Burlington Agricultural and Rural Affairs Advisory Committee
Agenda

Date: March 13, 2019
Time: 7:00 pm
Location: Room 247, Level 2, City Hall

Pages

1. **Welcome and Introductions**

2. **Committee Orientation**

3. **Regular Items:**

   3.1 Draft Terms of Reference — 1 - 5

   3.2 2019 meeting schedule

   3.3 Chair/Vice Chair positions

4. **Other Business:**

5. **Adjournment:**

NAME: Burlington Agricultural and Rural Affairs Advisory Committee (BARAAC)

REPORTS TO: City Council through the Planning and Development Committee

CLERK: Committee Clerk, Clerks Department

TYPE: Citizen Advisory Committee

ESTABLISHED: By-law No. Date Report/Item No.

REVIEW: The Clerks department is currently reviewing all advisory committee terms of reference. These terms of reference will be updated to reflect any approved changes by March 2019.

TERMS OF REFERENCE: 5 Pages

LIST OF AMENDMENTS: Date Report/Item No.

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1) Background

On April 26, 2018, through its review and adoption of the new Burlington Official Plan, Council directed the City Clerk to establish an Agricultural and Rural Affairs Advisory Committee of Council, with appropriate resources and staff support, beginning in the next term of Council (SD-11-18). The Agricultural and Rural Affairs Committee shall be established as an advisory committee to Burlington City Council and will report to the Planning and Development committee.

Rural Burlington, located on the edge of a major urban area, faces significant pressures and challenges as a community, but also significant opportunities. The protection and strengthening of the rural community is the city's overarching goal in planning for the rural area. This means conserving the area's rural character and protecting and enhancing its natural environment while enabling the rural economy to evolve and change. The economic viability of farming is central to the future of the rural community.

2) Mandate

The mandate of the committee is:

1. To advise and assist in the implementation of Burlington's agricultural and rural goals, objectives and policies:

a. by soliciting and co-ordinating the interests and concerns of Burlington's agricultural industry and rural community and communicating those interests and concerns to Council;
b. by responding to requests for advice from Council and city staff;
c. by reviewing and commenting on city policies, plans and programs such as the city's strategic plan, official plan, and other master plans, strategies and studies as relevant to the agricultural and rural community;
d. by reviewing and commenting on policies, plans and programs from external agencies and senior levels of government as relevant to the agricultural and rural community;
e. by keeping current about City of Burlington policies that may impact the committee;
f. by presenting an annual report to Council through the Planning and Development Committee;
g. by preparing a state of Agriculture and the Rural Area in Burlington report every four years, prior to the development of the city's strategic plan; and,

2. To raise community awareness and understanding of agricultural and rural issues as they relate to the city and its activities:
    a. by informing individuals, groups and businesses of Burlington's agricultural and rural goals, objectives and policies;
    b. reviewing and recommending appropriate means and methods of distribution of City information to rural residents and promoting two-way communication between rural residents and businesses, City Council and City administration
    c. by reaching out to the community through activities and special events related to protecting and strengthening the rural area, with a focus on the long term prosperity and viability of agriculture; by partnering with other community groups to share information and community engagement opportunities;
    d. by working with assigned city staff to meet the mandate of the committee, developing achievable annual action and communication plans
    e. by participating in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities.
    f. by maintaining ongoing dialogue with the Agricultural and Rural Affairs Advisory Committee, Council representative about the mandate, annual priorities (action and communication plans) and accomplishments of the Committee.

3) <u>Meetings</u>

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An annual schedule of bi-monthly meetings will be prepared by the committee Clerk in consultation with the committee Chair prior to Dec. 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purposes by the committee. Meetings will be held within City Hall, beginning at 7:00 p.m. and will be completed within two hours unless a vote by members to extend the time to a specified time has been approved. Subcommittee meetings will be scheduled as required to complete the assigned work.

4) Quorum

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed, and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information sharing only and no formal decision can be made. Quorum is not required at sub-committee meetings; however, any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

5) Budget Considerations

The fiscal year of the BARAAC will be January 1 to December 31. The committee will work with the assigned clerk to submit a budget request, signed by the Chair, that reflects their upcoming year's operating and capital needs, in keeping with budget directions and timelines. The committee's budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the committee Clerk and processed in keeping with corporate policies. While fundraising is not required of the committee, any fundraising undertaken must comply with corporate policies and any grant applications must be reviewed by the City Clerk prior to submission to the granting organization.

6) Communications

The BARAAC is expected to prepare an annual communications plan so that their clerk can work with Corporate Communications staff to meet the committee's needs. Graphics and editing services are provided through corporate communications and printing and advertising services are provided through corporate communications, funded by the committee name annual budget allocation.

7) Committee Composition

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Role		Voting	Non-Voting
Citizen representatives	6 citizens, representing the agriculture and/or rural community at large (e.g. persons who are from a ward with a rural component, own a rural business or a registered farm business, represent a rural or agricultural society or related special interest group, or possess relevant education, skills and experience relevant to the committees' mandate) 1 youth representative (e.g. Halton Junior Farmers, Halton 4-H, or a student enrolled in a related post-secondary academic program) 2 general representatives from the non-rural community	✓	
Stakeholder representatives			✓
Designated alternates	1-3 individuals in addition to the approved composition that have been selected through the interview process. Full participation at committee meetings with no voting privileges.		✓
Sub-committee volunteers	Individuals selected by committee members and not through the interview process. Attend and participate on sub-committees only.		✓
Council representative	One council representative		✓
Committee Clerk			✓
Departmental support	Planner II, Department of City Burlington		✓

The Chair and Vice Chair are elected by the membership of the committee name at the first meeting of each calendar year. The membership list prepared by the committee clerk will include the names, contact information and term of office of each member of BARAAC.

The BARAAC may establish sub-committees as needed to consider specific issues. Subcommittees are not required to be approved through Standing Committee and Council. The BARAAC will likely maintain an ongoing specify subcommittee. Subcommittee members prepare their own agendas and minutes

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as required and make their own arrangements for meeting locations. Additional community volunteers may provide assistance on specific initiatives.

8) **Term of Office**

Committee name members: three years from the date of appointment, with staggered terms planned to ensure continuity.

Chair: one year from date of election. Note that BARAAC members considered for election as Chair, must have one year of experience as a BARAAC member. An individual may serve a maximum of two consecutive years as Chair.

Vice Chair: one year from date of election

Members of the committee who have completed their term of office and wish to reapply for membership may indicate their interest by responding to public advertisements for membership.

If a member resigns before the completion of their term, a replacement may be appointed by a committee majority vote at their monthly meeting. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant.

Committee members will be selected through an application and interview process. All selected candidates must attend an orientation session offered by the Clerks Department. The interview panel will include the BARAAC Chair and/or Vice Chair and up to two additional members of the committee.

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