



Staff Report

Administration

Report To: Committee of The Whole
Meeting Date: June 10, 2019
Report Number: FAF.19.086
Subject: Agricultural Advisory Committee Revised Terms of Reference
Prepared by: Shawn Everitt, Interim Chief Administrative Officer

A. Recommendations

THAT Council receive Staff Report FAF.19.086, entitled "Agricultural Advisory Committee Revised Terms of Reference";

AND THAT Council approve the revised Agricultural Advisory Committee Terms of Reference as presented in Attachment 1 of Staff Report FAF.19.086.

B. Overview

This staff report provides Council with a revised Terms of Reference for the Agricultural Advisory Committee following direction at the January 30, 2019 Council Meeting.

C. Background

At the January 30, 2019 Council Meeting, Council provided staff with the following direction:

THAT Council receive Staff Report FAF.19.012, entitled "Appointment of one Council Member to the Agricultural Advisory Committee";

AD THAT Council approve the Agricultural Advisory Committee Terms of Reference to include one member of Council as presented;

AND THAT Council appoint Councillor Andrea Matrosovs as Council representative on the Agricultural Advisory Committee;

AND THAT Council direct staff to provide staff resources required to assist in the review and revision of the existing Terms of Reference dated 2008;

AND THAT the Agricultural Advisory Committee with staff resources being provided review and update the existing Terms of Reference dated 2008 and bring forward a revised draft Terms of Reference for future Council review and consideration, **CARRIED**.

Further to this direction, staff, in coordination with the Agricultural Advisory Committee (“AGAC”) considered changes to the Terms of Reference.

D. Analysis

The Terms of Reference for AGAC has been revised as follows:

1. Updated to the new Terms of Reference template, including the standard headings within;
2. Simplified mandate;
3. Inclusion of one (1) Council member as a Voting member, thereby increasing AGAC by 1 member, from eight (8) to nine (9);
4. Robust Meeting Details, Agenda, Minutes, and Procedure per the updated Terms of Reference template;
5. Reference to Related Policies & Training Requirements

The fully revised Terms of Reference was approved by AGAC at the May 16, 2019 meeting through the following motion:

THAT the AGAC endorse the revised Terms of Reference of April 2019 and direct Staff to provide the revised AGAC Terms of Reference to Council for consideration and approval, **CARRIED.**

Staff are recommending that Council approve the revised Terms of Reference, as endorsed by AGAC and provided as Attachment 1 to this report. The existing Terms of Reference for AGAC is included as Attachment 2 for ease of reference.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manager Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #1 To Be an Employer of Choice
Objective #2 Improve Internal Communications Across our Organization
Objective #3 To Consistently Deliver Excellent Customer Service
Objective #4 To Be a Financially Responsible Organization
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable
Objective #3 Implement Best Practices in Sustainable Infrastructure
Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

N/A

G. Financial Impact

N/A

H. In consultation with

Agricultural Advisory Committee

Executive Assistant Committees of Council

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca.

J. Attached

1. Draft Revised Terms of Reference – Agricultural Advisory Committee, dated April 18, 2019
2. Existing Agricultural Advisory Committee Terms of Reference

Respectfully submitted,

Shawn Everitt
Interim Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Interim CAO
cao@thebluemountains.ca
519-599-3131 extension 234



Agricultural Advisory Committee

TERMS OF REFERENCE

1. PURPOSE

The Agricultural Advisory Committee (“AGAC”) is an advisory committee of Council established to identify, review, discuss, and make recommendations to Council on agricultural related issues.

2. MANDATE

The Mandate of the Town’s AGAC is to:

1. Review and comment on proposed Official Plan Policy and any Zoning By-law Amendments that affect the agricultural area;
2. Identify key issues of concern for agriculture which can be addressed by local, regional, and provincial governments;
3. Provide advice, comments and recommendations on economic strategies, development plans or studies dealing with agriculture and a wide range of other rural issues;
4. Advise Council of changes and key issues within the agricultural industry;
5. Identify and recommend programs which encourage public awareness, land stewardship, and education of agricultural and rural issues;
6. Work in partnership with staff and local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.

3. MEMBERSHIP / VOTING

The AGAC will be comprised of up to nine (9) voluntary members who are appointed by Council for a term that runs concurrently with Council plus an additional six (6) months post-election. Composition is noted below:

Voting Members:

- 1 Member of Council
- 8 Members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise. The agricultural community who are residents of The Blue Mountains, and any nominated representative of an organization involved in agricultural and rural issues are invited to apply.

Non-Voting Members:

- Chief Administrative Officer as ex-officio
- Department Directors/Managers, as requested by the AGAC
- Recording Secretary

Members will:

1. Represent as many of the following groups as possible and provide appropriate representation of various agricultural interests:
 - a) Grey Cattlemen's Association;
 - b) Georgian Bay Fruit Growers Association;
 - c) Christian Farmers;
 - d) National Farm Union;
 - e) Ontario Federation of Agriculture;
 - f) Young Farmers;
 - g) Organic Farming;
 - h) Sheep Producers/Dairy Farmers.
2. Possess relevant farm experience, technical training in an agriculture-based field, and/or current involvement in agricultural activities;
3. Commit to full participation in regularly scheduled evening-time meetings;
4. Commit to significant preparation for meetings via agenda review including previous minutes and all documentation;
5. Be prepared to meet with Council, and/or attend Council and Committee of the Whole meetings upon Council's request.

4. QUORUM

Quorum for the AGAC, per the standards of the *Municipal Act, 2001*, is 5 voting members, which must include at least one (1) Council representative, regardless of the total number of members in attendance.

The Council representative appointed to the AGAC counts towards quorum. The Mayor is an ex-officio member of the committee and does not count towards quorum but does have the right to vote and make motions.

5. SUB-COMMITTEE

Should the AGAC feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates and timelines. Membership on sub-committees may include additional individuals with specific expertise who are not Council-appointed AGAC members. Sub-committees must include a member of Council in their composition and shall be composed such that a quorum of the membership is not met (maximum sub-committee membership of quorum minus 1). Sub-committees will not have the support of the Recording Secretary and will provide an accessible report on sub-committee matters to the AGAC on a minimum of a quarterly basis.

6. REMUNERATION

No compensation shall be provided to members of the AGAC for their participation.

7. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

The AGAC will meet monthly on the third Thursday of the Month at 6:00 p.m. Additional meetings of the AGAC may be called by the Chair.

The Recording Secretary shall send out meeting invites to all AGAC members and post notice of the meeting to the Town's website.

The Call for Agenda Items will be circulated with the meeting invitation along with a deadline for quorum to be obtained. Agenda items shall be set by the Committee Chair, in consultation with and under approval of the Chief Administrative Officer. Members who wish to include an item on the Agenda shall contact the Chair for consideration. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the AGAC does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

Meetings may be held in the Council Chambers at the Town Hall, 32 Mill Street Thornbury. If the Council Chambers are not available an appropriate alternative location will be selected. Committee Chairs shall be appointed for a term of eighteen (18) months for a total of 3 Chair appointments for the 2018-2022 Term of Council. The final term cannot be Chaired by a member of Council.

All meetings are open to the public. Committee meetings are not live streamed, nor video and voice recorded.

Minutes shall be approved by AGAC within ten (10) business days by email, or by motion at the subsequent AGAC meeting. Minutes will be kept by the Recording Secretary who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.

8. RELATED POLICIES & TRAINING REQUIREMENTS

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)

DRAFT

February 04, 2008

**AGRICULTURAL ADVISORY COMMITTEE OF THE BLUE MOUNTAINS
TERMS OF REFERENCE**

1.0 Goal

- 1.1 To identify, review, discuss and make recommendations to staff on agricultural related issues.

2.0 Mandate

- 2.1 The Agricultural Advisory Committee of the Town of The Blue Mountains (AAC) is a volunteer advisory committee established by the Municipality in accordance with these Terms of Reference. Committee members are bound by these Terms of Reference while providing advice to the staff of the Town of The Blue Mountains.

2.2 Scope of Committee Activities

The scope of the Committee shall include activities such as:

- a) Providing advice, comments and recommendations on issues and concerns of farmers and agricultural organizations.
- b) Reviewing and commenting on proposed Official Plan Policy and any Zoning By-law Amendments that affect the agricultural area.
- c) Identifying key issues of concern for farmers which can be addressed by municipal government.
- d) Providing advice, comments and recommendations on economic strategies, development plans or studies dealing with agriculture and a wide range of other rural issues.
- e) Advising Town staff of changes and key issues within the agricultural industry.
- f) Identifying and recommending programs which encourage

public awareness, land stewardship and education of agricultural and rural issues.

3.0 Committee Composition

- 3.1 The Agricultural Advisory Committee of the Town of The Blue Mountains shall consist of eight (8) voluntary members who are appointed by Council for a term ending November 30, 2010, to coincide with the term of Council. A majority of the membership, five (5), shall constitute a quorum.
- 3.2 Members of the Committee to be appointed should represent as many of any of the following groups as possible:
 - a) Grey Cattlemen's Association (1)
 - b) Georgian Bay Fruit Growers Association (1)
 - c) Christian Farmers (1)
 - d) National Farm Union (1)
 - e) Ontario Federation of Agriculture (1)
 - f) Young Farmers (1)
 - g) Organic farming (1)
 - h) Sheep Producers/Dairy Farmers (1)
- 3.3 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 agricultural interests (dairy, beef, apple, tender fruit, greenhouse, cash crops, commodity groups, etc.).
- 3.4 Openings for membership shall be publicly advertised. All of the farming public and any nominated representative of an organization involved in agricultural and rural issues are invited to apply. Applicants must live in the Town and will submit the attached application form to the Town of The Blue Mountains Clerks Department. Applicants shall possess knowledge of agricultural issues within The Blue Mountains and a Farm Business Registration (FBR) Number, preferable (but not mandatory). Applicants may also possess relevant farm experience, technical training in an agriculture-based field, and/or current involvement in agricultural activities. Members will be formally appointed by Town Council.

- 3.5 Resource People to Attend Meetings will include appropriate Town staff.
- 3.6 A Chair and Vice-chair shall be selected by the Committee and both must be a member of the Committee.

4.0 Meetings and Reporting

- 4.1 The Town of The Blue Mountains shall schedule the location and frequency of meetings. It is anticipated an average of once a month. Committee members, if absent for three consecutive meetings without a 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 removed from the Committee or resigns from the Committee, the Clerk of the Town of The Blue Mountains shall be informed and a new member shall be appointed by Council.
- 4.2 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.

5.0 Communicating with the Municipality

- 5.1 Recommendations from the Committee shall be submitted to appropriate Town staff for inclusion in reports to Council.