

**Killick Coast Agriculture Advisory Committee Terms of Reference**

***Notations for further document reading:***

**1/ Agricultural Activities (committee def.) -** This term throughout the document encompasses any activities related to small and large-scale farming, food production, food security, horticulture, environmental, natural gathering of food, value-added secondary processing, alternative energy sources related to agriculture, security, employment, education and care of and husbandry of traditional and contemporary animals related to agriculture.

**Goal**

To achieve a collective voice that works towards sustaining the vitality of the Killick Coast regions agricultural activities and food security economic base and food security.

**Mandate**

The Killick Coast Agricultural Advisory Committee (KCAAC) is a volunteer sub-committee of the Portugal Cove – St. Philip’s (PCSP) Chamber of Commerce that will make recommendations to governments and local agri-businesses on issues and opportunities identified in the 2022 Killick Coast Agriculture Strategic Plan (KCASP). This includes but is not limited to assisting with the best practices, development and/or expansion of:

* Nutrient Management;
* Agricultural Related Land Use Policies;
* Alternative Energy Resources;
* Food-tourism;
* Value Added Agriculture;
* Agricultural Infrastructure and Construction;
* Agricultural Education;
* Specialty Crops;
* Future Employment in Agriculture incl. skills acquisition
* Local and Global Selling of Agricultural Products
* Home-based gardening
* Community gardens
* Environmental issues
* Ecological issues
* Fostering of regenerative practices
* Embrace regimes for environmental and organic farming and integrative pest management practices
* Appropriate municipal policies & supports
* Any other emerging agricultural Issues

**Scope of Committee Activities**

The scope of the KCAAC shall include aspects and best practices such as:

a)  To assist the Killick Coast municipalities with the implementation of agricultural goals, objectives and policies;

b)  Provide comments and recommendations on issues and concerns of food producers and agricultural organizations;

c)  Identify key issues of concern for agriculture activities including horticulture and food producers and foraging which can be addressed by municipal, provincial and federal governments.

d)  Provide comments and recommendations on alternative solutions, approaches, plans or studies dealing with agriculture activities including horticulture, food production and related issues which are within the responsibilities and financial capabilities of the Municipalities;

e)  Identify and implement programs which encourage public awareness, land stewardship and education on agricultural and rural issues;

f)  Inform individuals, groups and businesses of municipalities agricultural goals, objectives and policies;

g)  Consult with other community groups on issues of mutual interest;

h)  Provide comments and recommendations as requested by the Town Councils on relevant miscellaneous matters as they arise.

**Committee Composition**

1. The KCAAC shall consist of 3 Executive committee members; a minimum of 4 at-large committee members; a sub-committee consisting of representatives of all seven communities in the Killick Coast region (where and when possible as dependent on their interest and availability) and a recording secretary.
2. A majority of the membership 1/3rd shall constitute for a quorum.
3. Members of the Committee are appointed as voluntary representatives of a particular interest group or as members at large. A Chair and Vice-chair shall be appointed by the Committee and must be a member of the Committee. It is comprised as follows:
	1. Executive Committee (Chair (MM), Vice-Chair (AW), Town Liason (CD))
	2. Recording Secretary (TL)
	3. Sub-Committee: Town Representatives (PCSP, Torbay, Flatrock, Pouch Cove, Bell Island, Baulin and LB-MC-OC)
	4. At-Large Board of Directors: DW, DR, EM, EG

*\*committee persons listed are as of October 2022.*

1. The members shall possess expertise, experience and willingness to devote the necessary time to the Committee. Members will be selected to provide an appropriate representation of various agriculture activities and municipal interests.
2. All members have the duty to advise of any conflict of interest with respect to all matters before the committee. Members should decline to participate in the disposal of a matter where a real or apparent conflict is present.
3. Community experts may be called upon as non-voting members as required.
4. Established by the PCSP Chamber of Commerce, the KCAAC and its members will conduct itself in accordance with these Terms of References and Chamber by-laws.

**Meetings and Reporting**

1. The KCAAC shall determine the location and frequency of meetings. Committee members, if absent for three consecutive meetings without reason being given at least 24 hours in advance of the meeting, will be considered to have lost interest in the Committee and will be informed of his or her being removed from the Committee. If any member is dropped from the Committee or resigns from the Committee, another representative will be found.
2. The Committee, by resolution or through its Chair, may invite any individual, interest group, agency or staff to appear at a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its mandate.
3. All, or some, committee members may participate electronically in meetings and count towards quorum.
4. Minutes of the Committee meetings shall be submitted by the recording secretary to the Committee Chair within 2 working days.