



## **Whitestone Agricultural Advisory Committee**

### **Terms of Reference**

#### **1. Goal**

Provide advice to the Municipality of Whitestone on agricultural matters and rural matters as they relate to Agriculture.

#### **2. Mandate**

- a) The Whitestone Agricultural Advisory Committee (WAAC) is a committee of volunteers established by the Municipality of Whitestone in accordance with these terms of reference.
- b) The Terms of Reference allow for a balance between activities referred from the Planning Department, Council and allowance for the WAAC to be proactive and advice on matters identified on its own initiative.
- c) The WAAC will report directly to Council on matters.

#### **3. Scope of Activities**

The scope of activities may include activities such as:

- a) provide advice on issues and concerns of the agricultural community;
- b) provide advice on agricultural and rural policy;
- c) provide advice on the identification and implementation of programs which encourage public awareness and education of agricultural and rural issues;
- d) Provide advice on matters as they arise, at the request of the Municipality.

#### **4. Composition**

The WAAC will be comprised of a minimum of seven members. Two members will be bona fide farmers directly involved in the agricultural industry with registered farms in the Municipality. Two members will be involved in hobby farm/back yard farms for their own personal use and enjoyment. Two members will be public members-at-large from the community with no direct involvement or knowledge of agricultural activities. The final member will be a representative from Council whose role is to act as liaison.

Membership for the WAAC will correspond with the term of Council.

## **5. Membership Selection**

Council shall nominate members that have gone thru the application process to the WAAC in the same matter as they do for other Municipal Committees. The goal is to have diversity in membership engaged in various agricultural activities and rural living. Availability to attend meetings is a consideration. All members must reside or own property within the Municipality of Whitestone.

## **6. Officers**

A Chair and a Secretary will be elected annually by the membership of the WAAC. The Council representative will chair the inaugural WAAC meeting.

## **7. Meetings**

Meetings shall be set by the Chair in consultation with the Committee. Meeting frequency and duration will be determined by matters of relevance before the Council and matters deemed important by the WAAC.

All meetings are open to the public.

Quorum shall consist of a majority of the sitting members.

## **8. Remuneration**

WAAC members shall serve without remuneration

## **9. Minutes and Agenda**

The minutes of each meeting will be submitted to Council for approval

Agendas will be distributed the week prior to the meeting.

## **10. Committee Resolutions**

The WAAC will seek to achieve consensus on decisions. Recommendations are carried if supported by the majority. Only resolutions as they appear in the adopted minutes may be considered as officially representing the position of the WAAC. Resolutions are for Council consideration and the WAAC recognizes that it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality.

## **11. Conduct**

The Conduct of the WAAC members shall be in keeping with Council Policy.