

**CALEDON AGRICULTURAL ADVISORY COMMITTEE
("CAAC")
TERMS OF REFERENCE**

June 19, 2007

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Advisory Committee, pursuant to these Terms of Reference and any Council by-law or resolution.

“Council” shall mean the Council of the Town of Caledon.

“Town” shall mean the Town of Caledon.

“Staff” shall mean those Town of Caledon staff members assigned to assist the Committee in carrying out its Terms of Reference.

6.0 Principles

These principles are intended to guide and assess the actions of the Caledon Agricultural Advisory Committee. In carrying out its mandate, CAAC will be governed by these principles and will not undertake any actions which compromise its commitment to these principles.

6.1 Adaptability

Developing flexibility will assist farmers to cope with change.

6.2 Balanced Support

Social, environmental and economic aspects of health are interdependent and should be in balance with one another.

6.3 Diversity

A variety of perspectives and solutions achieved through the participation of a variety of organizations is recognized as a strength.

6.4 Innovation

Positive, responsible and creative change and stewardship will be fostered.

6.5 Integrity

Effective technical review and consistent advice is achieved by ensuring Committee members are well qualified.

6.6 Long Term Perspective

The effects of decisions and trends will be considered in a multi-generational time perspective to ensure the wise use of resources, offer equity and enhance the basis for viability.

6.7 Stewardship

The farmers of Caledon are important stewards of the environment and as important sources of information about the heritage of agriculture, agricultural practices and condition of the

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1.0 Council Mandate

The Caledon Agricultural Advisory Committee ("CAAC") is an advisory committee authorized by the Council of the Town of Caledon. The Committee has been established by Council in accordance with these adopted Terms of Reference. The Committee shall report to Council through the Planning and Development Department.

2.0 Goal

CAAC's goal, through consultation, stewardship and outreach, is to advise and assist Council and the citizens of the Town of Caledon in their efforts to identify and maintain a permanently secure, economically viable agricultural industry as a source of employment for Caledon's rural communities and to ensure that our Agricultural and Rural Areas are planned for safety, sustainability, health and heritage for the benefit of present and future generations.

3.0 Purpose

The purpose of the Caledon Agricultural Advisory Committee is:

- a) To advise Council, through the Planning and Development Department, on matters affecting agriculture in Caledon.
- b) To recommend to Council studies and policies that may help resolve agricultural problems and/or improve agricultural conditions.
- c) To review studies, plans, and other matters as referred to the Committee by Council, and to comment to Council on their agricultural impact.
- d) To recommend to Council, alternative solutions, approaches and plans for the development and maintenance of agriculture in Caledon that are within the scope, responsibilities and financial capabilities of the Town of Caledon.
- e) To advise and assist in the implementation of Caledon's agricultural goals, objectives and policies.
- f) To create a work plan for the upcoming year and submit it, through Staff, to Council.

4.0 Perspective

CAAC shall strive to bring a broad, multi-faceted and objective perspective to its activities, and shall remain adaptable and responsible to change from new issues and challenges.

5.0 Definitions

"Committee" shall mean the Caledon Agricultural Advisory Committee or CAAC.

"Committee Members" shall mean members appointed to the Caledon Agricultural

7.2.5 A "State of Agriculture Report" for Caledon may be prepared at the end of each term of Council.

7.3 Research:

7.3.1 Review and compile studies and documents pertinent to agriculture in Caledon to provide a collection of research and information for public and private use.

7.3.2 Conduct/promote research and other special projects to support the goal, principles and activities of the CAAC.

7.4 Review and Comment on:

7.4.1 The policies, programs, legislation, reports and initiatives of government and non-government organizations which pertain to land use planning for agriculture.

7.4.2 Current Ontario Municipal Board and legal decisions which affect the interpretation and implementation of planning policies.

7.4.3 Issues referred to the Committee by Council. In considering such referrals, CAAC will review the issue and advise Council of a recommended course of action and/or response. Where such referrals are subject to time constraints, either legislative or Council imposed, CAAC is bound by such limits. If CAAC believes it will be unable to meet applicable deadlines Council must be advised accordingly.

7.5 Liaison:

7.5.1 Exchange information with other agricultural advisory committees, agricultural organizations, municipal planners, federal and provincial agencies, non-governmental organizations (NGO's) and other Caledon groups involved in activities pertinent to agriculture.

7.6 Public Education:

7.6.1 Develop and conduct a public education program which supports an understanding and appreciation of agriculture and agricultural communities in Caledon and promotes the goal, principles and activities of the CAAC.

8.0 Membership

8.1 Representation

8.1.1 CAAC shall consist of 10-15 members appointed by Council. This membership shall be composed of: at minimum five representatives from the agricultural community including appointments from recognized agricultural organizations; and, two Caledon Councillors. The Mayor is an ex-officio member of the Committee. All members with the exception of those appointed by recognized agricultural organizations are regarded as private citizens and do not represent any agency or firm in their capacity as a CAAC member. Council shall also give consideration to the appointment of non-agricultural rural landowners.

agricultural lands.

6.8 Sustainability

The integrity of ecosystems, both natural and human, will be a primary consideration in all activities and decision-making processes.

6.9 Viability

It is desirable to promote an agricultural industry that offers a standard of living able to comfortably support a family and a community.

7.0 Activities

7.1 Offer Advice on:

- 7.1.1 Protection, enhancement, restoration and management of agriculture and agricultural resources both within and related to Caledon.
- 7.1.2 Development, implementation, evaluation and monitoring of municipal policies, programs, studies and other initiatives.
- 7.1.3 Data gaps, information needs and new strategies regarding agricultural sustainability.
- 7.1.4 Preparation of guidelines for agricultural impact assessments.

7.2 Prepare:

- 7.2.1 A five year strategic plan.
- 7.2.2 An annual Status Report and Work Plan which shall be submitted to Council in October of each year. The report shall, among other things:
 - a) summarize the activities and achievements of CAAC over the previous year;
 - b) describe ongoing activities and issues and identify new priorities and concerns; and,
 - c) outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 7.2.3 The Committee shall research and prepare reports in accordance with the Town's report format.
- 7.2.4 The Committee may also, from time to time, become aware of additional concerns and issues which are not identified in the annual Status Report and Work Plan, but which the Committee believes are relevant to the goal, principles and activities of the CAAC. In such circumstances, the Committee shall seek Council's direction to become involved in these issues as appropriate.

8.3.6 Eligible Members will generally be residents or taxpayers in the Town of Caledon. A limited number of non-residents or non-taxpayers may be considered where they have qualifications or expertise especially desired by Committee and/or Council.

9.0 Role of the Chair and Vice-Chair

9.1 A Chair and Vice-Chair for CAAC will be elected by majority vote among the members at the first meeting of every year. The Chair or designate will be expected to be available to make presentations to Council on CAAC reports.

9.2 The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental issues of concern to the Committee.

9.3 The Chair shall act as spokesperson and co-ordinate the presentation of the Committee's position to Staff.

9.4 It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) preserve order and decide all questions of order;
- b) receive and submit to a vote all motions presented by the members of the Committee where consensus cannot otherwise be achieved;
- c) announce the results of the vote on any motions so presented;
- d) decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Committee;
- e) enforce on all occasions the observance of order and decorum among the members;
- f) adjourn the meeting when business is concluded;
- g) represent and support the Committee, declaring its will and implicitly obeying its decisions in all things;
- h) ensure reports prepared by Committee or sub-committee members are thoroughly researched and prepared in a timely manner; and,
- i) perform other duties when directed to do so by resolution of Council.

9.5 The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9.6 In the absence of both the Chair and Vice-Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

10.0 Roles and Responsibilities of Members

10.1 Committee members shall:

- a) attend and actively participate at all meetings;
- b) research and prepare reports;
- c) work with other members to attempt to reach consensus on decisions before the Committee;
- d) devote some time between meetings to work on matters before the Committee; and,

8.2 Selection

- 8.2.1 All Committee Members that are to be selected by Council shall be appointed by resolution in accordance with these Terms of Reference and any applicable Council by-law.
- 8.2.2 Members will be selected on the basis of their demonstrated interest, and participation in agricultural and any related matters. Academic qualifications, availability, work experience, community involvement, knowledge and professional expertise will be taken into consideration. An understanding of agricultural issues combined with skills in marketing and agricultural related tourism are especially sought.
- 8.2.3 All Committee Members that are recommended by a body other than Council, shall be confirmed by Council.
- 8.2.4 Council may seek assistance from the Committee in determining the criteria for evaluating prospective Committee Members' eligibility for the Committee.
- 8.2.5 If a Committee Member is unable to complete the term as set out in the section below on term of membership, new Committee Members will be selected in accordance with the procedures outlined.

8.3 Term

- 8.3.1 Committee Members, selected by the recognized agricultural organizations, will generally be appointed for a two year term.
- 8.3.2 Committee Members, selected by Council, shall be appointed for a term that coincides with the term of Council, expiring on November 30th of the year in which a municipal election is held or until the appointment of successors, unless otherwise provided by resolution of Council.
- 8.3.3 Committee Members, selected by Council, may serve for a maximum continuous tenure of two full four year terms.
- 8.3.4 Upon expiry of a Committee Member's term of appointment, the member may be re-appointed for an additional term by Council, if eligible. If the member has served the maximum tenure permitted, Council shall appoint a replacement. Members that have served the maximum tenure permitted may be appointed for an additional four year term by Council at the recommendation of the Committee. Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident "experts", or to fill out a prematurely vacated term).

(Note to Reader: Initially, the membership shall be equally divided and appointed for one, two and three year terms in order to provide for a consistent and continuous rotation. This clause does not form part of the CAAC Terms of Reference.)

- 8.3.5 A Committee Member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee.

13.0 Public Access and Delegations

13.1 Any delegation wishing to address the Committee:

- a) regarding matters on the agenda, may be heard by leave of the Committee, upon request to the Staff member, setting out the issue to be presented to the Committee, by 4:30 pm on the day prior to the meeting;
- b) regarding matters not on the agenda, may be heard by leave of the Committee, upon request to the Staff member in writing, setting out the issue to be presented to the Committee, at least five (5) days before the date and time of the meeting of the Committee; and,
- c) regarding a walk-on item, may be heard by leave of the Committee, upon a verbal request to the Staff member prior to the meeting. Walk-on items will be discouraged.

13.2 Every such delegation shall be limited to ten (10) minutes for speaking to the Committee, unless the Chair obtains approval from the Committee, to extend the speaking time for the delegation concerned.

14.0 Sessions Closed to the Public

14.1 The activities of the Committee will be open, accountable and transparent to the extent possible. A Committee meeting or part of a meeting may only be in camera or closed to the public if the subject matter being considered relates to:

- a) personnel matters or personal matters about an identifiable individual, including municipal or other local boards, commissions or committee employees;
- b) matters of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local boards;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) financial issues;
- e) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- f) any other matters as set out by appropriate legislation or by-laws of the municipality; and,
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

15.0 Staff Resources

15.1 Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role. A Staff member, from the Planning and Development Department's Policy Section and from the Administration Department's Economic Development Section will be assigned by the respective Department Heads to the Committee to assist with its administration and to provide advice to the Committee. Participation of the Policy Section Staff member shall be focussed on matters relating to policy development. Other Town Staff will be invited to

- e) adhere to these terms of reference and any Council procedural by-law.
- 10.2 Members are expected to advise of anticipated absence prior to scheduled meetings.
- 10.3 A reminder letter of participation will be sent to any member who is absent from three consecutive meetings without expressing regrets and is not active in subcommittee work.
- 10.4 A member may be permitted to take a leave of absence from active committee and subcommittee participation for up to six months for any reason. The Committee may, through resolution, permit a six-month extension to the leave of absence (maximum total 12 month leave of absence).
- 10.5 Subject to circumstances surrounding the absence, by majority vote, CAAC may recommend to Council, removal and/or replacement of any member who misses six full consecutive meetings of the Committee and is not active in any operating subcommittee.
- 10.6 Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair two (2) months in advance of such action.
- 10.7 If at any time Committee size drops below 10 members, Council shall appoint an appropriate number of new members.
- 10.8 In considering new appointments to the Committee, Council will normally select new members from any remaining applications received during prior CAAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 11.0 Voting**
- 11.1 When an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.
- 11.2 If a consensus cannot be attained, a question before the Committee will be put to a vote and each Committee member will be entitled to one vote.
- 11.3 A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.
- 12.0 Reporting**
- 12.1 The Caledon Agricultural Advisory Committee is an Advisory Committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Council through Staff of the Planning and Development Department.
- 12.2 CAAC reports directly to council, under the signature of the Chair or designate. CAAC reports and communications will normally be directed to Council through the Planning Department, but CAAC, as represented by the Chair or designate, may also appear before Council as a delegation.

report to the CAAC through the Subcommittee Chair.

- 19.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 19.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

20.0 Agendas and Minutes

- 20.1 An agenda for the upcoming Committee meeting will be prepared by Staff for approval by the Chair and e-mailed and mailed to Committee members within one week in advance of their meeting.
- 20.2 Notes of the meetings will be taken by a member of the Committee and provided to Staff. Formal minutes of the Committee meeting will be prepared by Staff and e-mailed and mailed to Committee members two weeks following their meeting. These minutes will be considered draft until adopted by the Committee at their next meeting.
- 20.3 Once adopted by the Committee, minutes will be posted on the Town's website.

21.0 Public Communications from the Committee

- 21.1 When appearing before Town Council on behalf of or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen-at-large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.
- 21.2 Only statements, positions or opinions that have been authorized by Council through specific direction or through the Committee's fulfilment of its strategic plan, shall be released publicly as the Committee's positions and goal.
- 21.3 The Committee shall not declare that the Committee's position is the official position of the Town without the direct authorization of Council.
- 21.4 A statement, position, or opinion released by Council shall be the official statement of the Town. CAAC shall recognize and work to support Council's position publicly.
- 21.5 Nothing in this section is meant to affect the free and open dialogue at Committee meetings or among Committee members.

22.0 Amendments to the Terms of Reference

- 22.1 These Terms of Reference shall be maintained by Staff and shall be reviewed at the end of the term by Council.

attend Committee meetings on an as needed basis.

- 15.2 The Planning and Development Department's Policy Section staff member assigned to the Committee will act as primary Staff Liaison including: the coordination of CAAC related communications, correspondence and minutes; forwarding deputation requests to the Chair; and, offering support in the formatting of CAAC reports.

16.0 Financing

- 16.1 Financial support for the committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time-to-time for consideration by Council.
- 16.2 The CAAC budget will be administered by the Planning and Development Department.

17.0 Committee Records

- 17.1 Staff will coordinate and retain committee records including agendas, minutes, subcommittee reports, annual reports, status reports, work plans and strategic plans, all of which shall be forwarded to Council.
- 17.2 The Committee shall prepare, at minimum, an annual report including, but not limited to, achievements reached during the year and a work plan for the upcoming year.
- 17.3 Committee Records listed above shall be filed in the Planning and Development Department.

18.0 Conflict of Interest

- 18.1 Committee Members, who are not Municipal Councillors, are not bound by the *Municipal Conflict of Interest Act*.
- 18.2 However, Committee Members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by an application/applicant where there may be a perceived conflict of interest in any matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

19.0 Meetings

- 19.1 The committee shall normally meet once every month, or at the call of the Chair with one week's notice to be given to all members. All committee meetings are open to the public except as provided for in Section 14.0 of these Terms of Reference. The Chair may waive holding a meeting in July and August or any other time during the year.
- 19.2 The Committee may, from time to time, invite resource persons to attend a meeting.
- 19.3 The Committee may establish subcommittees for various topics, issues or proposals as required. Such subcommittees may include non-CAAC members, with the approval of the Chair, provided the subcommittee is chaired by a CAAC member. Subcommittees shall

- 22.2 CAAC may wish to review the Terms of Reference from time to time and make recommendations, through Staff, to Council regarding any amendments. Amendments to the Terms of Reference can only be made by Council.

RBS.17

CAAC Members List

On January 23, 2007, Council appointed five members to the Caledon Agricultural Advisory Committee ("CAAC"). The following list reflects current and new appointments.

Public Members	Appointment Date
John Kidd	January 23, 2007
Robert Brander	January 23, 2007
Rick Debattista	January 23, 2007
Hugh Metcalfe	January 23, 2007
Jim Moore	January 23, 2007
Lillie Ann Morris	June 19, 2007
Thomas Wilson	June 19, 2007
Dwight Matson	June 19, 2007
David Moore	June 19, 2007

Council Members

Gord McClure
Nick deBoer