

Desbarats to Echo Bay Planning Board

27 Barr Road South, Desbarats, ON, P0R 1E0

Agricultural Advisory Committee for the Development of the Desbarats to Echo Bay Planning Board Official Plan

TERMS OF REFERENCE

1. PURPOSE

The Agricultural Advisory Committee is an Advisory Committee established to identify, review, discuss and make recommendations on agricultural designations to the Desbarats to Echo Bay Planning Board (Planning Board) for its Joint Official Plan. Committee members bound by these Terms of Reference are ultimately responsible to the Desbarats to Echo Bay Planning Board.

2. MANDATE

The Mandate of the Advisory Committee of the Planning Board is to:

- a) Be engaged, consulted, and comment on as one common voice of an Advisory Committee of the Planning Board on the proposed Joint Official Plan for the Planning Board that relate to the agricultural community and lands and provide a professional and expert agricultural community perspective;
- b) Represent as many of the following groups as possible but not limited to:
 - Algoma Federation of Agriculture
 - Algoma Cattlemen's Association
 - Algoma Community Pastures Association
 - Algoma Dairy Farmers Association/ Dairy Farmers
 - Algoma Feeder Cooperative Inc.
 - Algoma Horse Association
 - Algoma Maple Syrup Producers
 - Algoma Sheep Producers Association/ Sheep Producers
 - Christian Federation of Farmers of Ontario
 - Organic Farming
 - National Farmers Union
 - Rural Agri-Innovation Network
 - Young Farmers; and
- c) Assist the Planning Board in developing and implementing the Planning Board's Joint Official Plan on agricultural land designation within the Land Evaluation Assessment Review (LEAR) study to the Planning Board; and

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- d) Consult with other community groups and committees on issues of mutual interest.

3. ACCOUNTABILITY

Where appropriate, the Agricultural Advisory Committee will provide the Planning Board with recommendations on an as needed basis through reports to the Planning Board.

4. MEMBERSHIP/VOTING

The Agricultural Committee composition shall consist of:

- a) Four (4) members of the Planning Board (one member from each municipality to include one member being appointed as Chair and one member as Deputy Chair)
- b) Four (4) members of the public at large (one member from each member municipality)
- c) A Total of eight (8) members

Where the Chair is not available to attend a meeting, the Deputy Chair shall assume the role of Chair for that specific meeting. Openings for the public at large memberships shall be chosen by the respective member municipality. Openings for members of the Planning Board shall be chosen by the Planning Board.

Non-Voting Members:

a) Executive Assistant to Committees of the Planning Board shall be the Secretary-Treasurer of the Desbarats to Echo Bay Planning Board.

Voting Members (as in members of the public at large) will:

- a) At all times of their membership on the Agricultural Advisory Committee the member shall be an eligible voter for one or more of the member municipalities; and
- b) Be personally and actively involved in at least one (1) agricultural industry located in the Planning Board area and possess relevant farm experience, technical training in agriculture-based field, and/or current involvement in agricultural activities; and
- c) Commit to active and respectful participation in scheduled meetings that may include evening-time meetings; and
- d) Commit to significant preparation for meetings via agenda review including previous minutes and all documentation; and,
- e) Be prepared to meet with the Planning Board, and/or attend Planning Board meetings upon the Planning Board's request.

5. QUORUM

Quorum for the Agricultural Advisory Committee, per the standards of the Municipal Act, 2001, is five (5) voting members which must include at least one (1) Planning Board representative in the capacity of Chair, regardless of the total number of members in attendance.

6. CLOSED SESSION

A Closed Session shall not be considered an option available to the Agricultural Advisory Committee

7. SUB-COMMITTEES

The establishment of Sub-Committees shall not be considered an option available to the Agricultural Advisory Committee.

8. REMUNERATION

No compensation shall be provided to members of the Agricultural Advisory Committee for their participation.

9. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

Meeting Frequency and Scheduling:

The Agricultural Advisory Committee will meet in person or virtually (where requested) as required at a time that is to be determined and scheduled at the Committee's first official meeting and will be in place until the completion of the Joint Official Plan for the Desbarats to Echo Bay Planning Board.

Additional meetings of the Agricultural Advisory Committee may be called by the Chair, with a minimum of five (5) business days' notice, to address urgent matters. The determination of a matter being deemed urgent will be at the discretion of the Chair.

The Executive Assistant to the Committees of the Planning Board shall send out meeting invites to all Agricultural Advisory Committee members and post notice of the meeting to the Planning Board's webpage.

Meeting Agendas and Quorum Deadlines:

The Call for Agenda Items will be circulated with the meeting invitation. Agenda items shall be set by the Committee Chair, in consultation with and under approval of the Executive Assistant to the Committees of the Planning Board. Members who wish to include an item on the Agenda shall contact the Chair for consideration.

If quorum is not obtained 15 minutes after the scheduled start of the meeting, the meeting shall be cancelled & rescheduled.

Meeting Location:

Meetings will be held in person and virtually (where requested) and the Agenda and Minutes are available on the Planning Boards Webpage. All meetings are open to the public. The location of the Meetings shall be:

*Tarbutt Township Council Chambers
27 Barr Road South, Desbarats, Ontario*

Procedure:

All meetings shall be conducted in accordance with the Planning Boards Establishing By-law 98-01, As Amended.

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Meeting Minutes:

Minutes shall be approved by the Agricultural Advisory Committee within ten (10) business days by email, or by motion at the subsequent Agricultural Advisory Committee meeting. Minutes will be kept by the Executive Assistant to the Committees of the Planning Board who will distribute the minutes to all of the Planning Board in accordance with Planning Board practice.

Terms of Reference:

The Terms of Reference is a living document and will be reviewed by the Desbarats to Echo Bay Planning Board from time to time and/or upon completion of the Desbarats to Echo Bay Planning Board Official Plan.

10. TERM OF THE AGRICULTURAL ADVISORY COMMITTEE

The Agricultural Advisory Committee will be in effect until the completion of the Joint Official Plan for the Desbarats to Echo Bay Planning Board.

11. RELATED POLICIES AND TRAINING REQUIREMENTS

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11

Municipal Conflict of Interest Act, R.S.O. 1990

Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990

Establishing By-law (98-01) As Amended

Code of Conduct Policies for Council or Local Boards (for respective members of each municipality)

Any applicable Policies or By-laws in place for each respective municipality (for respective members of each municipality)