

<b>To:</b>	Warden Milne and Members of Grey County Council
<b>Committee Date:</b>	February 9, 2023
<b>Subject / Report No:</b>	CCR-CW-04-23
<b>Title:</b>	Terms of Reference - Agricultural Advisory Committee
<b>Prepared by:</b>	Sarah Goldrup, Deputy Clerk
<b>Reviewed by:</b>	Tara Warder, Clerk
<b>Lower Tier(s) Affected:</b>	
<b>Status:</b>	Recommendation adopted by Committee as amended per Resolution CW34-23; Endorsed by County Council February 23, 2023, per Resolution CC19-23.

## Recommendation

1. **That report CCR-CW-04-23 regarding the Terms of Reference for the Agricultural Advisory Committee be received; and**
2. **That Council endorse the Terms of Reference for the Agricultural Advisory Committee as presented; and**
3. **That the Terms of Reference be reviewed and considered by the Agricultural Advisory Committee at its first meeting.**

## Executive Summary

On October 27, 2022, in consideration of report CCR-CW-12-22, the Council of the County of Grey directed staff to continue the Agricultural Advisory Committee into the 2022-2026 term of Council. The attached Terms of Reference for the Agricultural Advisory Committee has been developed using language from the previous version, refined in keeping with the style and format of other recently adopted Terms of Reference, reviewed in consultation with staff from supporting County Departments, and prepared in accordance with the County's policy for Establishing Committees and Task Forces.

## Background and Discussion

The Agricultural Advisory Committee (AAC) was established by the Council of the County of Grey in August 2020. The focus of the AAC was not amended with its extension into the current term of Council, so the language regarding purpose and scope of responsibility has been consolidated and refined from that of the previous version, through consultation with relevant staff, and in keeping with the style and format used in other recently adopted Terms of

Reference (TOR).

The AAC's first membership was appointed in November 2020, consisting of six public members, a mix of individuals and organizational representatives, and four members of County Council plus the Warden. The new TOR proposes five public members and five organizational members plus four members of County Council plus the Warden. This increase in membership is recommended by staff in response to Committee feedback and expressions of interest while balancing the perspectives of political, organizational, and public members on the Committee.

Other aspects of the AAC TOR, such as the chair and vice chair, meeting frequency, or reporting relationship, remain mainly in keeping with the previous TOR, incorporate the style and format used in other recently adopted TOR, and the County's policy for Establishing Committees and Task Forces.

Following County Council's direction regarding the AAC's TOR, Clerks staff will support the leading Departments in undertaking a call for public members. Following that process, staff will prepare an additional report recommending appointments for Council's consideration. At their first meeting, the AAC will be asked to elect their chair and vice-chair and will be invited to provide feedback on the TOR. Should any further changes to the TOR be proposed, they will be returned to County Council for consideration.

## Legal and Legislated Requirements

There are no legal or legislated requirements related to this report.

## Financial and Resource Implications

There are no financial implications related to this report. Committee members are eligible to submit mileage claims per the County's Expenses and Reimbursement Policy.

## Relevant Consultation

- Internal
- External

## Appendices and Attachments

1. [Previous Terms of Reference – Agricultural Advisory Committee](#)
2. [Proposed 2023 Terms of Reference – Agricultural Advisory Committee](#)



# Terms of Reference

---

## Agricultural Advisory Committee

### Purpose:

Consider matters related to the agricultural sector, including consultation, advocacy, and information sharing. Raise awareness of the agricultural industry's benefits, opportunities, and challenges. Assist in the attraction, retention, and promotion of agriculture in Grey County.

### Scope of Responsibility:

The Agricultural Advisory Committee's scope of responsibility shall include:

- Contributing local knowledge and expertise on emerging issues and new initiatives related to the purpose of this Committee.
- Providing recommendations or feedback regarding the development of policies, programs, plans, strategies, or studies related to the purpose of this Committee.
- Providing comment on the alignment and implementation progress of plans and strategies related to the purpose of this Committee.

### Membership:

Voting members of the Agricultural Advisory Committee are appointed by County Council and shall include:

- Warden and 4 members of County Council appointed annually.
- 5 organizational members, with preference given to representatives of Grey County's agricultural sector stakeholders, appointed for the term of Council.
- 5 public members, with preference given to representatives of Grey County's agricultural sector producers, suppliers, operators, and owners, appointed for the term of Council.

Grey County will endeavour to provide notice of calls for membership to local stakeholder organizations, such as Grey County Federation of Agriculture, Ontario Federation of Agriculture, Christian Farmers, National Farmers Union, and Grey County Agricultural Services, where possible.

### Chair and Vice Chair:

The Chair and Vice Chair shall be elected from the voting members.

## Meetings:

Meetings occur at the call of the Chair or as determined by the Committee (approximately four meetings per year).

## Quorum:

A quorum shall consist of more than 50% of the membership of the Committee.

## Statutory Authority:

The Agricultural Advisory Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, other Grey County policies, plans, or studies as applicable, and provincial Acts and regulations, including:

- Municipal Act, 2001

## Reporting Relationship:

The Agricultural Committee shall report directly to the Committee of the Whole with endorsed recommendations being sent to County Council for ratification.

## Lead Staff:

The Clerks, Economic Development, Tourism and Culture, and Planning and Development Departments will provide staff support and coordination.

Other staff resources or their designates may include:

- CAO
- Deputy CAO
- Clerk
- Deputy Clerk/Legislative Coordinator
- Director of Finance
- Director of Planning and Development
- Administrative Assistant, Planning
- Director of Economic Development, Tourism and Culture (EDTC)
- Manager of Economic Development and Tourism
- Manager of Climate Change Initiatives
- Administrative Assistant, Economic Development, Tourism and Culture
- Grey County Economic Development Officers
- Business Enterprise Centre

Participation from external agencies, organizations, or stakeholders will be solicited where appropriate depending on the themes/topics being discussed.