

**1. Advisory Committee**

There shall be a Committee which shall consist of up to eleven (11) members appointed in the manner hereinafter set out and which shall be known as the "Cumberland Water Utility Source Water Advisory Committee"

**2. Definitions**

- (a) "Committee" means the Cumberland Water Utility Source Water Advisory Committee;
- (b) "Council" means the Council of the Municipality of the County of Cumberland;
- (c) "Commission" means the Pugwash Village Commission.

**3. Membership**

- (a) The Councillor for District 3.
- (b) The Councillor for District 8.
- (c) One of the Councillor for District 5 or the Councillor for District 6.
- (d) Up to three landowners within or adjacent to the protected water areas, appointed by Council.
- (e) Up to three customers of the Cumberland Water Utility, appointed by Council.
- (f) One representative of local snowmobile or ATV club, appointed by Council.
- (g) One representative of the Pugwash Village Commission appointed by the Commission.
- (h) Non – voting resources shall include staff from the Municipality of the County of Cumberland, as assigned by the CAO, and Provincial Departments as required.

**4. Terms of Membership**

- (a) Members shall serve for a term of Council. All members shall be eligible to be reappointed.
- (b) When a member of the Committee ceases to be a member of a Council, their term on the Committee will be terminated.

**5. Quorum**

Five (5) voting members of the Committee will constitute a quorum.

**6. Chair**

At the first meeting of the Committee held each fiscal year, a Chair (who must be a member of Council) and a Vice Chair shall be elected from among the members who shall hold office until their successors are elected.

**7. The Role of the Cumberland Water Utility Source Water Advisory Committee shall be:**

- (a) To advise the Council on policy issues to do with the protection of the source water quality.
- (b) To advise the Cumberland Water Utility on operating policy issues as contained in the Source Water Protection Plans.
- (c) To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.
- (d) To review and comment on the current Source Water Protection Plan.
- (e) The Committee will review and comment on water quality and quantity monitoring programs and other studies related to the source water protection area.

**8. The Role of the Cumberland Water Utility Shall be:**

- (a) Acting as the operating arm for the Cumberland Water Utility including execution of all management functions.
- (b) Providing funding for the work of this Committee in the protected water area.

**9. Meetings**

Meetings of the Committee shall be held as required, at least once in every fiscal year. The Director of Public Works, in consultation with the Chair, may request that the Municipal Clerk convene a meeting of the Committee at any time provided seven days advance written notice is given.

**10. Roles and Responsibilities**

Title/Role	Responsibilities
Director of Public Works	Schedule meetings as required, in consultation with the Chair and Clerk and support the work of the Committee
Clerk	Advertise annually for citizen appointments. Administer meetings.
Council	Appoint a member annually, approve citizen appointments annually and review/revise Terms of Reference as required.

**Clerk’s Annotation for Official Policy Book**

Date of Notice to Council Members of Intent to Consider (7 days minimum): April 16, 2025  
 Date of Passage of Current Policy: April 23, 2025

I certify that this Policy was adopted by Council as indicated above.

Deputy Clerk *Amanda Haneau*

Date: April 28, 2025