

Town of Lunenburg

Source Water Protection Advisory Committee

TERMS OF REFERENCE

Approved by Council: February 27, 2024



INTRODUCTION

The Town of Lunenburg's Source Water Protection Advisory Committee (SWPAC) will use these Terms of Reference to develop and implement a revised Prescribed Watershed Designation and revised Prescribed Watershed Regulations under the Environment Act for the Dares Lake watershed, as well as administer and manage the Source Water Management Plan for the Dares Lake Watershed. The Nova Scotia Department of Environment will guide the Advisory Committee in developing the revised Designation and Regulations.

DARES LAKE WATERSHED

Dares Lake watershed is approximately four (4) kilometres northwest of the Town of Lunenburg. The existing prescribed designated watershed is approximately 900 acres in area. The surface area of the lake is approximately 400 acres in area. The majority of land within the watershed is privately owned. The Town of Lunenburg owns approximately 83 acres of land within the existing Prescribed Dares Lake watershed and approximately 200 acres in the natural watershed area.

SOURCE WATER PROTECTION ADVISORY COMMITTEE PURPOSE

The primary purpose of the Advisory Committee is to ensure that safe drinking water is supplied to businesses and residents within the Town of Lunenburg and the Municipality of the District of Lunenburg (MODL). To this end, the Advisory Committee will consider the designation of the Dares Lake natural watershed as a prescribed protected watershed under the Nova Scotia Environment Act and consider developing and implementing new regulations to safeguard the Dares Lake water supply for future generations.

ROLE OF THE SOURCE WATER PROTECTION ADVISORY COMMITTEE

1. Provide a method for all stakeholders to get involved and share information on matters of watershed protection.
2. Identify and designate the natural watershed boundary of the Dares Lake watershed as a prescribed protected watershed under the Nova Scotia Environment Act.

Source Water Protection Advisory Committee

TERMS OF REFERENCE

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3. Identify and implement regulations for the prescribed protected natural watershed area under the Nova Scotia Environment Act.

4. Administer and manage the Source Water Management Plan for the Dares Lake Watershed and develop best management practices for activities within the watershed. The Source Water Management Plan may incorporate a range of available options, such as:

- (1) Acquisition of land
- (2) Implementation of watershed best management practices
- (3) Contingency plans
- (4) Designation under the Environment Act
- (5) Education

5. Identify the potential contaminants and assess risk.

6. Advise on forestry and other land use issues within the watershed.

7. Revise and update the Source Water Management Plan for the Dares Lake Watershed.

8. Advise and update Lunenburg Town Council when MODL’s Municipal Planning Strategy and/or Land Use By-law provisions are being reviewed and/or considered by MODL’s Council regarding the Dares Lake prescribed protected watershed.

VOTING MEMBERSHIP

Lunenburg Town Council memberstwo voting members
 Municipality of the District of Lunenburg Council Member..... one voting member
 Dares Lake landownerstwo voting members

Dares Lake citizens will be appointed to the SWPAC through a transparent and open selection process. Interested candidates must submit an application detailing their qualifications, interest in the committee’s work, and any potential conflicts of interest. The selection committee, the Lunenburg Town Council, will review applications and select candidates based on their expertise, community involvement, and commitment to the objectives of the SWPAC.

Town of Lunenburg

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TERMS OF REFERENCE

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Citizen member appointments are for four-year terms.

Councillor appointments are reviewed annually.

EX OFFICIO NON-VOTING MEMBERSHIP

Ex officio committee members serve in an advisory role, offering knowledge, guidance, and strategic insights without voting rights. Their main function is to advise and inform rather than make decisions. These members liaise with their respective organizations, facilitating effective communication and coordination and ensuring information sharing. They are expected to regularly attend and actively participate in meetings, enhancing the committee's understanding and decision-making.

The ex officio committee members for SWPAC are as follows:

- Director of Public Works of the Town of Lunenburg
- Municipal Planner of the Town of Lunenburg
- Municipal Planner of the Municipality of the District of Lunenburg
- Nova Scotia Department of Environment and Climate Change staff member
- One (1) NSCC Natural Resources Environmental Technology representative

Ex officio membership will be reviewed occasionally, as deemed necessary by the committee or the Chief Administrative Officer for the Town of Lunenburg.

NATURE OF COMMITTEE COMPOSITION AND RELATIONSHIP WITH MODL

SWPAC is an advisory committee of the Town of Lunenburg Council. While it includes representation from the Municipality of the District of Lunenburg (MODL) as a council member and staff member, SWPAC is not a joint committee between the Town of Lunenburg and MODL. Including MODL representatives is intended to foster collaboration and ensure comprehensive consideration of all relevant factors in managing and protecting the Dares Lake Watershed. However, the governance and oversight of the SWPAC are under the sole jurisdiction of the Town of Lunenburg Council.

OPERATION OF THE SOURCE WATER PROTECTION ADVISORY COMMITTEE

1. The Committee will appoint a Chairperson and Vice-Chairperson on or about the 1st of

Town of Lunenburg

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April each year.

2. The Town of Lunenburg will prepare and circulate meeting minutes and agenda packages.
3. The Committee will attempt to resolve issues by a consensus of the members entitled to vote on issues. If a consensus cannot be reached, a vote will be taken, and at least a majority of the voting members present will have to be in favour of a motion to pass. Three voting members will constitute a quorum.
4. The Chairperson will act as spokesperson for the Committee.
5. Amending the Terms of Reference will require the approval of the Town of Lunenburg Council.

DISSOLUTION OF THE SOURCE WATER PROTECTION ADVISORY COMMITTEE

The Town of Lunenburg Council will periodically review the effectiveness and relevance of the SWPAC in its ongoing activities and objectives. This review will assess the committee's performance in administering the Source Water Management Plan, managing land acquisition and best practices, updating contingency plans, and advising on municipal planning strategies and land use provisions. If, during a review, Council determines that the SWPAC has fulfilled its purpose, is no longer necessary, or that its functions should be restructured or absorbed by another entity, a decision to dissolve the committee may be made. A notice period sufficient for an orderly transition or conclusion of ongoing activities will be provided upon a decision to dissolve.