

Advisory Committee Name:	Agricultural Advisory Committee
Meeting Date and Time:	Fourth Wednesday of the Month (bi-monthly – 6 times a year) 2:00 – 3:30 p.m.
Meeting Location:	TBD

Purpose

The purpose of the Agricultural Advisory Committee (AAC) is to provide input and perspective on matters related to agriculture and agri-businesses that impact the Town of Pelham (the “Town”).

Mandate

The mandate of the Agricultural Advisory Committee is to provide feedback, advice and recommendations to Town Council and staff with respect to the following areas:

- Agricultural land use policies
- Agri-tourism
- Value added agricultural uses
- Agricultural infrastructure
- Nutrient management
- Specialty crops
- Agricultural education
- Employment in agriculture
- Emerging agricultural issues, i.e. climate change

Membership:

The Committee shall be appointed by Town Council and comprised of the following:

- One (1) Member of Council (Ex-offio);
- One resident representative who resides in the rural area of the Town and is not involved in the agricultural industry;
- Six residents in the agricultural industry, which may include, but not limited to:
 - A member of the Niagara South Federation of Agriculture
 - A member of the Pelham Greenhouse Growers Group
 - A tender fruit grower

- A grape grower
- A cash crop farmer
- A livestock farmer
- An agricultural processing/agri-business operator
- An agri-tourism operator
- Director of Community Planning and Development, or designate (as a resource);
- Secretary (as an administrative resources).

Applicants must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham;
- Must sign the Councillor Code of Conduct;
- Must sign Confidentiality Agreement;

The meetings of the Agricultural Advisory Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

Schedule and Location of Meetings

The Agricultural Advisory Committee shall meet on the fourth Wednesday of the month from 2:00 p.m. to 3:30 p.m (bi-monthly – 6 times a year), however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

Committees are entitled to a summer/ vacation break.

Term of Committee

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meet during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

Resources and Budget

The Community Planning and Development department is the designated

lead department providing support for the Agricultural Advisory Committee; however, the Agricultural Advisory Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

Meeting Protocols

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the Agricultural Advisory Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amendments to the Terms of Reference

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: January 9, 2023