



MANDATE

The purpose of the Advisory Committee is to:

- a) Address issues and concerns and to provide a forum for the exchange of information regarding the East Hants agricultural industry. The advisory committee will make recommendations to the East Hants Planning Advisory Committee when required or requested.
- b) Assist Municipal Council in the implementation of provincial legislation related to the agricultural industry.
- c) Review studies, plans, and proposals related to agriculture in East Hants and provide comments and recommendations to the Planning Advisory Committee.
- d) Review land use applications regarding large parcels of agricultural land and provide recommendations to the Planning Advisory committee.
- e) Proposed policy changes that would affect the agricultural district.

The AAC will review the following, only by request of PAC, if that Committee decides that the proposal may likely alter or diminish agricultural operations in the Municipality:

- a) Development agreements for agriculturally zoned properties.
- b) Small scale boundary adjustments affecting agricultural land.
- c) Housekeeping amendments to agricultural policies and regulations.

The committee shall consider the following when reviewing planning applications or agricultural related issues:

- a) The effect of the proposal on the agricultural potential of the subject property;
- b) the effect of the proposal on surrounding agricultural operations; and
- c) possible acceptable alternatives to the proposal, where deemed appropriate.

The goals of the Advisory Committee are to:

- Encourage investment in agriculture and to ensure that portions of the rural landscape are reserved for future generations.
- Identify, protect, and foster the agricultural industry within the Municipality of East Hants and minimize conflicts between agricultural operations and other land uses.
- Support Municipality of East Hants farmers and agricultural organizations as valuable contributors to the community and the economy.
- Promote healthy rural communities that contain living, working, and recreational activities that respect agricultural resources and the natural environment.

MEMBERSHIP

The Agricultural Advisory Committee shall consist of:

- 2 Councillors appointed by Council
- 1 member appointed by the Federation of Agriculture
- 1 member appointed by Nova Scotia Agriculture
- 2 farmers in East Hants appointed by Council
- 3 citizens-at-large appointed by Council

PUBLIC MEMBER SELECTION PROCESS

To ensure openness, accountability, and transparency, a public advertisement will be issued at the end of every term to consider public member positions.

Public members representing an organization should include a letter of support from that organization.

Openings for farmers of East Hants and citizens-at-large members shall be publicly advertised. All residents of East Hants are invited to apply. Farmers must self-identify. If more than two farmers apply for Committee membership, preference will be given to those registered as bona- fide farmers with the Province, and those living/ farming within the zoned areas of the Municipality. If all applicants fit these criteria, Council will appoint members in an attempt to represent different commodity groups. Other members should have experience in or knowledge of farming and agricultural issues. Recommendations for membership shall be made to East Hants Council via the Nominating Committee.

QUALIFICATIONS

A request shall be made to Nova Scotia Agriculture and to the Federation of Agriculture for a member to be appointed to the Advisory Committee. The representatives of these agricultural organizations should have special rural and agricultural qualifications, interests and abilities, and have the time to commit to the Advisory Committee.

MEETINGS

- a) The Advisory Committee shall meet on an annual basis or more frequently as required.
- b) Agenda items will be compiled by the Planning and Development Department, any agenda items should be forwarded to Planning staff at least two weeks in advance of meetings. Agendas and staff reports shall be made available to the Advisory Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to Council Chambers Online prior to the scheduled Advisory Committee meeting.
- c) Decisions of the Advisory Committee shall be decided by a majority vote of those members present at a meeting.
- d) Meetings shall be open to the public.
- e) The Advisory Committee meeting notes are public and shall be made available to residents of East Hants upon request.

ATTENDANCE

A Committee member, without leave of the Committee, is absent from three consecutive meetings of the Committee, ceases to be qualified to serve.

CHAIR AND VICE CHAIR

A Councillor shall serve as Chair. A Chair and Vice- Chair shall be elected at the first meeting of the Committee term and shall serve for a four-year term. The Chair and Vice -Chair may be reappointed for subsequent years. Should the Chair and Vice Chair be absent from the meeting, the remaining members of the Committee may appoint an acting Chair.

QUORUM

Quorum constitutes of a majority of the total number of Advisory Committee members.

CONFLICTS OF INTEREST

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

ROLE AND RESPONSIBILITY OF EAST HANTS STAFF

Staff representatives from the Municipality of East Hants Planning and Development Department shall provide administrative and research support to the Advisory Committee. This includes, but is not limited to the preparation and distribution of agendas and staff reports.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type

VERSION LOG

Version Number	Amendment Description	Editor	Owner	Approver	Approval Date
1	Formalization of the Terms of Reference	Manager of Planning	CAO	Council	July 28, 2021

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that these Terms of Reference were duly approved.



Kim Ramsay, CPA, CMA
CAO/Municipal Clerk