



**Burlington Agricultural and Rural Affairs Advisory Committee
Agenda**

Date: April 17, 2019
Time: 7:00 pm
Location: Capstone Farm
5556 Bell School Line

Pages

1. **Election of Chair and Vice Chair:**
2. **Declarations of Interest:**
3. **Approval of Minutes:**
 - 3.1 Approve minutes from meeting held March 13, 2019 1 - 3
4. **Delegation(s):**
5. **Regular Items:**
 - 5.1 Final review of Terms of Reference 4 - 8
 - 5.2 Communication preferences
 - 5.3 Work Plan discussion 9 - 9
6. **Other Business:**
7. **Adjournment:**



Burlington Agricultural & Rural Affairs Advisory Committee Meeting

Minutes

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

1. Members Present:

Vanessa Warren, Maura Romanelli, Nancy Douglas, Glenn Portch, John Timmis, Jamie Fisher, Norm Richardson, Dave Stanyar and Sarah Pralet

2. Others Present:

John Taylor, Councillor Angelo Bentivegna, Kelly Cook (Planner) and Jo-Anne Rudy (Clerk)

3. Welcome and Introductions

- Jo-Anne welcomed members and all participated in roundtable introductions.

4. Committee Orientation

- Jo-Anne provided members with an orientation presentation including a review of meeting procedures, committee/council structure, citizen committee roles, etc.

Action - Jo-Anne to email membership list with contact information to members

5. Regular Items:

5.1 Draft Terms of Reference

- Committee members discussed the draft terms of reference and had the following comments:
 - Tighten up language in second paragraph of Background to reflect the importance of economic viability of farming.
 - #1 Mandate, item g) - concern with the scope of preparing State of Agriculture report every four years so added "or as determined through the committee's annual work plan process.

- #3 Meetings - change to monthly from bi-monthly and alternate location for meetings other than City Hall.
- #7 Composition - increase citizen representatives to 8, increase the number of representatives who possess a valid farm business registration number to a minimum of 4, remove youth representative and state 2 general representatives may or may not reside in non-rural area.
Action - Kelly to update and provide at next meeting for final review.

5.2 2019 meeting schedule

- Jo-Anne reviewed a draft meeting schedule and all members were in agreement with dates. It was suggested that perhaps meeting location could be held in north Burlington and Vanessa offered Capstone Farm on Bell School Line for the April and June meetings. Location for meetings in the Fall will be determined at a later date.
Action - Jo-Anne to email updated schedule to members

5.3 Chair/Vice Chair positions

- Jo-Anne asked members who were interested in the Chair and Vice Chair positions to share some of their background and past experiences. David Stanyar and Glenn Portch both expressed an interest in either position and shared some of their experience.
- Jo-Anne advised that she will hold the election of Chair and Vice Chair at the April meeting.

6. Other Business:

- Jamie commented that Council approved a motion on February 7/19 directing staff to commence a process to re-examine the policies of the Official Plan adopted April 26/18 in their entirety related to matters of height and intensity and conformity with provincial density targets. Jamie asked if the committee would have an opportunity to comment on rural issues. Kelly advised that a Council workshop would be taking place on March 18 to discuss the scope of this review and noted that although the workshop is open to the public, delegations would not be permitted. Kelly noted that ongoing work will continue between the City and Region with regard to the Regional review, which will result in a draft notice of decision containing modifications to the City's Official Plan. These modifications will be shared with the City and brought forward to Council for consideration. Kelly indicated that specific examples of policy concerns would enable her to provide a more comprehensive response, as the appropriate course of action will vary

according to whether the policy is within City, Regional or Provincial jurisdiction.

Action - Committee members to compile a list of their outstanding concerns for discussion at a future BARAAC meeting.

- Sarah asked about how by-laws can be changed and Jo-Anne responded that this subject could perhaps be discussed at a future committee meeting.
- Maura inquired about the City's Rural Active Transportation Strategy and expressed an interest in having Transportation Planning staff provide an update to the committee and Kelly indicated that she would follow-up with Transportation Planning and determine an appropriate future committee meeting.

7. Adjournment: 9 p.m.

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.

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. As the economic viability of farming is central to the future of rural Burlington, the health and prosperity of the agricultural system is integral to these efforts.

2) **Mandate**

The mandate of the Burlington Agricultural and Rural Affairs Advisory Committee (BARAAC) 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, including:
 - (i) all pond applications or site alteration applications greater than 5000 m³ in lands zoned Rural or Agricultural, as noted in City of Burlington By-law 64-2014;
 - 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;
 - d. by reviewing and commenting on policies, plans and programs from external agencies and senior levels of government, as relevant;
 - e. by keeping current about City of Burlington policies that may impact the committee and it's mandate;
 - f. by presenting an annual report to Council through the Planning and Development Committee, providing a summary of BARAAC activities and accomplishments;
 - 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, or as determined through the committee's annual work planning process.
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 businesses, and promoting two-way communication between rural residents and businesses, City Council and City administration;
 - c. by reaching out to the broader 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;
 - d. by partnering with other community groups to share information and community engagement opportunities;
 - e. by working with assigned iCty staff to meet the mandate of the committee, developing achievable annual action and communication plans;
 - f. by participating in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities;
 - g. by maintaining ongoing dialogue with the Council representative for BARAAC about the mandate, annual priorities (action and communication plans) and accomplishments of the Committee.

3) Meetings

An annual schedule of 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 or an alternate location agreed upon by the committee. Meetings will begin 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 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

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 BARAAC annual budget allocation.

7) Committee Composition

| Role | Description | Voting | Non-Voting |
|--------------------------|---|----------------------------|------------|
| Citizen representatives | <p>4 representatives from the agricultural community, i.e. must possess a valid Farm Business Registration Number</p> <p>4 representatives from the rural community, i.e. must reside in a ward with a rural component and:</p> <ul style="list-style-type: none"> • own an agricultural or rural business; or • represent an agricultural or rural society or related special interest group; or • possess other skills and experience, or education, relevant to the committee mandate <p>2 general representatives from the community at large, i.e. may reside in either the rural or non-rural area</p> | <p>✓</p> <p>✓</p> <p>✓</p> | |
| Designated alternates | 1-3 individuals in addition to the approved committee 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 | 1 Council representative, appointed by City Council | | ✓ |
| Committee Clerk | 1 Committee Clerk, assigned by the Clerk's department | | ✓ |
| Departmental support | 1 Planning Liaison, assigned by the Department of City Building | | ✓ |

The Chair and Vice Chair are elected by the membership of BARAAC 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.

BARAAC may establish sub-committees as needed to consider specific issues. Subcommittees are not required to be approved through Standing Committee and Council. Subcommittee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. Additional community volunteers may provide assistance on specific initiatives.

8) **Term of Office**

BARAAC 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

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.

9) **Member Selection**

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. 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, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

BARAAC Workplan Discussion

The links below have been included to assist with this discussion. Please review the series of actions and associated tasks outlined in Halton Region's Rural Agricultural Strategy and try to come up with your top 3 priorities for the rural area. They do not need to be based on Halton's Strategy but is simply a starting point to help get the conversation going.

- [Burlington Staff Report PB-25-13 "Official Plan Review: Rural Summit Update"](#)
- [Appendix A to PB-25-13 "Facilitators' Summary Notes"](#)
- [Burlington Economic Vision 2025 - Rural Strategy Background Information & Interviews](#)
- [Halton Staff Report LPS-9316 "Rural Agricultural Strategy"](#)
- [Attachment 1 to LPS-9316 "Halton Region Rural Agricultural Strategy"](#)