

MUNICIPALITY OF NORTH PERTH

TERMS OF REFERENCE

AGRICULTURAL & AGRI-BUSINESS ADVISORY COMMITTEE

1. AUTHORITY

1.1 The Agricultural and Agri-Business Advisory Committee is a committee established by Council by By-law that provides Council guidance and recommendations on matters relating to agriculture & Agri-business in the Municipality.

1.2 The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority.

1.3 Expenditure of municipal funds is to be approved by Council in accordance with the North Perth Municipal Procurement Bylaw & current budget.

2. MANDATE

2.1 The Agricultural and Agri-Business Advisory Committee (“AAC” or “Committee”) is an advisory committee that:

- Provides guidance and recommendations to Council on matters that will foster and enhance a strong and stable agricultural economy, ultimately allowing businesses to prosper, grow, and create jobs in the Municipality of North Perth;
- Supports the retention, promotion, and attraction of agriculture and related businesses in North Perth;
- Promotes North Perth as a key centre for agriculture, agri-business, agri-tourism and agri-technology; and
- Supports the Municipality of North Perth in the implementation of the vision and recommendations of the North Perth Agricultural Excellence Project Report.

2.2 To accomplish its mandate, the Agricultural and Agri-Business Advisory Committee will:

- Act as a resource to advise Council and/or Staff on initiatives that should be considered for the purpose of encouraging vibrant agricultural, agri-business, agri-tourism and agri-technology sectors in North Perth (i.e., through supporting sector sustainability, job creation, labour reliability, and new employment and business development in North Perth);
- Align and cooperate with initiatives of the Municipality of North Perth (including the Agricultural Specialist service), Perth County Economic Development and Tourism Office, and North Perth’s Economic Development Advisory Committee and dedicated staff addressing community development;

- Act as a public forum when requested by Council and/or Staff to engage and receive public input relating to agriculture, agri-business, agri-tourism and agri-technology matters;
- Promote services and solutions available to the agricultural community of North Perth;
- Support recruitment and establishment of new agri-businesses to North Perth;
- Provide members to assist with speaking or promotional events related to agriculture, agri-tourism, agri-business and agri-technology, on request of the Mayor or a delegated member of staff of the Municipality of North Perth;
- Identify barriers, opportunities, and solutions to address concerns in the community to inform strategic direction making by Council;
- Act as champions for positive and collaborative farming and agri-business Development in North Perth; and
- Take an active role in the planning, organization and execution of key development projects, events and initiatives related to agriculture, agri-tourism, Agri-business and agri-technology.

3. COMMITTEE COMPOSITION

3.1 Voting members of the Agricultural and Agri-Business Advisory Committee are appointed by Council and shall include:

- One member of Council;
- Five (5)-to-Eight (8) members of the community, ideally representing a broad range of the business and cultural interests of agriculture, Agri-business, agri-tourism and agri-technology; At least one community appointment shall be under the age of 35 at time of appointment, in representation of youth in agriculture:
- Mayor (Ex-Officio);
- North Perth will endeavour to provide notice of calls for nominations to local agricultural stakeholder groups, such as the Perth County Federation of Agriculture, Christian Farmers Federation, National Farmers Union, and Listowel Agricultural Society, where possible.

3.2 To be eligible to make application and serve on this Committee, individuals must be:

- a resident of the Municipality of North Perth; OR own or be currently employed at time of appointment by a business located within the Municipality of North Perth; OR otherwise serve as an official representative for one of the agricultural stakeholder groups listed above in 3.1;
- at least 18 years old; and
- able to demonstrate compliance with all relevant by-laws of the Municipality.

3.4 Resignations from the Committee must be received in writing.

3.5 The Committee shall be appointed for the term of Council but shall continue until such time as new Committee members are appointed by a new Council following an election.

3.6 Members may be reappointed at the discretion of Council.

3.7 Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

4. MEETING ROLES & REQUIREMENTS

4.1 All appointed Committee Member positions are voting members. The Committee shall meet at least quarterly or at the call of the chair. The meetings of the Committee are to be included on the Municipality's meeting calendar.

4.2 A quorum of a majority of members is required to hold a meeting. Members of the Committee who are unable to attend a regular meeting are required to report their absence to the chair and/or the Agricultural Specialist by the Thursday prior to the scheduled meeting, and/or as soon as possible.

4.4 The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

4.5 The Chair and Vice Chair will be elected from the Committee members annually.

4.6 The duties of each of the members are as follows:

4.7 The Chair shall:

- Chair all meetings of the AAC;
- Rule on all procedural matters and maintain decorum;
- Ensure motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes;
- Have general supervision of the affairs of the AAC;
- Sit as voting ex-officio, on any AAC sub- committees;
- Be the public representative of and spokesperson for the Committee;
- Perform any other duties which the Committee may assign from time to time; and
- Work with staff of the Municipality to ensure legislative obligations are met, including but not limited to those regarding staff, volunteers, sub-committees, and members of the AAC.

4.8 The Secretary shall:

- Give the required notice as per the Municipality’s procedural rules contained within this document for every Committee meeting;
- Take minutes of each such meeting and shall record in the minutes the following: the place, time and date of meeting, the name of the person presiding, and the Committee members present and absent, any correction to and the adoption of, the minutes of the previous meeting, and all resolutions; and
- Perform any other duties that the Committee may assign from time to time

4.9 Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.

4.10 Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chair and posted to the Municipality of North Perth website no later than 4:30 p.m. on the Thursday preceding the scheduled meeting.

4.11 Members wishing to have items included on the agenda must provide items to the Chair, Agricultural Specialist or designate on or before the Wednesday preceding the scheduled meeting.

4.12 After being adopted by the committee, meeting minutes will be signed by the Chair and by the Recording Secretary. The Recording Secretary shall provide approved minutes to the Clerk, to be placed on the Council Consent Agenda for information only. The Clerk shall post the minutes of all committee meetings on the municipal website for public inspection as soon as practicably possible following approval.

5. STAFF SUPPORT

5.1. The Committee is accountable to Council. Staff support will be provided by the Strategic Initiatives Department and Legislative Services Division. Other staff will be involved as needed. All communications and reports will be directed through the Strategic Initiatives Department. The Agricultural Specialist will be the staff lead for the Committee. Staff are non-voting members.

5.2 Participation from other departments, external agencies, organizations, or stakeholders will be solicited where appropriate depending on the issues & topics being addressed, at the request of the chair.

6. CONFIDENTIALITY

6.1. The Municipal Act, S.O. 2001, c. 25, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the Act, which pertain to the conduct of officials.

7. AMENDMENTS TO THE TERMS OF REFERENCE

7.1 Amendments to the Terms of Reference may be proposed to Council from time to time by member of the Committee for their endorsement requiring a majority of the voting members.

8. GENERAL CONDUCT

8.1. The rules and regulations contained in the Municipality of North Perth's Procedural Bylaw shall be observed in all proceedings of the Committee and shall be the rules and regulations for the dispatch of business by the Committee.

8.2. All members will abide by the Municipality of North Perth's Code of Conduct and other applicable Municipal policies and guidelines.