



## **County of Prince Edward Agriculture Advisory Committee**

### **Terms of Reference**

#### **Mandate**

The mandate of Agriculture Advisory Committee is to fulfill its advisory role by providing advice on agricultural matters, protecting rural and agricultural lands, and enhancing the viability of agriculture in Prince Edward County.

The Committee will provide information and recommendations to Council regarding agricultural matter relating to the administration of Part IV and Part V of the *Nutrient Management Act, 2002, S. O. 2002, Chapter 4*, within the County.

The Committee will advocate for all local agricultural businesses, tourism, and initiatives, and report opportunities. The Committee will serve as a forum for public discussion to examine matters of interest or impact to the rural community, and act as a liaison between the agriculture community and Council.

#### **Goals/Purpose**

The goals and purpose of the Agriculture Advisory Committee are to:

1. Identify and implement community outreach activities in co-operation with other organizations and levels of government where appropriate. This may include recommending and assisting with educational workshops regarding relevant planning policies or regulations such as the provincial Minimum Distance Formula (MDS) and the *Nutrient Management Act*.
2. To provide input regarding agricultural planning policies and/or mapping pursued by the County through official plan amendments or an Official Plan review process.
3. To assist the municipality in mediating any objection to the *Nutrient Management Act* referred to it by the Ministry of Environment with the affected farmer/operator.
4. Review and recommend appropriate means and methods of communication, including information sessions, and or public meetings to the rural community and promote two-way communication between rural residents and Council, including, but not limited to food, tourism, and economic development.
5. Formulate and recommend a Committee work plan for Council's consideration.

## **Membership**

1. Three (3) members of Council.
2. Five (5) public representatives appointed by Council, all of whom have demonstrated interest or expertise in agriculture.
3. Mayor is an ex officio member of the committee.
4. A Chair and Vice-Chair will be elected by members at the first meeting annually.
5. Council may terminate the appointment of any member without notice.

## **Roles**

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

## **Responsibilities of the Agriculture Advisory Committee**

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
  - a. Council's Code of Conduct
  - b. County of Prince Edward Agriculture Advisory Committee Terms of Reference
  - c. County Accountability and Transparency Policy
  - d. County Procedural By-law
  - e. Other applicable County by-laws and policies
  - f. *Municipal Act*
  - g. *Planning Act*
  - h. *Municipal Freedom of Information and Protection of Privacy Act*
  - i. *Municipal Conflict of Interest Act*

2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. To provide input and advice as required, through Council or Committee of the Whole on issues of interest or impact to the rural community.
4. The Committee will act as a liaison between the agriculture community in Prince Edward County and Council.
5. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

### **Working Groups**

The Agriculture Advisory Committee may form working groups on specific subject matters. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The working groups will report to the Committee and include at least one Committee member. The establishment of a working group and any changes to the group must be reported in the Agriculture Advisory Committee meeting minutes.

### **Term**

The term of office for the Agriculture Advisory Committee will be the term of Council.

### **Staff Support**

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

### **Reporting Relationship to Council**

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO and or designate.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Committee minutes will form part of the next applicable Committee of the Whole agenda.

### **Finances**

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

### **Attendance**

If a Committee Member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

### **Meetings**

The County of Prince Edward Agriculture Advisory Committee shall meet no less than six (6) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-Laws as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the *Municipal Act*, electronic participation is permitted but shall not count towards quorum. Under the *Municipal Emergency Act*, the committee may participate in electronic meetings during a declared municipal or provincial state of emergency. Online participation and voting will count towards quorum, as per the *Municipal Emergency Act*.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.