

**Terms of Reference:**  
Sherbrooke Lake Stewardship Committee  
Municipality of the District of Lunenburg

**Approved: April 25, 2017**  
**Amended: January 14, 2020**

**Introduction**

In 2015, the Municipality of the District of Lunenburg (MODL) appointed a Sherbrooke Lake Access Advisory Committee (SLAAC) which consisted of ten community volunteer members from both MODL and the Municipality of the District of Chester (MODC). MODL made the commitment of providing public access to Sherbrooke Lake. The mandate of the committee was “to provide broad based community advice to the Municipality, provide options available for establishing public access to Sherbrooke Lake, and to engage the public using various methods to ensure community input throughout the process of determining public access to Sherbrooke Lake.”

In 2015, UPLAND Planning + Design was hired to conduct an extensive public consultation process which consisted of a survey (over 1,000 valid responses), three public open houses and a focus group. This public consultation report helped SLAAC in assessing potential properties and making recommendations to MODL Council. The report was presented to the two Councils in June/July 2016. One of the recommendations was to establish a Sherbrooke Lake Stewardship Committee who would be responsible for a water quality monitoring program for the Lake.

The Municipality of the District of Lunenburg (MODL) has a vision in that Sherbrooke Lake remains a popular and desirable destination where people can enjoy recreational activities and feel safe with the quality of the water and the surrounding environment, as referenced in the Memorandum of Understanding (MOU) with the MODC and the SLAAC’s final report ([www.modl.ca/sherbrooke](http://www.modl.ca/sherbrooke)).

**Mandate/Purpose**

1. The purpose of the Sherbrooke Lake Stewardship Committee, hereinafter referred to as the Committee, will be to develop a water quality monitoring program to establish a baseline to aid in the evidence based decisions concerning the development of the properties acquired by MODL for public use. This approach will aid in gathering essential data and research when making decisions beyond phase one (as outlined in the MOU) of the properties’ development. The water quality monitoring program will begin in 2017-2018 fiscal year which would provide a baseline. For clarity, the role of the Committee shall be strictly advisory in nature. The Committee is only responsible for the water quality monitoring program and will provide both MODL and MODC with any information it obtains. The Committee shall not participate in any management structure or decision making pertaining to the proposed park site (properties owned by MODL).

**Composition**

2. The Stewardship Committee is a volunteer committee of the MODL Council, and shall be composed of the following:

- One representative of the Bluenose Coastal Action Foundation, who will act as an ex-officio member
- At least one person with professional knowledge of the techniques of water quality monitoring in the fields of source water protection, ground water protection, waste water management, and storm drainage.
- Two residents and/or land owners in MODL
- Two residents and/or land owners in MODC

Members that serve on this Committee are ineligible to serve on the Sherbrooke Lake Park Advisory Committee.

All Committee appointments are subject to approval of MODL Council, and Council may change the composition or membership of the Committee at any time.

### **Term**

3. One resident and/or land owner from MODL and MODC will serve one year and one resident and/or land owner from MODL and MODC will serve for two years. With each new appointment, a term will be for three years.

### **Absences**

4. If a Committee members is absent for three (3) consecutive meetings without reasonable cause, the Committee can make a request to MODL Council to replace the absent member.

### **Structure**

5. The Committee shall elect a Chair, Vice-Chair and Secretary annually. The term of appointment shall be for one year, renewable.
6. The Chair will be responsible for calling and chairing meetings, developing the meeting agenda and distributing it to all Committee members in advance of the meeting, ensuring the active participation of members and that decisions are made based on consensus. Where consensus cannot be reached, a decision will be made by simple majority. The Chair will serve as the spokesperson of the Committee. In the absence of the Chair, the Vice-Chair will assume the responsibilities of the Chair, or if neither the Chair or Vice-Chair are available an alternate may be appointed by the Committee.
7. The Secretary of the Committee will take minutes, distribute them to all Committee members and ensure they are posted on both MODL's and MODC's websites. Minutes will not be posted until approved by the Committee.
8. Quorum will be 50% + 1.

9. Sub-committees or working groups to address specific responsibilities outlined in the terms of reference may be established by the Committee. Sub-committees will report back to the Committee.
10. All members of the Committee shall serve in a volunteer capacity without remuneration from MODL or MODC, other than travel costs which will be based on an established per km rate by MODL.
11. The Committee shall meet on an as-needed basis at the call of the Chair, or as directed by Council.  
**[amended Jan. 14, 2020]**
12. An orientation session will be held annually to review the Committee's purpose and duties.
13. When a member's term is up an ad will be posted seeking individuals to apply to serve on the Committee. Applications will be forwarded to the MODL Nominating Committee of Council, who will then make recommendations of appointments to MODL Council. All Committee member appointments will be made by MODL Council.
15. All meetings will follow the meeting procedures and rules of debate as per policy MDL-01 and the Government of Nova Scotia Conflict of Interest Policy shall be followed.

#### **Duties/Responsibilities**

16. To develop and implement a water quality monitoring program.
17. To identify the boundary of the area for monitoring, including, lakes, streams, wetlands and other water bodies associated with Sherbrooke Lake, that shall be monitored.
18. To work closely with Bluenose Coastal Action Foundation and their water quality monitoring program of the LaHave River; and with the residents who currently conduct water quality testing on Sherbrooke Lake.
19. To identify and assess risks to water quality associated with development in the affected area, including but not limited to:
  - construction activity, including construction equipment and
  - storage/disposal of construction materials;
  - watercourse and wetland alteration;
  - silvicultural operations;
  - vegetation removal;
  - soil erosion and siltation;
  - land level alteration;
  - pesticide use
  - recreation activity, including use of all-terrain vehicles
  - malfunctioning septic systems

And make recommendations to MODL and MODC.

20. To compile information about water quality monitoring and protection programs for MODL, MODC and their residents.
21. To determine an appropriate protocol for water quality monitoring, including periodic monitoring and an annual review.
22. To participate in locally available workshops about water quality monitoring.
23. To train volunteers in the practice of water quality monitoring.
24. From time to time, to request that individuals or groups make representations to the Committee on matters affecting the area.
25. Strive to obtain and become familiar with information and reports related to Sherbrooke Lake.
26. Participate in field tours and site visits as required.
27. Share resources, creativity, experiences and expertise.
28. Reflect community interests.
29. Locate and harness local human and other resources, where possible.
30. Engage in public education activities to educate residents and visitors about water stewardship and conservation, water quality, responsible boating, boating safety, healthy shoreline practices, and habitat restoration.
31. Coordinate with various levels of government in outreach activities and sharing of information.
32. To engage the technical services through Bluenose Coastal Action Foundation to assess the water samples of the Lake.
33. To produce an annual report outlining the water quality monitoring program; the results of the water testing and provide recommendations.
34. Look at best practices and make adaptations to water quality monitoring program.
35. The Chair of the Committee may be requested to provide updates to MODL and MODC Councils.

### **Administration**

36. The Committee shall be supported by MODL staff and consulting resources when required. Staff at MODL will attend meetings as a resource to the Committee.
37. MODL shall provide administrative services such as map production, photocopying, seeking funding and posting minutes on the websites.

### **Funding**

38. Any related expenses will be shared by MODL and MODC, to a maximum of \$7,000 annually from MODC unless otherwise agreed to by MODC.
39. The Committee must present a budget to MODL and MODC each year in February to enable MODL to budget for the upcoming fiscal year.

### **Reporting Structure and Annual Report**

The Committee will prepare an annual report to MODL and MODC Councils reviewing its purpose, responsibilities and recommendations. The process will be led by the Chair of the Committee and may include a presentation to the Councils. The Committee may provide interim updates through the year if required.

Minutes and agendas are to be posted on MODL's and MODC's websites. Minutes will be posted once approved by the Committee.

### **Review**

**The Terms of Reference will be reviewed at least once every five years.**