



**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**

**SANDY COURT SOURCE WATER PROTECTION COMMITTEE**

Tuesday May 6, 2025

2:00 p.m. Municipal Complex – Dykelands Room  
181 Coldbrook Village Park Drive, Coldbrook, NS

1. Roll Call, Welcome
2. Approval of Agenda
3. Disclosure of Conflict-of-Interest Issues
4. New Business
  - a. Review of Terms of Reference
5. Adjournment

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# **Municipality of the County of Kings**

## **Sandy Court Source Water Protection Committee**

### **Terms of Reference**

#### **1. Establishment of the Committee**

Per s.24 *Municipal Government Act*, The Municipality of the County of Kings (Municipality) establishes a committee to be known as the Sandy Court Source Water Protection Committee.

This Committee serves the Sandy Court Water Utility, located in the Village of Aylesford, and owned by the Municipality.

#### **2. Purpose**

The Committee shall advise the Municipality on matters of Source Water Protection and carry out a mutually beneficial, locally developed and administered Source Water Protection Program that protects the ground water source of the Sandy Court Water Utility (Utility).

#### **3. Compliance with Policies and By-laws**

The Committee shall comply with all policies and by-laws of the Municipality.

#### **4. Composition**

The Committee shall be composed of five (5) members:

1. The Municipal Councilor for the District of Aylesford
2. Representative for the Water Utility – Manager of Environmental Services
3. Representative from the Aylesford Village Commission
4. Citizen Representative
5. Representative from the Nova Scotia Environment and Climate Change

#### **5. Quorum, Appointments, and Meeting Schedule**

- Three (3) members, including the appointed member of Municipal Council shall constitute a quorum.
- The Source Water Protection Committee shall appoint a Chairperson and Vice Chairperson. The term for each position shall be two (2) years.
- The Chairperson shall preside at all meetings, in their absence, the Vice Chair.
- The Committee will attempt to fill any vacancies within three (3) months.
- The Municipality shall provide a recording secretary for the Committee. The recording secretary shall not be counted toward quorum.
- The Committee will invite resource persons to attend from time to time. Guests shall not be counted toward quorum.
- The Committee shall meet each annually to review the Source Water Protection Program (SWPP) and any issues identified as potential threats to Utility's source water. Additional meetings may be convened as required.

## **6. Objectives & Responsibilities**

The Committee is responsible for advising Municipal Council on the following issues and other matters consistent with the Committee's work:

### Source Water Protection Area Boundary

- Identify and delineate the source water supply area and zones of influence of the Utility's well.
- Assess the delineated boundary to ensure it adequately encompasses the source water supply area and meets the needs of the Municipality and Utility users.
- Recommend changes to the delineated area, as required, within the confines of the regulations.

### Identify Potential Contaminates and Assess Risks

- Identify and assess the risk of potential sources of contamination.
- Recommend management plans to minimize identified and future risks to the source water of the Utility.
- Recommend to Staff and Council (as appropriate), any changes to the Municipal Planning Strategy, By-laws, policies, or regulations.

### Source Water Protection Management Plan (Plan)

- Review and comment on the Plan and any proposed amendment thereto.
- Work with and engage members of the Village via the Representative of the Aylesford Village Commission in drafting the Plan or revisions thereto as required.
- Work with Staff to develop and promote education and awareness strategies towards protecting the Utility's source water.
- Periodically review monitoring results to verify the continued quality of the source water and to ensure the Plan is effective and current to conditions within the supply area.

### Compliance and Review of Laws, Regulations, and Guidelines

- Review, as required, reports from Staff and/or Committee Members regarding the Utility's compliance with laws, regulations, and other obligations related to the Source Water Protection Plan.