


TERMS OF REFERENCE

Name:	Agricultural Advisory Committee		
Type of Advisory Body:	Advisory Committee		
Effective Date:	April 5, 2005	Revision Date:	December 02, 2020
TOR Approved by:	Chief Administrative Officer		
Authorizing Signature:			

1. Background

The Agricultural Advisory Committee (the "Committee") was formed in 2005 to advise Council and staff on matters related to agriculture in the community which may include comprehensive reviews of agriculture-related policies, plans, and development proposals using the Agricultural Land Commission Policies and Regulations along with the Official Community Plan as a guide.

2. Mandate

- a) The purpose of the Committee is to advise the municipality on agricultural issues within the community, including:
 - i. Applications initiated under the Agricultural Land Commission Act ("ALCA");
 - ii. Comprehensive review of agricultural related policies and plans, as required;
 - iii. Irrigation, drainage and other water management issues as required; and
 - iv. Other matters, such as specific development proposals, draft official community plans, transportation plans, and recreation plans, as referred by Council and Staff.
- b) The Committee may also make recommendations on:
 - i. Raising awareness of agriculture;
 - ii. Issues of importance to the local farming community and the viability of agriculture in Pitt Meadows;
 - iii. Enhancing an understanding of agriculture's role in the local and/or regional economy;
 - iv. Improving opportunities for joint funding of drainage and irrigation works.

3. Enabling Legislation/Authority

The Committee was established by Council resolution on April 5, 2005. The Committee is an advisory body to Council, through the Chief Administrative Officer, given authority through the City Committees Policy C102.

4. Reporting Relationship

The Committee will report to Council through the Chief Administrative Officer (“CAO”). The CAO will assign a Staff Liaison who will be responsible for coordinating all communications with the CAO and, ultimately, with Council.

5. Membership

a) Voting Members

- i. The Committee will have **up to eleven (11) voting members**, appointed by the Chief Administrative Officer (CAO), who:
 - Represent the local farming community;
 - Are residents of Pitt Meadows;
 - Are not current Council members or employees of the City of Pitt Meadows.
- ii. The following sector representation will serve as a guide for membership:
 - At least six (6) members from the farming community at large;
 - 1 agri-tourism sector representative;
 - 1 value-added processing sector representative;
 - 1 business sector representative (supporting business or affiliate with agriculture).
- iii. The following geographic representation will serve as a guide for membership:
 - 1 member from Pitt Meadows Diking and Drainage Area No. 1;
 - 1 member from Pitt Meadows Diking and Drainage Area No. 2;
 - 3 members from Pitt Meadows Diking and Drainage Area No. 3;
 - 1 member from Pitt Meadows Diking and Drainage Area No. 4.

b) Non-Voting Members

- i. The Committee will have **up to six (6) non- voting members**, including:
 - Up to one (1) Council Liaison and one (1) Alternate appointed by, and at the sole discretion of, the Mayor;

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- An employee of the City, appointed by the CAO, who will be the Staff Liaison for the Committee and will be in attendance at all meetings to provide technical advice and staff assistance;
 - An employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Committee and who will be responsible for agenda preparation, minute taking and meeting preparations;
 - A representative from the Ministry of Agriculture as available;
 - A representative of the Agricultural Land Commission as available.
- c) The CAO may add, remove or replace any member of the Committee at any given time, and as required, with the exception of Council Liaisons, whose appointments are at the sole discretion of the Mayor.

6. Term

- a) Appointments to the Committee will be for a three (3) year term.
- b) Despite 6(a), the CAO may appoint a voting member for an alternate term to ensure staggering and continuity of the Committee.
- c) Committee members are eligible to serve multiple terms. Members are required to re-apply each term.
- d) Appointments to the Committee will be made in accordance with sections 5.4 and 5.5 of the City Committees Policy (C102).
- e) A member who is absent, except for reasons of extended illness, from three consecutive meetings of the Committee is deemed to have resigned effective as of the end of the third such meeting.

7. Remuneration

- a) Committee members serve without financial remuneration.

8. Budget

- a) The Committee will be assigned an annual budget through the City's business plan process each year.

9. Governance Principles

- b) **Legislation.** The Committee will operate in accordance with the City of Pitt Meadows Council Procedure Bylaw (Bylaw No 2834, 2019), the City Committees Policy (C102), the Respectful Workplace Policy (C101), and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
- c) **Procedural Rules.** All Committee meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, debate, and voting as outlined in Council's Procedure Bylaw.
- d) **Conflict of Interest.** Any member who believes that they have a conflict of interest in a matter on a Committee agenda will declare so to the Chair of the meeting and to the Committee Clerk either before the meeting commences or before the item on the agenda is spoken to which presents the conflict for the member. The member shall then leave the room for the duration of time taken to consider that item. Committee members are subject to Sections 100 – 108 of the Community Charter. A conflict of interest does not apply for issues that impact all committee members (e.g. City practices pertaining to dike maintenance or invasive species).

10. Responsibilities

- a) The voting members of the Committee have the following responsibilities:
 - i. Attend and actively participate in the Committee meetings as scheduled;
 - ii. Inform the Committee Clerk if unable to attend a meeting;
 - iii. Familiarize themselves with the Committee's Terms of Reference and other pertinent bylaws and policies;
 - iv. Work collaboratively and respectfully toward the mandate of the Committee; and
 - v. At the beginning of each year, appoint a Committee Representative by majority vote.
- b) The Committee Representative will act as a liaison between Staff and the voting members of the Committee.
- c) The Staff Liaison has the following responsibilities:
 - i. Determine agenda items for each Committee meeting and relay to the Committee Clerk for agenda production purposes;
 - ii. Chair all Committee meetings when in attendance;
 - iii. Act as a spokesperson for the Committee;

- iv. Set timelines for the Committee deliverables, including presentations to Council and the Engagement and Priorities Committee, as appropriate; and
 - v. Ensure relative bylaws and policies are adhered to.
- d) The Committee Clerk has the following responsibilities:
- i. Coordinate and produce all Committee agendas and minutes;
 - ii. Schedule all Committee meetings;
 - iii. Manage general correspondence with Committee members;
 - iv. Maintain the official files of the Committee including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

11. Technical Recommendations

- a) When reviewing Agricultural Land Commission Act and other applications referred to the Committee by Council or Staff, the Committee will comment on the following:
- i. The effect of the proposal on the agricultural potential of the subject property;
 - ii. The effect of the proposal on adjacent farming properties and surrounding agricultural production;
 - iii. The effect of the proposal on water resources and transportation issues;
 - iv. A rating of the priority or impact of the application on the maintenance of the Agricultural Land Reserve (ALR);
 - v. Alternatives to the proposal, where appropriate or applicable; and
 - vi. The identification of issues relating to the protection of the ALR lands specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

12. Meeting Procedures

- a) **Meeting Schedule.** The Committee will meet as established by the annual City Committees Meeting Schedule and as confirmed at their first meeting of each year, with the opportunity to introduce additional meetings as required. The Committee typically meets 10-11 times per year on the 2nd Thursday of the month at 10am. Meetings may be cancelled by the Staff Liaison/ Committee Chair if there is not sufficient material to warrant a meeting not sufficient material to warrant a meeting.

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- a) **Open Meetings.** Meetings of the Committee will be open to the public unless the subject matter being considered warrants a closed meeting, as per sections 90(1) and (2) of the Community Charter and is approved by the Corporate Officer.
- b) **Chair/Vice Chair.** The Staff Liaison will chair all meetings when in attendance. The Committee will elect a Vice Chair at the first meeting each year, to act as Chair in the absence of the Staff Liaison.
- c) **Quorum.** A majority of the existing voting members will constitute a quorum. Meetings may be held without quorum; however, a quorum will be required for voting purposes.
- d) **Agendas.** An agenda will be prepared by the Committee Clerk for each meeting, with input from the Staff Liaison, and provided to the Committee members a minimum of 72 hours prior to each meeting, unless the Committee meeting schedule does not allow for such turn around.
- e) **Minutes.** The Committee Clerk will record each meeting, produce draft minutes for review within 1 week of the meeting, and include draft minutes on the next agenda for approval by the Committee.
- f) **Deliberations.** Decisions will be made by a majority vote using motion and voting procedures as outlined in the Procedure Bylaw.
- g) **TOR Amendments.** The CAO has sole discretion to update or modify the Committee's TOR as required. The Committee may, by resolution, recommend to the CAO an amendment to these terms of reference.