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## MEMORANDUM

**APAC-C 6-2019**

**Subject: Councillor Information Request – September 27, 2019**  
**Date: November 29, 2019**  
**To: Agricultural Policy and Action Committee**  
**From: Erik Acs**

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The purpose of this memorandum is to seek the disposition of Planning and Economic Development Committee relative to the establishment of a working group of APAC.

At the September 27, 2019 meeting of the Agricultural Policy and Action Committee (APAC), Councillor Huson requested that staff “provide information respecting a potential membership for a Niagara Agribusiness Sector Working Group”

The above direction was in relation to a presentation made by Councillor Huson, based on a policy brief prepared by the Niagara Community Observatory titled “*Niagara’s Agribusiness Sector: Towards a More Resilient Innovation Cluster*” (NCO Policy Brief #40, June 2019).

With respect to the above request, the terms of reference for APAC outline the use of working groups to deal with specific issues or projects as they arise. The terms of reference also provides guidance on the membership of potential working groups. Below are some considerations for APAC working groups:

- The working groups will meet, as needed, to review specific issues referred to them by APAC;
- Working groups are considered to be time-limited, project specific sub-committees of the APAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period;
- Working groups must be comprised of at least two members of the APAC
  - Working groups may include community members and other individuals with relevant knowledge and expertise.
  - Local municipal participation should be sought depending on the nature of the work being undertaken.
- Working groups shall be chaired where possible by a voting member of the APAC and shall provide regular updates to the APAC regarding recommendations on assigned projects.

- Minutes of the meetings of the working group shall be recorded and submitted to the APAC for proper directing through the approval process.
- Working groups may meet at a time and place as decided by the members of the working group.

The Committee should decide if a working group is necessary to address the Councillor Information Request resulting from the Sept 27, 2019 presentation noted above. If deemed necessary, the Committee could appoint members from the existing APAC membership, or invite other members, as per the terms of reference.

Respectfully submitted by

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Erik Acs, MCIP, RPP  
Manager, Community Planning