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Agricultural Advisory Committee of Clarington Terms of Reference

Approved by Council April 17th, 2001

Amended March 25th, 2013

Amended March 1, 2021

1.0 Goal

- 1.1 To assist the Municipality of Clarington in its efforts to identify, review, discuss and make recommendations to Council on agricultural and agricultural related issues.

2.0 Mandate

- 2.1 The Agricultural Advisory Committee of Clarington (AACC) is a volunteer advisory committee established by the Municipality of Clarington Council in accordance with these Terms of Reference. Committee members are bound by these Terms of Reference and are ultimately responsible to the Municipality of Clarington Council.

3.0 Scope of Committee Activities

The scope of the AACC shall include activities such as:

- a) To assist the Municipality in the implementation of its agricultural goals, objectives and policies;
- b) Provide advice, comments and recommendations on issues and concerns of farmers and agricultural organizations;
- c) Identify key issues of concern for farmers which can be addressed by municipal government;
- d) Provide advice, comments and recommendations on alternative solutions, approaches, plans or studies dealing with agriculture and related rural issues which are within the responsibilities and financial capabilities of the Municipality of Clarington;
- e) Monitor and report on changes within the agricultural industry including agricultural land inventory;

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- f) Identify and implement programs which encourage public awareness, land stewardship and education of agricultural and rural issues;
- g) Inform individuals, groups and businesses of the Municipality's agricultural goals, objectives and policies;
- h) Provide advice, comments and recommendations as requested by the Municipality of Clarington Council on miscellaneous matters as they arise;
- i) Consult with other community groups and committees on issues of mutual interest.

4.0 Committee Composition

- 4.1 The Agricultural Advisory Committee of Clarington shall consist of ten (10) voluntary members who are appointed by Council for a term of four (4) years, to coincide with the term of Council. A majority of the membership seven (7) shall constitute a quorum.
- 4.2 Members of the Committee are appointed as voluntary representatives of a particular interest group, agency or organization or as members at large, as follows:
 - a) Municipal Council Liaison
 - b) Durham Federation of Agriculture Representative (1)
 - c) Ten agricultural representatives
- 4.3 The members shall possess expertise, experience and willingness to devote the necessary time to the Committee. Members will be selected to provide an appropriate representation of various farming interests (dairy, beef, apple, greenhouse, cash crops, hog, poultry, etc.)
- 4.4 Openings for membership shall be publicly advertised. All residents and any nominated representative of an organization involved in agricultural and rural issues are invited to apply. Applicants will submit the required application form to the Municipality of Clarington Clerks Department. Applicants shall possess knowledge of agricultural issues within Clarington. Applicants may also possess; relevant farm experience, technical training in an agriculture-based field, and/or current involved in agricultural community activities. Members will be formally appointed by Municipal Council.
- 4.5 A Chair and Vice-chair shall be appointed by the Committee and must be a member of the Committee.
- 4.6 A recording secretary shall be appointed at the first meeting. Duties of the recording secretary shall include the taking of meeting minutes and providing these minutes to the Clerk for Council's information.

5.0 Meetings and Reporting

- 5.1 The Agricultural Advisory Committee of Clarington shall determine the location and frequency of meetings. Committee members, if absent for three consecutive meetings without reason being given at least 24 hours in advance of the meeting, will be considered to have lost interest in the Committee and will be informed of his or her being removed from the Committee. If any member is dropped from the Committee or resigns from the Committee, the Clerk of the Municipality of Clarington shall be informed and a new member shall be appointed by Council.
- 5.2 The Committee, by resolution or through its Chair, may invite any individual, interest group, agency or staff to appear at a meeting as a delegation or to submit or present information that will assist the Committee in carrying out its mandate.
- 5.3 A member of the Board is permitted to participate electronically in a meeting and may be counted in determining whether, or not, a quorum of members is present at any point in time. All, or some, members may participate electronically in meetings. Meetings can be held in person when Public Health restrictions permit; and
- 5.4 For clarity, a Member of the Board may also participate electronically in a meeting that is closed to the public, if the meeting is properly held in closed session (i.e. the deliberations are permitted to be conducted in closed session, moving from open session to closed session, and then rising and reporting, and maintaining minutes of both the closed and open portions of the meeting).

6.0 Communicating with the Municipality

- 6.1 Minutes of the Committee shall be submitted by the recording secretary to the Municipal Clerk for inclusion in the Council agenda for information.
- 6.2 Recommendations from the Committee shall be submitted to the Municipal Clerk for inclusion in Council agenda for direction.
- 6.3 The Council representative shall be the liaison person between the Committee and Municipal staff.
- 6.4 Terms of Membership (adopted March 14, 2013; endorsed by Council March 25, 2013)

"Whereas the Agricultural Advisory Committee of Clarington was formed in 2001 and has provided valuable advice to Council and staff on numerous issues; and Whereas the terms of reference for the committee identify that the membership be drawn from the different agricultural sectors (dairy, beef, apple, greenhouse, cash crops, hog, poultry, etc.); and that members should a/so possess relevant farm experience, technical training in an agriculture-based field, and/or be currently involved in agricultural community activities; and

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Whereas the Agricultural Advisory Committee of Clarington has benefitted greatly from members that have been on the committee for a number of years such that the knowledge is transferred from one committee to the next; however, it is also recognized that there is the need of continual renewal within the membership and the fostering of younger members; and

Whereas the Council Protocol for Advisory Committees sets out the term of Advisory Committees to be the same as that of Council; and

Whereas the timing of the election in October combined with Council taking office in December effectively meant Committee appointments were delayed until March;

Now therefore be it resolved that:

The Agricultural Advisory Committee recommend Council stagger the terms of members, by appointing half of the membership every two years, for four year terms and that the work of the committee continue until the new members are appointed."