



# Terms of Reference

## Agricultural Advisory Committee

Approved: 2023-06-06

Amended 2024-03-21

Version 0.2

## 1. Purpose

The Committee's purpose is to act as a voice of the agricultural community and the Saugeen Valley Conservation Authority, as well as to coordinate communication between agricultural organizations within the SVCA jurisdiction. The Committee will identify collaboration opportunities related to the agricultural community and provide feedback to the Board of Directors from the community directly.

The purpose of the Agricultural Advisory Committee is to:

- Improve communications with a diverse agricultural community through information sharing, advocacy, and education.
- Provide an opportunity for input and recommendations on matters considered impactful to the agricultural community including, but not limited to stewardship programming, legislation and policy development, and regulation and plan review policies.
- Identify areas of common interest, issues, or concerns related to the agricultural community to seek action.
- Act as a discussion group to offer communication to the SVCA Board of Directors.

## 2. Authority to Establish Committee

### *Conservation Authorities Act*

Section 18(2) of the Conservation Authorities Act (CAA) states, "an authority shall establish such advisory boards, as may be required by regulation and may establish such other advisory boards as it considers appropriate, 2017, c. 23, Sched. 4, s. 15".

Section 18(3) of the CAA states, "an advisory board shall comply with any requirements that may be prescribed by regulation with respect to its composition, functions, powers, duties, activities, and procedures. 2017, c. 23, Sched. 4, s. 15".

### Saugeen Valley Conservation Authority Administrative By-Law

Section 15 of the SVCA Administrative Bylaw states:

"In accordance with Section 18(2) of the Act, the Authority shall establish such advisory boards as may be required by regulation and may establish such other advisory boards or committees as it considers appropriate to study and report on specific matters.

The General Membership shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings, and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings. Each advisory board or committee shall report to the General Membership, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all members of the Authority.

The Authority may establish committees or ad hoc committees as deemed necessary to deal with short term or long-term matters concerning the operations and programs of the Authority.

Committees make recommendations or suggestions only to the Authority and do not have the power to commit the Authority or its finances to any project or program unless specifically delegated to do so by the Authority.”

### 3. Membership

The Agricultural Advisory Committee shall be composed generally of 14 members, who live, farm or work or represent an organization within the SVCA watershed. Members from the Ontario Federation of Agriculture and other Agricultural groups will be appointed for a biennial term, while Authority representatives will be appointed annually. The SVCA Board of Directors will appoint Advisory Committee members at the Annual Meeting held in January. It will be the responsibility of the individual agricultural organizations to recommend biannually, in writing, their representatives by December 31<sup>st</sup> of the year preceding a change in representation to the SVCA General Manager/Secretary-Treasurer. An invitation for membership would be sent to the agricultural organizations by December 1<sup>st</sup> of the preceding year for which membership on the Advisory Committee is being sought:

a. Ontario Federation of Agriculture:

- 2 representatives from Bruce County Federation of Agriculture
- 2 representatives from Grey County Federation of Agriculture
- 1 representative from Huron County Federation of Agriculture
- 1 representative from Wellington County Federation of Agriculture

b. Other Agricultural Groups:

- 1 representative from Christian Farmers Federation of Ontario (CFFO)
- 1 representative from the National Farmers Union (NFU)
- 1 additional representative from the Agricultural Community (selected annually by the Advisory Committee through an open/by invitation selection process)

If Federations and/or CFFO and/or NFU do not provide their allowed number of representatives the Committee may recommend appointees from other agricultural community groups for appointment by the SVCA Board of Directors.

c. SVCA Authority Representatives:

- 4 members from the Authority appointed at large.
- Chair of the SVCA Board of Directors (*ex-officio*)

d. Agricultural Sector Representative:

- 1 representative appointed to SVCA’s Board of Directors as assigned by the Minister of Natural Resources and Forestry.

e. SVCA Staff Resources:

- General Manager/Secretary-Treasurer;
- Manager, Environmental Planning and Regulations;
- Manager, Forestry and Lands; and/or
- Manager, Water Resources.

## 4. Meeting Arrangements

The Committee will convene a minimum of four times annually subject to agenda content and need. Additional meetings will be at the call of the Chair, if required, for timely matters

The Committee will set its meeting schedule annually at the first meeting of the year.

Meetings will generally be held during regular business hours at the SVCA Administration Office (1078 Bruce Road 12, Formosa, Ontario) at the call of the Committee Chair.

Notwithstanding the foregoing, the Chair of the Committee may call for the meeting to be conducted electronically.

Meeting agenda materials and minutes will be circulated at least 48 hours in advance of when the Committee convenes. The agenda for each meeting will be developed by SVCA staff with input from the Committee Chair.

## 5. Committee Chair and Vice-Chair

If the Minister of the Ministry of Natural Resources and Forestry (MNRF) has designated an agricultural representative to the SVCA Board of Directors per Section 14(4) of the *Conservation Authorities Act*, this member shall be the Chair of the Agricultural Advisory Committee. The Committee shall elect a Vice-Chair from its membership annually at the first meeting of the year.

If the Ministry of the MNRF has not designated an agricultural representative per Section 14(4) of the *Conservation Authorities Act*, the Committee will elect a Chair and Vice-Chair from its membership annually at the first meeting of the year.

## 6. Procedural Rules

The Committee will be subject to all policies and clauses of the SVCA Administrative Bylaws. In the case where these bylaws are silent, Roberts Rules of Order takes precedent.

Quorum is greater than 50% of the Committee. Therefore, a minimum of 8 members constitutes a quorum. Members shall not be represented by proxy vote.

Committee members do not have the authority to direct the activities of SVCA staff and will communicate through the SVCA General Manager/Secretary-Treasurer.

## **7. Decision-Making**

The Agricultural Advisory Committee does not have decision-making authority over the Authority or staff of the Authority. However, the Committee has been created to make recommendations and offer communication in the best interest of the agricultural community to the Board of Directors. Consensus based decisions will be encouraged for all matters, however, if required, simple majority rules will be implemented. Each Committee member shall have full voting rights and be entitled to one vote. Members must be present at the meeting to be entitled to vote. Virtual attendance is permitted.

## **8. Remuneration**

Committee members representing agricultural organizations are not eligible for remuneration for their participation on the Agricultural Advisory Committee. SVCA Board of Director representatives are eligible for a per diem pursuant to the policies established by SVCA.

## **9. Reporting**

Any report from the Agricultural Advisory Committee will be brought forward by the General Manager/Secretary-Treasurer in collaboration with the Chair of the Committee to the Board of Directors. The report will include any recommendations from the Committee and a summary of relevant discussions that took place at the Committee. As part of the report, the Board of Directors will be provided with the recommendations from the Committee for their endorsement. All Minutes from Committee meetings are brought to the Board of Directors once approved by Committee members.

## **10. Resources**

SVCA staff and other resources experts will be invited, as required, to provide additional input to Committee meetings. SVCA will provide administrative support, including the circulation of agenda materials to Committee members and general meeting co-ordination.

## **11. Review**

This Terms of Reference will be reviewed, and amended, if necessary, at the beginning of each new term for the Authority.