

NO: R017

COUNCIL DATE: January 30, 2019

REGULAR COUNCIL

TO: Mayor & Council **DATE: January 25, 2019**

FROM: General Manager, Planning & Development **FILE: 0540-20-07 (AFSAC)**
General Manager, Corporate Services

SUBJECT: Agriculture and Food Security Advisory Committee – Terms of Reference Revisions

RECOMMENDATION

The Planning & Development Department and Corporate Services Department recommend that Council:

1. Receive this report as information; and
2. Approve revisions to the Agriculture and Food Security Advisory Committee Terms of Reference, including a name change to Agriculture and Food Policy Advisory Committee.

INTENT

The intent of this report is to refresh the current Agriculture and Food Security Advisory Committee (“AFSAC”) Terms of Reference (“TOR”) (Appendix “I”) to ensure the committee remains current with respect to its agricultural advocacy role and to include food policy initiatives. This includes providing the appropriate expertise in its volunteer and staff members.

BACKGROUND

AFSAC is a select committee of Council and is required to have its TOR approved by Council. The purpose of the TOR is to set out the committee's mandate, role, membership and code of conduct.

DISCUSSION

Pursuant to Council's recent direction to review the City's select and standing committees, staff have reviewed the AFSAC TOR. The refinement of the existing TOR proposes content changes with regards to:

1. Committee Name;

2. Committee Mandate & Role;
3. Committee Membership; and
4. Committee Staff Assistance.

Proposed changes are intended to emphasize the City's commitment to local agriculture and include references to urban food systems. These proposed changes are intended to support such ventures as: urban agriculture; community gardens, Agri-tourism, economic development, local farm markets; and community supported agriculture.

Committee Name

In consideration of the emergent trends in food and agricultural policy, it is recommended that the word 'security' be replaced with the word 'policy' and the name of the committee be changed to "Agriculture and Food Policy Advisory Committee" ("AFPAC"). The word 'policy' captures the intent of 'food security' and will ensure AFPAC considers broader initiatives as agriculture and food policy evolves.

Committee Mandate & Role

It is recommended that the mandate of AFPAC include references to food systems along with the promotion of Agri-tourism and associated value-added agriculture initiatives.

Committee Membership

It is recommended that membership criteria be broadened to allow members from local food advocacy groups to apply for committee membership, in order to facilitate communication and input from community food action organisations.

Committee Staff Assistance

It is recommended that staff from the Planning & Development Department continue as the lead department, with support from other staff as necessary, including the Engineering and Investment & Intergovernmental Relations Departments and the Sustainability Office.

Proposed Revisions to Terms of Reference

The details of all the proposed revisions are contained in Appendix "II". The proposed "Agriculture and Food Policy Advisory Committee - Terms of Reference" is provided in Appendix "III".

CONCLUSION

Pursuant to Council's direction, AFSAC's TOR have been refreshed and refined. Based on the discussion above, Staff recommended that Council:

- Receive this report for information; and

- Approve revisions to the AFSAC TOR attached as Appendix “I”, including a name change to Agriculture and Food Policy Advisory Committee (“AFPAC”).

Original signed by
Jean Lamontagne
General Manager, Planning & Development

Original signed by
Rob Costanzo
General Manager, Corporate Services

MK/ar

- Appendix “I” - Proposed Revised “Agriculture and Food Policy Advisory Committee - Terms of Reference”
- Appendix “II” - Summary of Proposed Revisions to “Agriculture and Food Security Advisory Committee - Terms of Reference”, including name change to “Agriculture and Food Policy Advisory Committee”
- Appendix “III” - Current “Agriculture and Food Security Advisory Committee – Terms of Reference” (Revised December 18, 2017)

AGRICULTURE AND FOOD POLICY ADVISORY COMMITTEE**TERMS OF REFERENCE****1. Mandate**

The purpose of the Agriculture and Food Policy Advisory Committee (AFPAC) is to establish liaison and maintain communication between the agricultural community and the City on agricultural and food security issues.

2. Role

The Agriculture and Food Policy Advisory Committee will:

- (a) Advise and assist City Council in developing a proactive plan to sustain the agricultural community and improve agricultural viability within Surrey with assistance from the Agricultural Land Commission and the Ministry of Agriculture;
- (b) Work in conjunction with staff regarding submissions to other levels of government;
- (c) Make recommendations on all aspects of the agricultural community, including land use, food systems and economic development matters;
- (d) Review and comment from the agricultural viability perspective on issues, plans and specific development applications referred by staff or Council;
- (e) Promote awareness and education of agricultural and food issues in Surrey;
- (f) Promote increased access to healthy, local food for all residents of Surrey;
- (g) Promote opportunities for Agri-tourism, and associated value added agriculture in partnerships with private businesses, non-profit groups, and volunteers: and
- (h) Promote urban food projects and make recommendations on policies and regulations that create a just and sustainable food system; and
- (i) Review the objectives of the Agriculture and Food Policy Advisory Committee every year, and to recommend changes, if any.

3. Membership

- (a) The Committee will consist of twelve (12) voting members, as follows:
 - A minimum of five (5) volunteer 'farming representatives' ('farming representative' is defined as a farmer who derives at least 75% of his/her income from farming);
 - A maximum of five (5) volunteer representatives from other agricultural and food sectors, such as from a diversity of commodity groups, food advocacy groups, agriculture processing and food distribution and marketing sectors; and
 - Two (2) members of City Council, appointed annually by the Mayor. One

of these members must be appointed to serve as the Chair of the Committee. The other member may be appointed to serve as the Vice Chairperson of the committee.

- (b) The Committee may also include one (1) representative from the Environmental Sustainability Advisory Committee (ESAC) as a voting member. If a member from ESAC is appointed to AFSAC then the Committee will consist of thirteen (13) voting members.
- (c) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (d) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- (e) The Vice Chairperson will be either:
 - An appointed member of Council; or
 - A committee member selected from the Committee membership at the first meeting of each term.

The Vice Chairperson will preside at any meeting where the chair is absent.

- (f) The Committee membership will include four (4) non-voting members:
 - A representative from the Ministry of Agriculture.
 - A staff member from the Engineering Department.
 - A staff member from the Planning & Development Department.
 - A staff representative from the Agricultural Land Commission.

4. General Terms and Code of Conduct

- (a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- (c) **Media / Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues.

It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders and members of the public. Any use of social media must, as with all other forms of communication meet tests of credibility, privacy, authority and accountability.

- (d) Professionalism: Committee members who engage in activities regarding the City of Surrey or Committee initiatives / projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the City of Surrey.
- (e) Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.
- (f) Surrey Residency Requirement: all Committee volunteers must reside in the City of Surrey. In the event that a Committee member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and Administrative Assistant regarding change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

- (g) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members.

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee Members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict and leave the room prior to any discussions and must refrain from voting thereon.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).

5. Meetings

- (a) Meetings will be held at the call of the Chair.
- (b) Quorum for a meeting of the Committee is one half (1/2) of the voting members plus one (1) member. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.
- (c) Minutes of meetings of the Committee will be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by City Council.

6. Annual Work Plan

- (a) From a strategic approach, Select Committees are expected to identify a concise set of annual targets and objectives to be submitted to Council for endorsement each November for the following calendar year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City of Surrey and align with themes identified in the Sustainability Dashboard.

7. Amending, Modifying, or Varying Terms of Reference

- (a) Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific resolution of Mayor and Council.
- (b) In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

8. Staff Assistance

- (a) Staff assistance will be provided to the Committee, as necessary, by:
 - Staff of the Planning and Development Department;
 - Staff of the Engineering Department;
 - Staff of the Investment & Intergovernmental Relations Department;
 - Staff of the Sustainability Office; and Other staff as required.

AGRICULTURE AND FOOD SECURITY-POLICY ADVISORY

COMMITTEE TERMS OF REFERENCE

1. Mandate

The purpose of the Agriculture and Food Security-Policy Advisory Committee (AFSAC/AFPAC) is to establish liaison and maintain communication between the agricultural community and the City on agricultural and food security issues.

2. Role

The Agriculture and Food Security-Policy Advisory Committee will:

- (a) Advise and assist City Council in developing a proactive plan to sustain the agricultural community and improve agricultural viability within Surrey with assistance from the Agricultural Land Commission and the Ministry of Agriculture;
- (b) Work in conjunction with staff regarding submissions to other levels of government;
- (c) Make recommendations on all aspects of the agricultural community, including land use, food systems and economic development matters;
- (d) Review and comment from the agricultural viability perspective on issues, plans and specific development applications referred by staff or Council;
- (e) Promote awareness and education of agricultural and food issues in Surrey;
- (f) Promote increased access to healthy, local food for all residents of Surrey;
- (g) Promote opportunities for and Agri-tourism, and associated value added agriculture in partnerships with private businesses, non-profit groups, and volunteers; and
- (f)(h) Promote urban food projects and make recommendations on policies and regulations that create a just and sustainable food system; and
- (g)(i) Review the objectives of the Agriculture and Food Security-Policy Advisory Committee every year, and to recommend changes, if any.

3. Membership

- (a) The Committee will consist of twelve (12) voting members, as follows:
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 - A maximum of five (5) volunteer representatives from other agricultural and food sectors, such as from a diversity of commodity groups, food advocacy groups, agriculture processing and food distribution and marketing sectors; and

- Two (2) members of City Council, appointed annually by the Mayor. One of these members must be appointed to serve as the Chair of the Committee. The other member may be appointed to serve as the Vice Chairperson of the committee.
 - (b) The Committee may also include one (1) representative from the Environmental Sustainability Advisory Committee (ESAC) as a voting member. If a member from ESAC is appointed to AFSAC then the Committee will consist of thirteen (13) voting members.
 - (c) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
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 - Staff of the Engineering Department; and
 - Other staff as required.

Approved by Council: December 1, 1997

Revised: March 16, 1998

Revised: December 13, 2010

Revised: December 12, 2011

Revised March 1, 2012, Adopted by Council: April 23, 2012 (RES.R12-911)

Revised to increase membership February 23, 2015 (RES.CC15-13)

Revised Oct. 29, 2015 (re: ESAC representation), adopted by Council: December 14, 2015 (RES.R15-2372)