

**THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING
WEST NIPISSING MUNICIPAL AGRICULTURAL ADVISORY COMMITTEE**

TERMS OF REFERENCE:

1. **Vision:** “West Nipissing will be a vibrant thriving community where farmers and agribusiness work in a social and economic climate of fairness and opportunity.”

2. **Mission Statement:** “To provide priority and direction for municipal concerns relating to agriculture that will contribute to a prosperous and sustainable farming community in West Nipissing.”

3. **Purpose:** The purpose of the West Nipissing Agriculture Advisory Committee (the “Committee”) is to:
 - 3.1 On behalf of the West Nipissing agricultural sector, its farmers, farm organizations and agricultural support industries, advise Council on matters affecting agriculture in West Nipissing;
 - 3.2 Assist Council in developing and implementing the Municipal Official Plan and Zoning By-Laws, policies and programs as they pertain to agriculture and rural areas;
 - 3.3 Advise and assist council in achieving West Nipissing’s agricultural vision,
 - 3.4 Solicit and coordinate the interests and concerns of farmers, farm groups, and agribusiness and communicate those interests and concerns to Council;
 - 3.5 Inform individuals, groups and businesses of the Council’s agricultural vision, mission and policies;

4.5 Should any member of the Committee miss three (3) consecutive meetings without sufficient cause; that position shall be declared vacant and the position filled within sixty (60) days through the procedures established in article 4.3.

4.6 The staff members of the Committee shall serve in the capacity of advisors and resource persons and shall not be able to vote on any issues nor shall their presence be considered in determining quorum for any meeting.

5. Officers: A Chair and Vice-Chair will be elected by the voting members of the Committee, at the first meeting in January of each month. A member shall hold the position of Chair or Vice Chair for one (1) year, and may be re-elected for one (1) additional consecutive year at the option of the Committee. Should the Chair be unable to fulfill his or her commitments, it is intended that the Vice-Chair must be prepared to devote time between meetings for Committee business and to occasionally represent the Committee at other meetings.

6. Meetings:

6.1 The West Nipissing Municipal Agricultural Advisory Committee shall meet on an ad hoc basis, from time to time. Agendas shall be made available to the public in advance of the meetings. Meetings will be held in the West Nipissing Municipal office in Verner.

6.2 Meetings shall be open to the public. However the Committee may dissolve in camera in accordance with the Section 239(2) of the *Municipal Act* (Ontario).

6.3 The Committee may, by resolution, or through its Chair, invite an individual, interest group, agency or consultant to appear at a meeting as a delegation or to submit or present information which will assist the Committee in carrying out its mandate. Requests by any person wishing to appear before the Committee as a delegation must be forwarded to the Staff Liaison in the Municipality of West Nipissing, advising staff of the topic or item to which they wish to speak and stipulate the time required. It is recommended that this should be done at least fifteen (15) days prior to the meeting in order that the delegation may be included in the Agenda. Any persons wishing to address the Committee as a delegation, and who are not listed on the Agenda, may be granted permission to do so only by Committee resolution.

7. Committee Resolution: Only resolutions as they appear in the amended and adopted minutes may be considered as officially representing the position of the Committee.

8. Staff and Support Services:

8.1 Staff Liaison - The Staff Liaison to the Committee will be an employee of the West Nipissing Municipality. This person will provide administrative, procedural or technical assistance to the Committee, including preparation of agendas, minutes, and meeting schedules, as the need arises. The Staff Liaison will coordinate the involvement of other Municipal Departments and agencies as necessary, and prepare reports required as a result of resolutions of the Committee or Municipal Council. The Staff Liaison will coordinate all requests for the Committees' advice. Committee responses to such requests shall also be coordinated by the Staff Liaison, either directly or through a staff report to Council.

8.2 Budget - Municipal Council will provide a budget to cover the Committee's normal outgoing expenses, and this budget will be administered by the Planning, Building & Development Department.

9. **Reporting process:** The Municipal Agricultural Advisory Committee is an advisory committee to Council. All issues relating to agriculture are to be referred to the Committee for comment. Also any issues from the farming community that are brought to the attention of the committee are to be addressed and reported to Council. All committee recommendation are to be in the form of resolution. The Committee may make a presentation to council on a quarterly basis and with respect to specific issues.

10. **Conflict of interest:** For the purpose of this Committee, the principles of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended, regarding the existence and declaration of a conflict of interest shall apply to all members. Any member who has a direct or indirect pecuniary interest in a matter before the Committee is required, prior to consideration of the matter at the meeting, to declare the interest and disclose the general nature of the interest. The member shall abstain from the decision-making process by not participating in discussion or voting with respect to the matter at issue, and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on the matter. The onus for declaring a conflict on interest rests solely with the individual member.

11. **Amendments to the Terms of Reference:** Amendments to the Terms of Reference may only be made by resolution of the Council of the Municipality of West Nipissing.

APPENDIX "A"

Agricultural Organizations in West Nipissing

West Nipissing East Sudbury Federation of Agriculture

- Members from all commodity groups
- A lobby group dealing with issues affecting all farmers e.g. property taxes, right to farm, etc
- Funded by check-off on property taxes (can ask for it back)
- Also involved in rural/urban education

West Nipissing East Sudbury Dairy Producers Committee

- Members are dairy farmers
- A grass roots commodity group providing input to the provincial board on dairy issues
- Funding from the provincial board
- Involved in Dairy Educator program in elementary and secondary schools
- Involved in producer education on milk quality issues

West Nipissing Soil and Crop Improvement Association

- Members are crop farmers
- A general farm group dealing with soils and crops issues
i.e environmental farm plan,
Verner research plot projects, forage master competition, seed fair etc
- Funding from provincial organization and membership fee
- Involved in grower education through tours and programs

West Nipissing Holstein Club

- Members are dairy farmers with Holstein cattle
- A cattle breed club fostering improved quality and production of Holstein cattle
- Funding from provincial organization through membership
- Involved in producer education through meetings

West Nipissing East Sudbury Agricultural Support Projects Inc.

- Members are farmers who wish to apply for Heritage Fund projects
- Funding is by membership fee
- The main purpose is agricultural economic development
- Corporation also puts out tenders for supply contracts for projects as required

Sudbury District Cattlemen's Association

- Members are beef farmers
- A grass roots group providing input to the provincial group
- Involved in producer education through workshops and tours

Nipissing Hay Producers Association

- Members are growers of hay
- The purpose of the group is to facilitate the marketing of hay beyond West Nipissing e.g. southern and eastern Ontario, United States, abroad funding is by marketing fee

West Nipissing East Sudbury Veterinary Unit

- Members are farmers and appointees by funding organizations
- The purpose is to oversee the government subsidized veterinary program

- Funding is from OMAFRA, Municipality of West Nipissing, Verner Co-Op, West Nipissing East Sudbury Dairy Producers, etc.

