

GLYPHOSATE AD HOC COMMITTEE Terms of Reference

Purpose

The purpose of the Annapolis County Glyphosate Ad Hoc Committee is to review the current use of glyphosate within Annapolis County and make recommendations for its future safe use or discontinuation of use within the legal jurisdiction of the municipality to act.

Authority

Annapolis County Glyphosate Ad Hoc Committee has been granted its legal authority to assist municipal council with a review of glyphosate usage within Annapolis County through permission from Council of Municipality of the County of Annapolis on January 21, 2025. Council's authority for this committee is established through Sections 9A and 24 of the *Municipal Government Act*.

Scope

The scope of the Annapolis County Glyphosate Ad Hoc Committee shall be limited to the following:

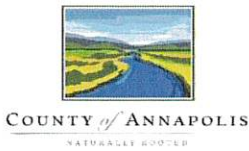
- a. Research and document the current uses of glyphosate within Annapolis County including users, amounts, locations and the reasons for such use; and
- b. Review current legislation federally, and if applicable provincially, related to the storage, handling, and use of glyphosate; and
- c. Consider presentations from various persons and professional organizations with technical and scientific knowledge in the use of glyphosate within Nova Scotia; and
- d. Make recommendations to municipal council concerning the future use of glyphosate within Annapolis County within the legal parameters of the municipality's authority to act.

Role of Chairperson

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given by the Ad Hoc Committee to Council, including the provision for adoption of work plans, policy directions, development of strategies, performing scientific and financial analysis, as well as all other items incidental to the effective ad hoc committee's work.

Role of Vice Chairperson

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.



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Role of Chief Administrative Officer

Chief Administrative Officer shall ensure that the Ad Hoc Committee focuses on its approved mandate and completes its analysis and work within its approved timeline, including considering the use of municipal staff to organize meetings.

Membership

Membership on the Annapolis County Glyphosate Ad Hoc Committee shall consist of up to seven persons and include the following duly appointed pursuant to Section 24 of the *Municipal Government Act*:

- a. two elected representatives from Municipality of the County of Annapolis; and
- b. one representative from Nova Scotia Federation of Agriculture; and
- c. one representative from Nova Scotia Power; and
- d. one representative from an Annapolis County forestry business; and
- e. one representative whose current educational and work background is directly related to the scientific study and use of chemicals on lands, food, or water; and
- f. one representative of a not-for-profit organization who mandate it is relates to the protection and preservation of the environment.

Members of the Ad Hoc Committee must have strong community knowledge, a solid understanding of municipal, provincial, and federal government operations, governance and practices, as well as knowledge and ability to understand and comprehend complex scientific reports, analyses, and data calculations.

Reporting Relationship

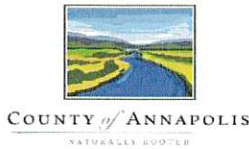
Annapolis County Glyphosate Ad Hoc Committee shall report directly to the Council of Municipality of the County of Annapolis and to the Chief Administrative Officer for operational and administrative support.

Duration of Mandate

The mandate of the Annapolis County Glyphosate Ad Hoc Committee shall be from January 21, 2025, to January 20, 2026.

Frequency of Meetings

Meetings of the Annapolis County Glyphosate Ad Hoc Committee shall be held on such day as the Ad Hoc Committee decides at the first meeting of the Ad Hoc Committee, with such meetings taking place at the time agreed to by the Ad Hoc Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Ad Hoc Committee and prior notification is provided to Ad Hoc Committee members.



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Quorum Requirements

No decisions may be made at any Annapolis County Glyphosate Ad Hoc Committee meeting unless at least one elected representative from Municipality of the County of Annapolis is present, and no less than six members in total are present and vote at such meetings.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Annapolis County Glyphosate Ad Hoc Committee shall be provided to each member of the Working Group within a reasonable time after the conclusion of such meeting. The Chairperson or their designate shall be responsible for preparing and submitting meeting minutes to the Municipal Clerk within 7 days after the conclusion of each meeting. An agenda and meeting package shall also be prepared by the Chairperson and provided to each member of the Ad Hoc Committee at least five days prior to every meeting.

Conflict of Interest

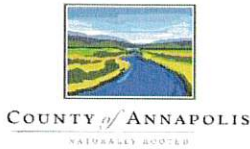
It is expected that all members of the Annapolis County Glyphosate Ad Hoc Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Ad Hoc Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

Resources

Annapolis County Glyphosate Ad Hoc Committee shall operate independently and carry out their own research, minute taking, and report writing in order to undertake the required research it needs in order to make the most appropriate decisions and recommendations in a timely manner. Requests for any funding required shall be made by the Chairperson directly to Council with the specific details of the request. No specific funding is being allocated to this committee.

Decision Making Process

All decisions of the Annapolis County Glyphosate Ad Hoc Committee shall be made by consensus vote of Ad Hoc Committee members. Where a consensus is not forthcoming, the decision shall be determined in the negative. The Ad Hoc Committee has authority to oversee and facilitate the research and data collection process by researching glyphosate information amongst committee members or other government sources.



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Confidentiality

All meetings of the Annapolis County Glyphosate Ad Hoc Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Ad Hoc Committee. Information and reports of the Ad Hoc Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications and messaging from the Annapolis County Glyphosate Ad Hoc Committee’s work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Ad Hoc Committee will be supported by all members of the Ad Hoc Committee upon ratification. This does not limit the ability of individual member’s from speaking freely with the media, but in all such cases the individual Ad Hoc Committee member should be clear that it is their personal opinion and not that of the Ad Hoc Committee.

Reporting

At least quarterly, the Chairperson shall provide a written report to municipal council concerning the Ad Hoc Committee’s work plan progress to date, focus, strategies, and priorities. Should Council request an oral presentation, this request will be made to the Chairperson.

Responsibilities

Annapolis County Glyphosate Ad Hoc Committee shall be responsible for creating and applying municipal success factors considering the current political climate in Annapolis County for residents, businesses, and communities, and the challenges and risks associated with them by reviewing legislation, requesting and analyzing information brought before it by subject matter experts, and making timely decisions and recommendations to Council that are in the best interests of Annapolis County as a whole.

Approved by Municipal Council: January 21, 2025
SR2025-11



Chief Administrative Officer

January 21, 2025
Date

At Annapolis Royal Nova Scotia