

**Terms of Reference of the Advisory Committee to the
Minister of Acadian Affairs and Francophonie
October 2017**

1. Purpose

- (a) The Advisory Committee to the Minister of Acadian Affairs and Francophonie (Advisory Committee) reports to the Minister of Acadian Affairs and Francophonie (Minister).
- (b) The Advisory Committee shall inform and advise the Minister of the way the policies, programs and services of the provincial government affect the Acadian and Francophone community of Nova Scotia.
- (c) The Minister may consult the Advisory Committee on concerns or views regarding government decisions that impact the Acadian and Francophone community of Nova Scotia.
- (d) The Advisory Committee may suggest courses of action which encourage the development of the Acadian and Francophone community of the province and which promote the delivery of government services in French.

2. Membership

- (a) The Advisory Committee consists of six (6) individuals from the Acadian and Francophone community in Nova Scotia appointed by the Minister.
- (b) The Minister will consult the Fédération acadienne de la Nouvelle-Écosse for nominations for half of the membership of the Advisory Committee, three (3) of the six (6) members.
- (c) Members will be chosen to ensure the highest possible representation of the Acadian and francophone community of Nova Scotia while respecting the fact that, to be functional, the number of members on the Advisory Committee must be limited.
- (d) The Minister can change the membership and number of members as deemed necessary.

3. Term of Office

- (a) The term of office of the members of the Advisory Committee shall be of either one or two years.
- (b) To ensure continuity and development of the Advisory Committee, special attention must be given not to change all members of the Advisory Committee at the same time.

4. Role of Members

- (a) Members play an advisory role to the Minister.
- (b) The Minister and the Executive Director of the Office of Acadian Affairs and Francophonie are spokespeople for the Advisory Committee.

5. Responsibilities of Members

- (a) Each member is expected to keep abreast of the priorities and current issues of the Acadian and francophone community across the province.
- (b) Members commit themselves to participate in discussion of the Advisory Committee in good faith and in a spirit of openness and of collaboration.
- (c) Confidentiality of discussions held during meetings must be maintained.

6. Chair of the Meetings

- (a) The Minister shall select one member of the Advisory Committee to act as chair of the meetings.

7. Meetings

- (a) Meetings will be held four (4) times during the fiscal year, from April 1st to March 31st of the following calendar year.
- (b) Meetings shall be convened through the Office of Acadian Affairs and Francophonie at the request of the Minister, or as required, with at least one month's notice, if possible.
- (c) A meeting may be convened at the request of the Advisory Committee if the members, in consultation with the Executive Director of the Office of Acadian Affairs and Francophonie, deem it necessary.

8. Role of the Office of Acadian Affairs and Francophonie relative to the Advisory Committee

- (a) The Office of Acadian Affairs and Francophonie provides administrative support to the Advisory Committee.

9. Honoraria and Expenses

- (a) Members of the Advisory Committee will not receive honoraria for their participation in meetings.
- (b) All expenses related to travel will be reimbursed based on the Province's rates.

10. Quorum

- (a) The quorum for every meeting of the Advisory Committee is set at 50% of the current membership, plus one.