



## **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. ACCOUNTABILITY**

Provide recommendations to Council on a quarterly basis through accessible reports to Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

#### **4. 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.

**5. 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.

## **6. 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.

## **7. REMUNERATION**

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

## **8. 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.

## **9. 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](#)