



SUBJECT: Agriculture and rural affairs advisory committee – terms of reference

TO: Committee of the Whole

FROM: Clerks Department

Report Number: CL-15-18

Wards Affected: All

File Numbers: 130-02

Date to Committee: September 10, 2018

Date to Council: September 24, 2018

Recommendation:

Approve the draft agriculture and rural affairs advisory committee terms of reference attached as appendix A to Clerks department report CL-15-18.

Purpose:

An Engaging City

- Good Governance

Background and Discussion:

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

Staff have drafted a term of reference based on research and consultation with staff, and following Council's approval will begin a recruitment process for ARAAC.

Strategy/process

The proposed mandate of the committee will be to provide feedback to Council and staff on policies, initiatives and strategies that affect agriculture and rural services/issues in Burlington, as well as to raise awareness and understanding in the community about agricultural and rural issues.

The proposed mandate for ARAAC positions the committee to work towards the City's overarching goal to protect and strengthen the rural community in the future 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.

Projects that ARAAC may (but is not limited to) have the opportunity to provide feedback on include:

- Strategic Plan
- Official Plan Review
- Burlington Rural Strategy
- Community Trails Strategy
- Burlington Rural Active Transportation Strategy
- Burlington Urban Agriculture Strategy
- Burlington Parks Master Plan
- Halton Region Official Plan Review
- Golden Horseshoe Food and Farming Alliance Food and Farming Action Plan Update

The committee may (but is not limited to) also liaise and comment on information related to other community partners such as:

- Halton Agricultural Advisory Committee
- Hamilton-Halton Watershed Agricultural Advisory Panel
- Greater Toronto Area Agricultural Action Committee
- Golden Horseshoe Food and Farming Alliance

Staff are recommending that ARAAC meet by-monthly. The committee will provide an annual report to Council to reflect objectives and past accomplishments.

Financial Matters:

Citizen advisory committees are funded annually by the city through the local boards and committees budget.

ARAAC will make use of the operating budget for meeting expenses, attendance at stakeholder events, and print/reproduction costs for related promotional materials for the committee as well as events hosted by the committee and its stakeholders. It is recommended that a budget of \$2,500 be established as part of the 2019 Budget. The budget will be reviewed annually to assess if the amount is appropriate or needs to be adjusted.

Other Resource Impacts

ARAAC will be supported by Clerks department staff. It is recommended that a staff member from the Department of City Building with knowledge regarding agriculture and rural planning issues be a staff liaison on the committee. A Council member will also be appointed by Council to be a representative on the committee.

Public Engagement Matters:

Once Council has approved the terms of reference, staff will work with communications to begin membership recruitment for ARAAC. Advertising, social media and the city's website will be used to promote the volunteer opportunity.

Conclusion:

The Clerks Department will work to implement Council's directions as a result of this report. Citizen engagement and collaboration is vital to the success of many initiatives at the City and to the residents of the community.

Upon the approval of the ARAAC Terms of Reference, staff will include ARAAC with the fall recruitment plans and report back to the new term of Council with recommendations for appointment of members. Once formal appointments have been made for new members, the first meeting will be scheduled and work plan development will begin. It is expected that by fulfilling the mandate within the terms of reference and objectives set out in the work plan, the committee will be able to provide staff and Council with insightful information on the needs and interests of the community related to agriculture and rural issues.

The Clerks department is currently reviewing all terms of references for citizen advisory committees which is done in conjunction with a new term of council. These terms of reference will be updated to reflect approved changes.

Respectfully submitted,

Suzanne Gillies

Committee Clerk

905-335-7600 ext. 7862

Appendices:

- A. Agriculture and rural citizen advisory committee terms of reference

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.