



**REPORT TO THE PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JUNE 19, 2019**

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**SUBJECT** 2019 Regional Food and Agriculture Task Force – Terms of Reference

**ISSUE**

To approve the terms of reference for the 2019 Regional Food and Agriculture Task Force (RFATF).

**BACKGROUND**

Terms of Reference serve to clarify the mandate, responsibilities and procedures governing committees and provide a point of reference and guidance for the committees and their members.

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members. The CRD Board has the authority to establish Select Committees and the authority to establish Advisory Committees to provide advice and recommendations to the Board or a Board Standing Committee.

**ALTERNATIVES**

*Alternative 1*

That the 2019 Terms of Reference for the Regional Food and Agriculture Task Force, as attached in Appendix A, be approved.

*Alternative 2*

That the terms of reference be referred back to staff for further review.

**IMPLICATIONS**

The Terms of Reference have been developed for the task force to identify the mandate or purpose of the task force, its establishment and authority, composition, procedures and staff resources. Committees are generally structured around specific service areas.

The only change from the previous Terms of Reference was the Standing Committee name from Planning, Transportation and Protective Services Committee to the Planning and Protective Services Committee.

**Next Steps**

Following approval by the Planning and Protective Services Committee the Terms of Reference will be posted to the website.

**RECOMMENDATION**

That the 2019 Terms of Reference for the Regional Food and Agriculture Task Force, as attached in Appendix A, be approved.

Submitted by:	Signe Bagh, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning & Protective Services

Attachments: Appendix A – 2019 Terms of Reference