

**TITLE: North Tyndal Wellfield Advisory Committee Policy**  
**SECTION: Engineering and Public Works Services**  
**POLICY NO: 31700-05**

**APPROVAL DATE:**

**CAO Signature:** \_\_\_\_\_

1. ADVISORY COMMITTEE

There shall be a Committee which shall consist of six members appointed in the manner hereinafter set out and which shall be known as the “North Tyndal Wellfield Advisory Committee”

2. DEFINITIONS

- (a) “Committee” means the North Tyndal Wellfield Advisory Committee;
- (b) “County Council” means the Council of the Municipality of the County of Cumberland;
- (c) “Town Council” means the Council of the Town of Amherst.

3. MEMBERSHIP SHALL CONSIST OF

- (a) Two members of the Town Council appointed by resolution of Town Council;
- (b) Two members of the County Council appointed by resolution of County Council;
- (c) Two members of the public, one appointed by each Council by resolution, and preferably residents or landowners in the water recharge area;
- (d) Resources ~~staff~~ shall include **staff from the Town of Amherst, the Municipality of the County of Cumberland and Provincial Departments as required.**

~~Deputy C.A.O.—Town of Amherst  
Town Engineer—Town of Amherst  
Planner—Town of Amherst  
Planner—Municipality of the County of Cumberland  
County Engineer—Municipality of the County of Cumberland  
Department of Service Nova Scotia and Municipal Relations  
Department of Environment  
Department of Natural Resources  
Department of Agriculture  
Secretarial support from Town of Amherst~~

4. TERMS OF MEMBERSHIP

- (a) Members shall serve for a term of one year, **with appointments being made annually in March, commencing at the annual meetings.** All members shall be eligible to be reappointed.
- (b) When a member of the Committee ceases to be a member of a Council, his or her term on the Committee will be terminated.

**TITLE: North Tyndal Wellfield Advisory Committee Policy**  
**SECTION: Engineering and Public Works Services**  
**POLICY NO: 31700-05**

5. QUORUM  
Three members of the Committee will constitute a quorum.
  
6. CHAIR  
At the first meeting of the Committee held each **fiscal** year, a Chair 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 NORTH TYNDAL WELLFIELD ADVISORY COMMITTEE SHALL BE:
  - (a) To advise the Councils on policy issues to do with the protection of the groundwater quality.
  - (b) To advise the Water Utility on operating policy issues as contained in the Groundwater Protection Strategy and Management Plan.
  - (c) To ensure effective integration of current and proposed provincial government legislation through representation by staff from provincial departments.
  - (d) To update the current Groundwater Protection Plan.
  
8. THE ROLE OF THE AMHERST WATER UTILITY SHALL INCLUDE:
  - (a) Acting as the operating arm for the North Tyndal Wellfield 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.** ~~at least twice in every year, the first of which shall be considered the annual meeting.~~ **The Director of Operations in consultation with the** Chair may convene a meeting of the Committee at any time provided seven days advance written notice is given.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Director of Operations</b>	Shall, in consultation with the Chair and Clerk, schedule meetings as required.
<b>Clerk</b>	Advertise annually for a citizen appointment,
<b>Council</b>	Appoint a member annually, and review the policy as required.

---

**TITLE:** North Tyndal Wellfield Advisory Committee Policy  
**SECTION:** Engineering and Public Works Services  
**POLICY NO:** 31700-05

---

For Administrative Use Only:

### VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Title Changes	Clerk, LeBlanc	Council	March 27, 2023

Minutes reference date: 26 May 2014