MERRICKVILLE-WOLFORD
Jewel of the Rideau

Terms of Reference
Agricultural Advisory Committee
Schedule "A" to By-law 40-2019

Mission:
The Village of Merrickville-Wolford's Agricultural Advisory Committee's mission is to, at the request of Council, provide advice and recommendations to Council regarding agricultural issues including the protection, enhancement, preservation and conservation of the Village's agricultural and rural environments or other information that Council may request.

Objectives:

When requested, to assist Council as follows:

- To identify projects and initiatives and to advise Council regarding improvement of the agricultural and rural areas of the Village;
- To report to and advise Council regarding any direction received from Council pertaining to certain projects, reviews or requests for recommendations;
- To increase general public awareness and promotion of agricultural issues;
- To provide advice surrounding issues faced by rural and agricultural residents; and
- To promote strategic initiatives regarding the protection of rural environments.

Composition:
The Agricultural Advisory Committee shall include, but not be limited to:

a. Three (3) Voting Members selected at large through a public application process who will be regarded as private citizens and do not represent their employers or advocacy group in their capacity as a member;
b. One (1) Council Liaison to be appointed by Council; and
c. Head of Council (Mayor – ex officio).

All members shall be appointed to the Committee by Council by way of resolution.

Terms of Office:
Membership shall align with regular municipal elections (every four years) and the Committee will expire at the end of a term of Council.

Quorum:
A quorum shall consist of 50 percent of the voting members. No meeting shall proceed without quorum present.

Motions:
Decisions made during Agricultural Advisory Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the majority of the Committee.

Meetings:
Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

The Committee shall meet only when called upon by Council for a specific project or purpose.

All meetings are open to the public.

Chair:
The Committee shall, at the first meeting of a new term, appoint a chairperson.

The Committee chairperson shall be responsible for:

- Facilitating meetings at the request of Council;
- Appointing a secretary of the Committee at the first meeting of a new term to take Minutes of the Committee meetings;
- Providing all necessary documentation and/or requests to Council through the Council Liaison; and
- Ensuring completion of tasks by Committee Members.

Role of Members:
The members of the Agricultural Advisory Committee roles include, but are not limited to:

- Attending meetings as required;
- Participating in discussions;
- Planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Reporting to the Municipal Council:
The Agricultural Advisory Committee shall report to Council:

1) Through minutes of the meetings;
2) As deemed necessary by the Committee for submission through the Council Liaison; and
3) As requested by Council.

Conflicts of Interest:
Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose any pecuniary interest to the chairperson and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:
All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. If the Committee is requesting funds for projects in the following year, all requests must be submitted by September 15th of the preceding year.

All approved budget items shall be administered by the Village, through direction of Council.