

## **NSFA Farm Registration Committee Terms of Reference**

### **OBJECTIVE**

To create a forum that will enable discussion of Farm Registration System currently being administered by Service Nova Scotia and the NS Department of Agriculture, including but not limited to the five year review of the Farm Registration Fee Structure.

### **COMMITTEE REPRESENTATION**

Representation on the Committee will consist of:

- President of NSFA
- 1<sup>st</sup> Vice-President of NSFA
- 4 NSFA Members at Large
- Executive Director of NSFA - ex officio
- Associate Director of NSFA - ex officio

Planning and secretarial support will be provided by the NSFA.

Meeting participation will be expanded on an 'as needed' basis. Industry, Government and other individuals may be invited to attend meetings and share expertise when required.

Each new committee membership is a 3-year term, for a maximum of 2 terms. Existing members will be introduced to staggered terms, any current member will be eligible for a 1,2, or 3-year term renewal (selected by random draw).

### **MEETING LOGISTICS**

#### **Chair:**

Meetings will be chaired by the NSFA Executive Committee Representative.

#### **Frequency and Scheduling:**

Meetings will be held on an "as needed" basis with the goal to have a proposal ready for the September, 2018 Council of Leaders meeting.

#### **Location:**

Meetings will be held in Truro or in any other location as needed. Depending on the topic(s) some meetings may be facilitated through a conference call.

#### **Agenda Setting:**

Agenda items will deal with broad concerns regarding membership in NSFA and other related topics that are of interest to the industry overall or to a significant sector.

#### **Records of Discussions:**

Attendance and outcomes of discussions (agreed upon decisions) with 'move forward' actions will be recorded.

## **OPERATING PRINCIPLES**

1. Discussions are open and frank and committee members exercise discretion with information that is confidential in nature and that is shared in confidence.
2. Committee members participate in good faith respecting the fact that there may be differences of opinions based on their respective size of operations and interests.
3. Committee members seek to find common ground on matters of shared/ common interests and are committed to moving forward decisions and actions that have been mutually agreed upon.
4. Points of view and understanding of this committee in its majority will be endorsed by the committee.

## **ROLES and RESPONSIBILITIES**

### **NS Federation of Agriculture will:**

- Provide dates for the meetings;
- Participate in agenda preparation;
- Determine and coordinate required meeting participation;
- Ensure meetings are conducted in accordance with operating principles;
- Provide required support materials;
- Provide information to the Council of Leaders and membership by Newsletter, website, and E-News letter;
- Be responsible for all written correspondence and be the signatory on behalf of the committee; and
- Provide coverage for expenses for NSFA representatives attending meetings of this group.

### **Committee Members will:**

- Provide leadership in the area of implementation of the requests made to the committee or contained within resolutions.
- Attend Committee meetings and participate in Committee activities whenever possible; three consecutive missed meetings without cause triggers automatic dismissal from the committee.

Approved by February, 2018 Council of Leaders meeting