shall collaboratively develop meeting agendas.

4.4.2 The Chair and SSM shall:

a. Ensure that the agenda addresses the Committee's work plan;
b. Abide by the provisions detailed in By-laws 64 and 102; and
c. Abide by the provisions of the *Municipal Government Act* s.22 and s. 4.1.1 of this Policy.

4.4.3 In accordance with provision 4.1.1 (b) of this Policy, the agenda must be approved by the Chair of the Committee prior to circulation.

4.5 Circulation Deadlines

4.5.1 The agenda and related meeting package shall be circulated 7 calendar days in advance of a regular meeting to allow all Committee members sufficient time to prepare for the meeting.

4.5.2 If a support paper or other such item for the agenda is not prepared by the deadline, it may be added to the agenda package no less than 72-hours prior to the meeting. Every effort shall be made to ensure the agenda package, in full, is circulated 7 calendar days in advance.

4.5.3 Subject to this Policy and with consideration to s.22 MGA, all meeting agendas and meeting packages are to be publicly posted on the Municipality's website in accordance with 4.5.1 and 4.5.2 of this Policy.

4.6 Communication

4.6.1 Staff shall communicate progress on the work plan with the corresponding Committee members.

4.6.2 The SSM or their designate shall notify Committee members, Mayor, CAO, and other members of Council (if activities are planned for individual Councillor Districts, e.g., Public Information sessions) in advance of public notification of said activities. The SSM

shall further use their best judgement to notify all of Council in instances where an activity or the subject matter may be of common interest. Such communications shall contain but may not be limited to:

a. A description of the activity or meeting;
b. Venue of the activity or meeting; and
c. Time and date of the activity or meeting.

4.6.3 As changes occur, the Municipal Clerk or designate shall circulate an updated table of information related to Standing and Advisory Committees to Council and all Staff Members containing the following information:

a. Committee Name;
b. Chair;
c. Committee Members;
d. Senior Staff Member(s) assigned (name and title);
e. Administrative Assistants assigned (title);
f. Technical Staff assigned (if applicable / title);
g. Standing meeting date; and
h. Agenda circulation deadlines.

Greenwood Water Utility Source Water Protection Committee

Terms of Reference

Introduction

These Terms of Reference are made pursuant to the Municipality of the County of Kings (MOK) Standing and Advisory Committees of Council Policy – ADMIN-01-016.

Purpose

The Greenwood Water Utility Source Water Protection Committee ("the Committee") serves as an advisory committee to Municipal Council on the development and maintenance of a mutually beneficial, locally developed and administered Source Water Protection Plan (SWPP). The goal of the SWPP is to protect the Greenwood, Zeke Brook and Sandy Court sources of municipal water supply. The Greenwood Water Utility, which also includes the system serving Sandy Court in Aylesford (the "Utility"), is a publicly registered and regulated municipal water utility that is subject to permits and approvals issued under the Nova Scotia *Environment Act* and the Nova Scotia *Public Utilities Act*. The adoption and maintenance of a SWPP is a regulated requirement of the Utility.

The Committee is to recommend a draft SWPP, and any subsequent amendments, to Municipal Council for approval and from the SWPP review the content and progress of annual work plans.

Definitions

"EPW" means the Engineering and Public Works Department of the Municipality of the County of Kings;

"**Municipal Government Act (MGA)**" means the Nova Scotia *Municipal Government Act*;

"Municipality of the County of Kings (MOK)" means Municipality of the County of Kings;

"**NSECC**" means Nova Scotia Environment and Climate Change;

"Planning and Inspections" means the Planning and Inspections Department of the Municipality of the County of Kings;

"SWPP" means Source Water Protection Plan: a plan developed by the Utility designed to protect and monitor the health of a source water supply; and

"Source Water Protection Area" means the area of land which contributes water to the Utility's production wells.

SWPP and Annual Work Plan Development

The Committee may review all legislation, by-laws, policies, and guidelines applicable to the Utility relative to the Source Water Protection Area. A SWPP is to provide sound and achievable source water protection goals. To design goals, the Committee will consider NSECC best management practices including acquisition of land, by-laws, contingency planning, designation, education, and stewardship. The Committee will also receive information and advice from Municipal Staff and if necessary, may further invite experts or other appropriate resource person(s) to provide advice and may in good faith rely upon any reports and findings they provide.

Membership

The Committee shall consist of the following members:

Voting Members

- Municipality of the County of Kings District 4 Councillor;
- Municipality of the County of Kings District 5 Councillor;
- One Citizen Representative, appointed by Municipal Council for a two-year term, who shall be either a Utility customer or a resident living within the Source Water Protection Area, at the time and duration of the appointment;
- A Commissioner from the Village of Greenwood to be appointed by Municipal Council for a two-year term; and
- A Commissioner from the Village of Aylesford to be appointed by Municipal Council for a two-year term.

Appointment of the Citizen Representative shall be pursuant to By-law 54 Nominating Committee.

Non-voting members

- MOK Manager of Environmental Services;
- MOK representative from Planning and Inspections;
- MOK Director of EPW;
- MOK Representative of the Utility;
- Representative from NSECC; and
- Representative from Department of National Defence 14 Wing Greenwood.

The Chair and Vice Chair shall either be the District 5 or District 4 Councillor as appointed by the Committee with a term that is in accordance with MOK By-law 102.

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

Committee Responsibilities

The Committee is responsible for reviewing the SWPP and making recommendations to Municipal Council relating to the following:

- **Source Water Protection Area:** Review, recommend and be familiar with the SWP Areas.
- **Identification of Potential Contaminants and Risk Assessment:** Assist in identifying and documenting potential sources of contamination and assessing the risk to source water.
- **Source Water Protection Plan:** Review and comment on the SWPP and any proposed amendment thereto.
- **Compliance with Laws, Regulations, and Guidelines:** Review as required reports from staff and others relating to the Utility's compliance with legislation, by-laws, policies and guidelines applicable to the SWPP.
- **Annual Reporting:** Review and submit annual reports to Municipal Council outlining the Committee's activities, progress on annual work plans, and the status of the SWPP.

Operating Procedures and Responsibilities

Committee Members

- The Committee has no operational or management responsibility for the Utility and serves solely in an advisory capacity to Municipal Council on matters related to the Source Water Protection Plan. Outside of procedural decisions, e.g., the approval of minutes, the Committee is to provide recommendations to Municipal Council.
- The Committee will endeavour to make recommendations through a consensus-based approach.
- Where consensus cannot be reached, a vote may be taken.
- Decisions on duly called motions shall be made by a majority of voting members present. In the event of a tie vote, the motion is defeated.
- Meetings of the Committee are open to the public subject to section 22 *MGA*.
- Approved minutes of all meetings shall be posted to the MOK website.
- No voting member may abstain from voting, except for the purposes of a declared conflict of interest. Members must declare any pecuniary or personal conflict of interest regarding any item on the agenda prior to discussion. A member who has declared a conflict must recuse themselves from the room during the discussion and not vote on that matter, and the abstention due to conflict shall be formally recorded in the minutes.
- The Chair presiding at any meeting of the Committee shall also vote on all matters considered by the Committee.
- The Committee may appoint sub-committees to deal with any special matters falling within the jurisdiction of the Committee.
- The Committee shall meet at least twice per year.
- Three voting members shall constitute quorum.
- Pursuant to section 2.4 of By-law 102, if any member of the Committee is absent for three (3) regularly scheduled consecutive meetings without cause acceptable to the Committee, the person ceases to be a member.

- Subject to section 31(2)(a) *MGA* the Chief Administrative Officer may attend meetings of the Committee and make observations and suggestions on any subject under discussion.
- Pursuant to section 30(4) *MGA* no MOK Council member, or Committee member shall instruct or give direction to, either publicly or privately, an employee of the Municipality.
- The Chair and Committee Members shall abide by provisions included in ADMIN Policy -01-016 Administration of Standing and Advisory Committees of Council that without limitation include the roles and responsibilities of the Chair, and Committee Members.

Municipal Staff

- Municipal Staff are to serve in the roles and fulfil the responsibilities as also set out in the Administration of Standing and Advisory Committees of Council Policy – ADMIN-01-016.

- Without limitation, the assigned Senior Staff Member is to develop draft agendas in consultation with the Committee Chair, administer the development and posting of agenda packages, and assign an Administrative Assistant to support the Committee, while Technical Staff are to provide information and advice to the Committee.

Review of Terms of Reference

- These Terms of Reference shall be reviewed by Municipal Council, at a minimum, during the first year of a new Council term.

Approved by Municipal Council September 15, 2026

MUNICIPALITY of the COUNTY of KINGS

Briefing

TO	Greenwood Water Utility Source Water Protection Committee
PREPARED BY	Andy Pulsifer, Manager of Environmental Services
MEETING DATE	December 4, 2026
SUBJECT	NSECC Source Water Protection Plan Guidance Document

ORIGIN

- October 13, 2026- Municipal Council Motion

RECOMMENDATION

For the Greenwood Water Utility Source Water Protection Committee to receive the NSECC Source Water Protection Plan Guidance Briefing as information.

INTENT

For the Greenwood Water Utility Source Water Protection Committee be informed on the steps required to create a Source Water Protection Plan (SWPP).

DISCUSSION

The importance of a SWPP is identification of potential contaminants and assess the risks surrounding our source water well zones. The Municipality currently has separate outdated SWPP's. Combining these into a single updated plan, approved by Council, will allow for consistent implementation. The Province of Nova Scotia Department of Environment and Climate Change (NSECC) has a guide to support the development of a SWPP. The 5-step guide to developing a SWPP includes:

- Step 1- Form a Source Water Protection Committee
- Step 2- Delineate the Source Water Protection Area
- Step 3- Identify Potential Contaminants and Assess Risks
- Step 4- What to include in a Source Water Protection Plan
- Step 5- Monitoring and review of the plan

Going forward the committee will work to establish a new Greenwood Water Utility Source Water Protection Plan to recommend to Municipal Council. Protecting drinking water is a shared responsibility. Strong partnerships are essential to managing and reducing contamination threats.

FINANCIAL IMPLICATIONS

No financial implications at this time, depending on what's developed during the SWPP financial implications may arise.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	Better understanding and protection of our source water areas
	Economic Development	
	Good Governance	
	Financial Sustainability	

	Other	

APPENDICES

- Appendix A: Nova Scotias guide to developing a SWPP
- Appendix B: Example well head protection zone

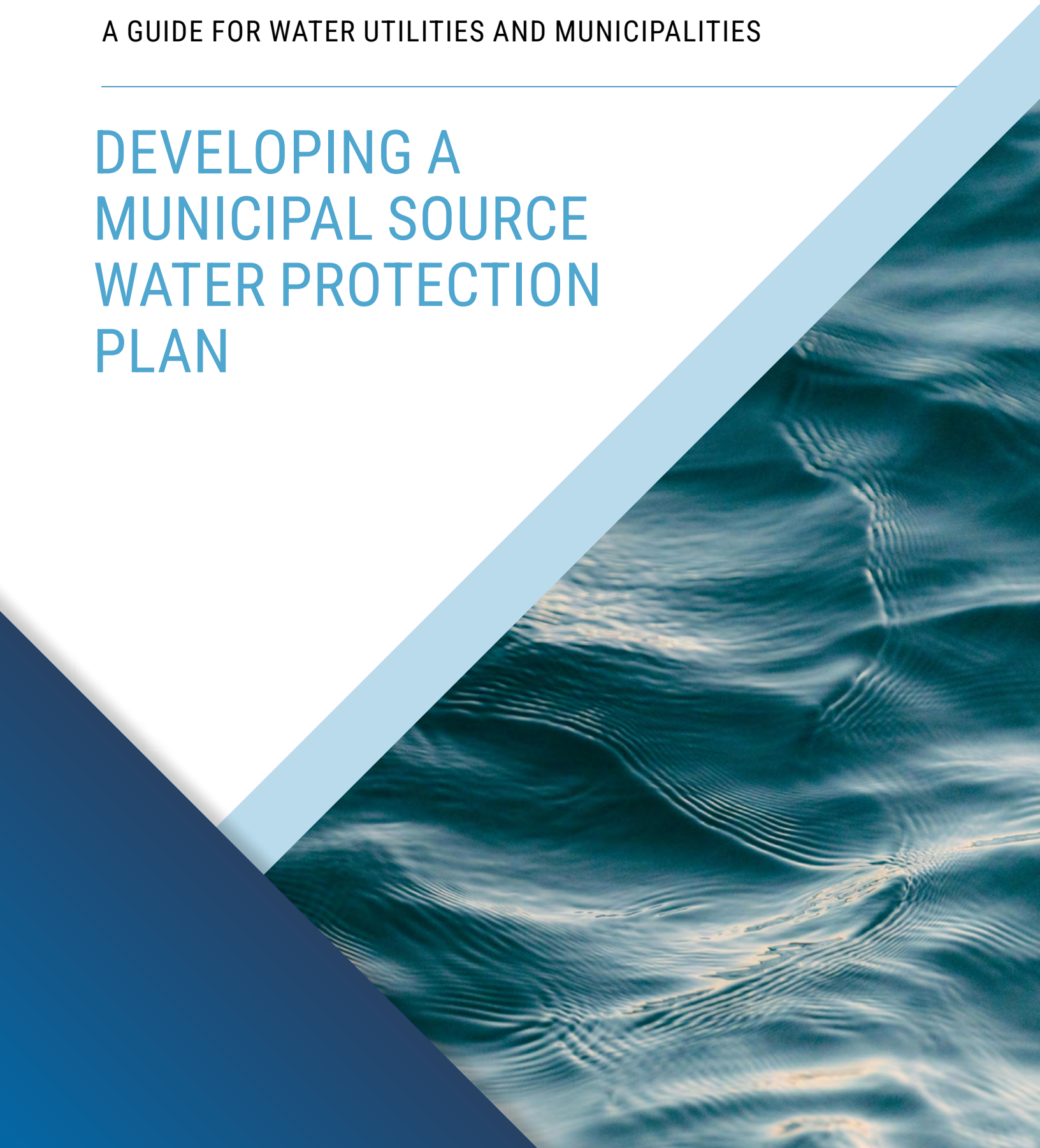
APPROVALS

Brad Carrigan, Director of Engineering & Public Works	November 27, 2026
Scott Conrod, Chief Administrative Officer	November 27, 2026

NOVA SCOTIA

A GUIDE FOR WATER UTILITIES AND MUNICIPALITIES

DEVELOPING A MUNICIPAL SOURCE WATER PROTECTION PLAN



A Guide for Water Utilities and Municipalities Developing a Municipal Source Water Protection Plan

Protecting the sources of our drinking water is the first step in Nova Scotia's multi-barrier approach to safe drinking water. Without source protection, delivering a sustainable supply of the highest quality drinking water becomes much more difficult to achieve.

Nova Scotia Environment and Climate Change has developed an information series for implementing source protection for drinking water supplies. This particular guide summarizes the information series, for all Nova Scotians to become familiar with the need to have diligent, technically valid protection plans for drinking water sources.

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Introduction

The vast majority of Nova Scotians already enjoy high-quality, safe drinking water. Nova Scotia's multi-barrier approach to clean, safe drinking water, which has been in place since 2002, provides the framework for managing drinking water supplies across the province.

Nova Scotia Environment and Climate Change (ECC) has developed a five-part informational series to provide detailed guidance for those who are responsible to deliver effective source water protection plans. This guide summarizes the protection process and the solutions offered by the information series.

Background

The most cost-effective way to ensure a safe drinking water supply is to prevent source water problems from developing in the first place. This is best achieved with an effective source water protection plan. Source water is untreated water from streams, rivers, lakes, or underground aquifers that is used to supply public drinking water supplies.

Although water is a renewable resource, there are limits to its quality and quantity. The quality of our drinking water sources can be put at risk by land development, runoff, and industrial activities, to name a few. To protect our drinking water source, we must manage the activities and processes that create these risks. Protecting source water makes good sense in three ways. It makes good public health sense, good economic sense, and good environmental sense. Protecting drinking water sources can also protect the water resource for other uses.

Nova Scotia's multiple barrier approach has three lines of defence:

- KEEPING CLEAN WATER CLEAN—We must select the highest quality sources of drinking water and protect them.
- MAKING IT SAFE—We must treat water to remove natural and human based impurities.
- PROVING IT'S SAFE—We must consistently monitor water quality and take swift, corrective action when deficiencies are identified. The success of these barriers relies on the involvement and vigilance of government, business, landowners, public interest groups, and individual citizens.

Need for Commitment

Source water protection requires a strong commitment at the local level. The process we have developed employs a combination of management approaches but above all it is a consensus-driven process. Its success depends upon the collaboration of all stakeholders. The cooperation of multiple stakeholders allows communities to carry out mutually beneficial, locally developed and administered source water protection programs that achieve the long-term goal of providing high quality drinking water.

How to Design a Plan for Source Water Protection

Communities must learn about the risks and threats to their drinking water supply so they can make informed choices about protecting them from contamination. The following provides a summary of the steps necessary to develop a source water protection plan for a drinking water supply area. Detailed guides for each step in the process are also available.

STEP 1

Form a Source Water Protection Advisory Committee

The municipality or water utility is responsible for forming an advisory committee to champion source water protection. The composition of the committee should reflect the jurisdictional make-up of the source water supply area. The committee may include municipal and town councillors, water utility personnel, landowners and residents within the source water supply area, as well as any applicable representatives from existing commercial or industrial entities. There may also be a need to involve specialists or consultants in completing some steps.

The advisory committee must understand its roles and responsibilities and, more importantly, the consensus-based approach to addressing issues that relate to water quality. Consequently, in STEP ONE the mandate of the advisory committee must be clearly defined. Specifically, all of the following should be clearly stated in the plan: roles of the committee members, their responsibilities, whom they report to, and their length of term. ECC can help facilitate the assemblance and composition of the committee and provide clarification on roles and responsibilities.

STEP 2

Delineate the Source Water Protection Area Boundary

The second step is to identify and delineate the boundary of the source water supply area, which may be either a surface water or groundwater supply. The STEP TWO guide provides detailed technical information on recommended delineation procedures. During this step, the advisory committee may solicit public input to ensure that there are no gaps in the information that describes the source water supply area.

STEP 3

Identify Potential Contaminants and Assess Risks

The third step is to identify and document potential sources of contamination and to assess the risk they pose to the source water supply area. Once you have identified potential sources of water contamination, conduct an assessment of the level of risk they pose to the source water supply area. This may include identifying ecologically sensitive sites within the source water supply area. The intent of STEP THREE is to provide the advisory committee with an understanding of assessing the types of activities and associated risks that have the potential to affect water quality. This forms the basis for management planning (STEP FOUR).

STEP 4

Develop and Adopt a Source Water Protection Management Plan

By this time the advisory committee should have a good working knowledge of the source water supply area. It must now develop management goals and objectives and prepare the overall source water protection plan. It is critical that the committee set goals that are both technically sound and achievable. To be achievable, the goals must recognize the need to protect a drinking water supply source, while also considering residential, landowner, and economic activity within the protection area.

The source water protection plan is often based on a combination of the most appropriate management practices for the drinking water supply area. The plan may incorporate a range of available options and techniques known as the ABCs of source water protection:

- (A)cquisition of land. The direct ownership of land in the drinking water supply area affords one of the highest levels of water quality protection.
- (B)ylaws. Adopt or amend land-use bylaws or develop a new municipal planning strategy. These instruments allow regulation of land uses permitted in source water supply areas. If a municipal planning strategy and land-use bylaws are used as a mechanism to protect the source water supply area, the Department of Municipal Affairs can be consulted.
- (B)est Management Practices. Use best management practices and guidelines to manage activities that present risk in the drinking water supply area.

- (C)ontingency Plans. If there's a spill or other event that threatens the quality or quantity of the source water, a well-prepared contingency plan will allow continued protection of public health.
- (D)esignation. The Environment Act allows for the designation of Protected Water Areas. Designation enables a water utility or municipality to regulate activities that present risk within a delineated area. You can find more information in the ECC information guide, *Designation of a Protected Water Area*.
- (E)ducation. Work with stakeholders in the drinking water supply area to provide awareness about drinking water and water resource stewardship.

Once the advisory committee has identified the range of options available to manage the drinking water supply, ECC will review the plan with respect to the Department's programs and policies.

The advisory committee may present the proposed plan to the public to solicit their input prior to final submission to ECC.

STEP 5

Monitor and Evaluate the Plan

Once you have implemented your source water protection plan, you will need to set up procedures for continuous evaluation. One of the key components of evaluation is to monitor for water quality contaminants entering the source water supply. Besides water quality monitoring, you will need to put into place a formalized source water protection plan review process. This procedure will evaluate the performance of the plan and ensure that it is updated thus ensuring that the plan remains current with changing conditions and priorities in the source water supply area.

Both the water utility or municipality and the advisory committee will need to continue to work with stakeholders to ensure that the management mechanisms incorporated into the source water protection plan are contributing to the maintenance of water quality or quantity. Note that the advisory committee's role is on-going. The protection plan may continue to develop and change to reflect changes within the source water supply area over time.

Developing A Source Water Protection Plan: Summary Chart

			DELIVERABLES
STEP ONE ADVISORY COMMITTEE	1) The committee should reflect the jurisdictional make- up of the water supply area. It is important to include municipal councillors, water utility personnel, planners, landowners, and area residents 2) In addition, the committee may also include stakeholders from sectors such as agriculture, forestry, and other commercial operations	ECC can provide input into the composition of the committee and advise on roles and responsibilities	Formation of Watershed or Wellfield Advisory Committee
STEP TWO DELINEATE BOUNDARY	1) Use maps and land-use information to delineate the boundary of the watershed area or groundwater capture zone 2) Mark the water supply boundary on a 1:50,000 scale (or less) map 3) The committee may solicit public input during this step in order to provide information about the watershed	The boundary of the water supply area may be submitted to ECC for review	Delineation of Source Water Protection Area Boundary
STEP THREE ASSESS RISKS	1) Conduct a comprehensive assessment of all land-use activities within the water supply area 2) Determine what activities have potential to impair water quality 3) Identify potential future sources of contamination 4) Assess the risk that each activity or source of contamination will have on the source water 5) The committee may solicit public input at this step	ECC can review the committee's risk assessment of their water supply and provide input	Assessment of Vulnerability to Risks/ Contamination

STEP FOUR MANAGEMENT PLAN	1) Compile all information and set goals and objectives 2) Evaluate options 3) Develop management strategies to reduce risks to water quality. Management options may include the following: (A)cquisition of land (B)ylaws – municipal planning for land-use (B)est Management Practices (C)ontingency planning for emergency situations (D)esignation (E)ducation 4) Public consultation	ECC can provide input into the development of management practices and will review the final plan	DELIVERABLES	Comprehensive Source Water Protection Plan
STEP FIVE MONITOR AND EVALUATE PLAN	1) Develop a monitoring program and schedule 2) Continue to evaluate the effectiveness of the management plan 3) Develop a mechanism for the committee to respond to impairment or changes in water quality 4) Modify the plan if necessary	ECC can provide technical assistance		Monitor Water Quality to Evaluate the Effectiveness of the Plan

For More information

This document briefly outlines the process for developing and implementing source water protection plans. A companion information series provides more detail about each step in the process:

STEP 1: Form a Source Water Protection Advisory Committee

STEP 2: Delineate a Source Water Protection Area Boundary

STEP 3: Identify Potential Contaminants and Assess Risk

STEP 4: Develop a Source Water Protection Management Plan

STEP 5: Develop a Monitoring Program to Evaluate the Effectiveness of a Source Water Protection Plan

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Glossary

Aquifer

Any water-bearing stratum of rock, earth, or gravel that has sufficient porosity and permeability to yield ample supplies of groundwater in the form of wells or springs.

Best Management Practices (BMPs)

Methods, measures, or practices to prevent or reduce water pollution. BMPs are applied as a system of practices rather than a single practice. BMPs are selected on the basis of site-specific conditions that reflect natural background conditions and political, social, economic, and technical feasibility.

Groundwater

Water beneath the ground that is stored in an aquifer from which wells, springs, and groundwater runoff are supplied.

Source Water Protection

An approach to managing drinking water supplies based on
(1) the formation of an advisory committee to guide the development of the plan, (2) an inventory of land-uses and activities within the source water supply area, (3) determination of existing and potential threats to the drinking water supply, (4) the development of management strategies designed to reduce and eliminate threats to the drinking water supply, contingency planning, and (5) monitoring program to evaluate the effectiveness of the overall plan. This approach encourages collaboration with all stakeholders within the source water supply area.

Source Water Supply Area

Refers to the area from which a water supply utility withdraws its drinking water. A source water supply area may consist of surface water, known as a watershed, or may be a groundwater supply area, known as an aquifer and delineated as a wellfield.

Surface Water

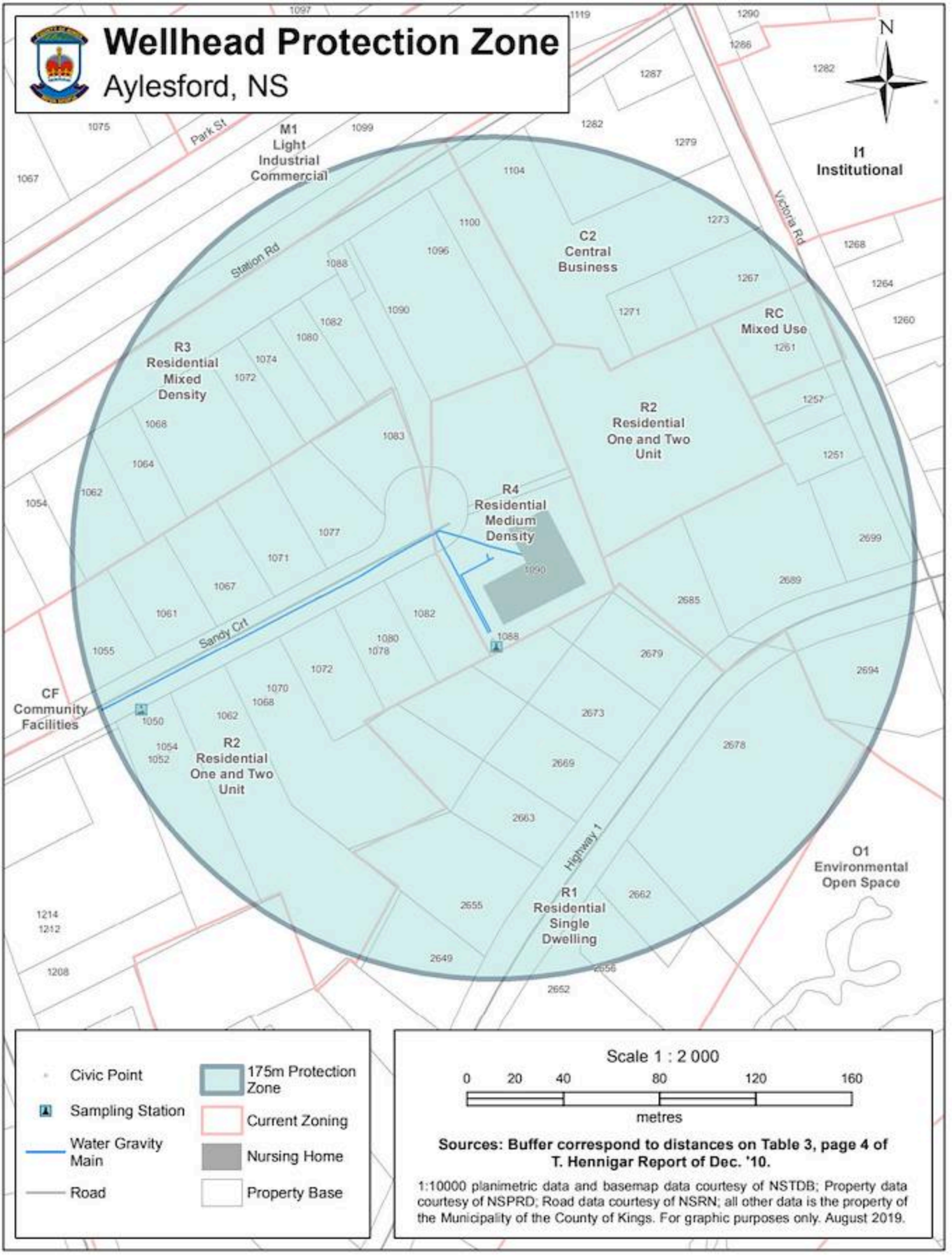
Water that exists on the surface of the earth in the form of lakes, rivers, streams, brooks, and ponds.

Watershed

A geographic area of land and surface water within the confines of a topographical drainage divide.

NOVA SCOTIA

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Nova Scotia Environment & Climate Change
2026


Wellhead Protection Zone
Aylesford, NS
N
M1
Light
Industrial
Commercial
I1
Institutional
C2
Central
Business
RC
Mixed Use
R3
Residential
Mixed
Density
R2
Residential
One and Two
Unit
R4
Residential
Medium
Density
CF
Community
Facilities
R2
Residential
One and Two
Unit
R1
Residential
Single
Dwelling
O1
Environmental
Open Space
Park St
Station Rd
Victoria Rd
Sandy Crt
Highway 1
Civic Point
Sampling Station
Water Gravity Main
Road
175m Protection Zone
Current Zoning
Nursing Home
Property Base
Scale 1 : 2 000
0 20 40 80 120 160
metres
Sources: Buffer correspond to distances on Table 3, page 4 of T. Hennigar Report of Dec. '10.
1:10000 planimetric data and basemap data courtesy of NSTDB; Property data courtesy of NSPRD; Road data courtesy of NSRN; all other data is the property of the Municipality of the County of Kings. For graphic purposes only. August 2019.