



INTRODUCTION

Pursuant to **Part B. Regional Policies, Policy 6.1.1.a** of the Edmonton Metropolitan Region Growth Plan, a Regional Agriculture Master Plan (RAMP) is required to support the implementation of the Growth Plan guiding principle: *ensure the wise management of prime agricultural resources*. The RAMP will provide a policy framework for conserving and maintaining a secure supply of prime agricultural lands to support the regional food system, diversify the agri-food production base and value added growth of the agri-economy, and to guide agriculture supportive infrastructure investments. Also **Policy 6.1.1.b** requires the development of land evaluation and site assessment tool to qualify and quantify the prime agricultural lands to be conserved in the Region.

Pursuant to Board policy, a Task Force will be established to carry out the project Terms of Reference approved by the Board.

PURPOSE

To establish terms of reference for the Regional Agriculture Master Plan Task Force. The Task Force will provide strategic direction and oversight on all aspects of the project on behalf of the Board.

PROJECT DESCRIPTION

The Task Force is responsible for the preparation and recommendation of a Regional Agriculture Master Plan and Land Evaluation and Site Assessment Tool to the Edmonton Metropolitan Region Board in accordance with **Policies 6.1.1.a and 6.1.1.b**. The outcome will be to provide the Regions decision-makers with a land use framework and tools to make decisions consistent with the principles and objectives of the Growth Plan.

The Regional Agricultural Master Plan will provide certainty and flexibility for the existing agricultural sector and position the region to capitalize on future agricultural opportunities for the growth and sustainability of the sector for future generations.

PROJECT DELIVERABLES

As outlines in the Terms of Reference for the Project the key project deliverables are:

- Edmonton Metropolitan Region Agricultural Profile
- Edmonton Metropolitan Region Agricultural Master Plan
- Land Evaluation and Site Assessment Tool

TERMS OF REFERENCE

1. AUTHORITY

The Task Force shall be established by the Board is considered an advisory body to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.



Regional Agriculture Master Plan Task Force Terms of Reference

2. AMENDMENTS TO THE TERMS OF REFERENCE

At any time, the Task Force may consider changes to these Terms of Reference and recommend the proposed changes to the Board for review and approval.

3. MEMBERSHIP

The membership of the Task Force shall be comprised of elected municipal representation, the Province of Alberta and a Technical Committee, made up of a subset of a broader working group.

Municipal Representation

- Edmonton
- 4 Counties
- 2 additional Urban members from within the Metropolitan Area

- 1 Provincial Representative (non voting)

At least one representative from each type of municipality – Urban and County must be a Board member.

Appointment of Alternates

Alternates for each appointed voting member of the Task Force municipality shall be identified.

Regional Technical Advisory Committee (Non-voting)

The Task Force will be supported by a Regional Technical Working Group with representation being determined based on the needs of the project.

4. TERM

The term of the Task Force is from its establishment by the Board and will continue for 2 years with the expectation that the Regional Agriculture Master Plan and LESA tool will be recommended to the Board on or before June of 2020.

5. APPOINTMENT AND TERM OF THE CHAIR AND VICE-CHAIR

Upon establishing the Task Force, the Task Force membership will appoint a Chair and Vice Chair. The Chair and Vice Chair must be appointed members of the Board. The Chair and Vice Chair shall be appointed for the term of the Task Force.

6. EX-OFFICIO

- a. The Board Chair will be considered non-voting ex-officio in the Task Force.
- b. The CEO will be considered non-voting in the Task Force.

7. DECISION MAKING

- a. Decisions, recommendations, and actions determined by each committee/task force will be driven by the desired outcome to do what is in the best interest of the Edmonton Metropolitan Region. Only elected officials that are designated as voting members of a Committee or Task Force, or their designated alternate, may vote. Each member will have one vote. In the event of a tie, the motion is defeated.



Regional Agriculture Master Plan Task Force Terms of Reference

- b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass a motion (50 percent plus one).

8. QUORUM

Quorum is defined as 50 percent plus one of standing membership and may include representation in person, or by telephone or other telecommunication devices which permit participation.

9. DISPUTE RESOLUTION

The Task Force Chair is accountable for ensuring effective and collaborative committee / task force operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Executive Committee first for discussion and resolution; however, if the Committee is unable to reach a decision, the matter will be forwarded to the Board for discussion and resolution.

10. SUPPORT/RESOURCES

The Task Force will be supported by the Chief Executive Officer, a Project Manager assigned by the CEO from Board staff, Consultants as required, a Regional Technical Advisory Committee and a municipal administrative working group as established by the CEO.

11. COMMUNICATIONS

The Chief Executive Officer will act as the single point of contact for all communications requests for the Task Force, and will determine the appropriate level of response required in consultation with the Task Force Chair.

12. MEETING FREQUENCY

At the first meeting of the Task Force, a schedule of meetings will be established and approved by the Task Force. The frequency of the meetings will be established to align with the milestones and delivery dates of the project. Where warranted, the Task Force Chair may call a meeting outside of the approved schedule.

13. MEETING AGENDAS AND MINUTES

- a. All meeting agendas, minutes, reports, briefings and supporting materials will be provided in an electronic format.
- b. In general, meeting agendas and pre-read materials will be provided at least one week in advance of a scheduled meeting.
- c. The Task Force will include its meeting minutes with the next Board meeting agenda package.

14. STATUS OF MEETINGS

- a. Task Force meetings are open to the public including all members of the Board (elected officials and their alternates), administrative representatives from all Board member municipalities and members of the public. The Task Force may invite individuals from the province, industry, the general public or other Board, Committee, Task Force members to participate in specific agenda items. Matters emerging and voted on by the Task Force will become a matter of public record.
- b. **Section 602.08 (1)** of the *Municipal Government Act* (MGA) states that a committee may close all or part of its meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.



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- c. All members (elected and administrative) attending the *in camera* session shall respect the confidentiality of the *in camera* items.

15. REPORTING

The Task Force is expected to provide the Board, through established communication channels and schedules, advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.

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