



Town of Shelburne
Water Source Protection Advisory Committee
Meeting Minutes
October 30, 2019

Present: Darren Shupe – Town of Shelburne CAO, Darrell Locke – Municipality of the District of Shelburne Bylaw Enforcement Officer, Harold Locke – Town of Shelburne Councillor, Norm Wallet – Land Owner, Mike Race – Town of Shelburne Water Treatment Plant Operator, Grant Balsdon – Town of Shelburne Operations Manager, Dawn MacNeill – NS Department of the Environment

Regrets: John Roscoe - Municipality of the District of Shelburne Councillor, Kirk Reede – NS Department of Transportation and Infrastructure Renewal, Brian Comeau – NS Department of Lands and Forestry

1. **Meeting called to order:** 3:05 pm
2. **Approval of Agenda:** *Start-up meeting, no agenda.*
3. **Minutes of Previous Meeting:** N/A
4. **Old Business:**
 - a. N/A
5. **New Business:**
 - a. **Introduction of Members and Guests**
 - b. **Presentation by Dawn MacNeill**
 - Advised linking Municipal Land Use Bylaw to WSP Plan
 - Advised reviewing West Hants plan for best practices
 - Advised reviewing Lawrencetown Septic Policy
 - Advised to revisit implementation of protection plan
 - Advised to review plan annually before budget
 - c. **Discussion regarding retention of existing plan**
 - If so, Terms of Reference will need to be updated (Dawn recommended using existing Town format)
 - Discussion held regarding committee structure (voting vs. non-voting members)

d. Committee structure as decided by members

Voting Members

- (1) – Town of Shelburne Councillor
- (1) - Municipality of the District of Shelburne Councillor
- (1) – Town of Shelburne Water Plant Operator/Town Operations Representative
- (2) Land Owners from the watershed area around Lake Rodney
- (1) Municipal Planner
- (1) Emergency Management Office Representative

Non-Voting Members

- (1) – Admin Services, Provided by Town of Shelburne
- (1) – Lands and Forestry Representative
- (1) - Department of Transportation and Infrastructure Renewal Representative
- (2) - Department of the Environment Representatives
- (1) – Municipal Bylaw Enforcement Officer/Town Fire Chief
- (1) – Town of Shelburne Chief Administrative Officer
- (1) – Municipality of the District of Shelburne Chief Administrative Officer

e. Meeting Structure

- Two meetings per year and as necessary
- At minimum one meeting should line up around budget time
- Four voting members are required to make quorum
- Meeting frequency should be determined
- New Terms of Reference to be approved by Town Council
- Discussion around where meeting minutes will be held
- Chair of Committee will be Town of Shelburne Councillor
- Vice Chair will be voted on every two years
- Discussion held on whether meetings can be held without having landowners, as it is difficult to find people to sit on committees
- Discussion on whether Land & Forestry can attend meeting as landowner

6. Next Meeting: November 21, 2019, 3:00pm in Council Chambers

7. Adjournment: Meeting adjourned 5:10pm.