

**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 m<sup>3</sup> 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"> <li>• own an agricultural or rural business; or</li> <li>• represent an agricultural or rural society or related special interest group; or</li> <li>• possess other skills and experience, or education, relevant to the committee mandate</li> </ul> <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.