



# Agricultural Advisory Committee (AAC)

## Terms of Reference

### Mandate

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The Agricultural Advisory Committee (“AAC” or “Committee”) is an advisory committee for the Haldimand County Council.

The AAC will advise Council on matters pertaining to the economic growth and development of the agricultural sector in Haldimand County.

The AAC also serves as the Rural Water Quality Program Review Committee to evaluate applications for funding through the Haldimand Rural Water Quality Program.

### Goals/Purpose

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The goals and purpose of the Agricultural Advisory Committee is to provide input on the Haldimand County Economic Development Strategic Plan as relates to the growth of agriculture, agri-business and developing agriculture-related employment opportunities.

The Committee may also assist in facilitating community outreach activities or educational workshops regarding relevant planning policies or regulations at the direction of Council and/or the Senior Management Team

### Membership

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1. One (1) voting member of Council.
2. Between six (6) and eight (8) community representatives appointed by Council for the term of Council or until reappointed, all of whom should reside in Haldimand County and have demonstrated competencies, history or interest in matters pertaining to Haldimand County agriculture or agribusiness.
3. The Mayor is an ex officio voting 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

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1. Members will actively participate, and provide support and expertise.
1. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.

2. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
3. Staff will provide a committee liaison to manage administrative functions, including assisting the Chair with preparation of agendas and minutes, and attending Business Development and Planning Advisory Committee meetings.
4. The Clerks Office will provide procedural and legislative guidance to the committee.

## Responsibilities

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1. It is the responsibility of all appointed members to comply and work with the following County procedures, by-laws and Provincial legislation, with guidance from staff:
  - a. Municipal Act
  - b. Municipal Freedom of Information and Protection of Privacy Act
  - c. Municipal Conflict of Interest Act
  - d. The Provincial Occupational Health and Safety Act
  - e. Haldimand County's Procedure By-law
  - f. Council Code of Conduct
  - g. Haldimand County Accountability and Transparency Policy
  - h. Haldimand County Social Media Policy
  - i. Haldimand County Media Relations Policy
  - j. Agricultural Advisory Committee Terms of Reference
  - k. Other applicable Haldimand County by-laws and policies
2. The Committee may make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

## Term

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

## Staff Support

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While the Clerks Office and staff liaison staff provide administrative support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant General Manager.

## Reporting Relationship to Council

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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.

The Committee will report to Council once per year with a written report and 10-minute presentation on its activities and its intended direction or projects.

All approved Committee minutes will form part of the next regular Council agenda.

## Finances

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No member shall receive remuneration for services.

The Committee is not provided with a budget for expenses or projects, and may only request financial resources from Council if the request is first approved by the relevant General Manager or the CAO.

No member shall receive remuneration for services.

## Attendance

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If a Committee Member is absent for three consecutive meetings, without being authorized to do so by a recommendation of the committee, they have forfeited their membership.

## Meetings

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The Agricultural Advisory Committee shall meet a minimum of five (5) times a year, and more frequently at the discretion of the Chair. Meetings shall be governed by The Haldimand County Procedure By-law as may be amended from time to time. The agenda for any regularly scheduled meeting, complete with all reports and attachments, will be made available to members of the public a minimum of two business days prior to the meeting. Meeting minutes will be made available to the public once they have been approved by the Committee.

Meetings may be held electronically. A member may participate electronically in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the Municipal Act. Virtual access to meetings may be provided to members of the public at the discretion of the Chair. In the event Committee meetings are live streamed to the public, these meetings may occur in Council Chambers and members will be assigned seating to accommodate the technical requirements of the video recording system.