



The Advisory Committee to the Canada Agricultural Review Tribunal

Terms of Reference

Objective

The Canada Agricultural Review Tribunal (the Tribunal)'s Advisory Committee (Committee) assists the Tribunal in ensuring that its procedures and practices are as fair, accessible, and efficient as possible.

Mandate

The Committee is a forum where:

- The Tribunal may share and obtain feedback on its organizational priorities;
- The Tribunal may consult members on proposed changes to its operations or policies, as appropriate;
- Members may provide comment and advice on current and emerging issues relating to the Tribunal's operations as they affect the people who use the Tribunal's services; and
- Members may provide comment and advice on the Tribunal's approach to engagement and communications about its work, including its forms, informational material, and the publication of its decisions.

The Committee does not discuss the merits of individual cases.

So that the Committee functions in an atmosphere that encourages candor, members of the Committee maintain reasonable discretion and confidentiality with respect to Committee discussions.

The Tribunal may report back to the Committee on the topics discussed at Committee meetings (for example, on changes to Tribunal practices resulting from feedback provided from the Committee).

Composition

The Committee's membership includes at least four representatives from organizations that represent the Tribunal's most common applicants (for example, abattoirs, live animal transportation companies, farmers, animal product importers, and unrepresented litigants).

The Tribunal's two most common respondents, the Canadian Food Inspection Agency and the Canada Border Services Agency, each have one representative participate as observers.

The Tribunal's Chairperson, one of the Tribunal's regular adjudicators, one of the Tribunal's lawyers, and the Tribunal's Registrar are members of the Committee.

Structure and Terms

Members of the Advisory Committee are invited by the Tribunal to participate based on their expertise or history with the issues that come before the Tribunal.

All Committee Members are asked to serve on a voluntary basis for two-year renewable terms.

One Committee Member is elected by the Committee Members to serve as Chair of the Committee for a two-year renewable term. The Committee's Chair may appoint vice-chairs as required.

The Committee may strike and structure subcommittees to address specific issues as required.

Committee Members are responsible for their own expenses for activities related to their participation in the Committee.

The Committee will meet at least once per year.

The Tribunal's Chair and the Committee's Chair coordinate to set the agenda and schedule of the Advisory Committee.

The Tribunal's Registry performs secretariat functions in support of the Committee.