



TERMS OF REFERENCE Agricultural Advisory Commission

1. Introduction

The Agricultural Advisory Commission (AAC), established in 1994, advises the Regional District of Central Okanagan (RD CO) Regional Board on agricultural issues and the potential impact of planning decisions on agriculture.

The Agricultural Advisory Commission functions as an Advisory Commission of the Regional Board.

2. Objectives

The primary objective of the AAC is to provide local perspective and expertise to advise the Regional Board on the protection and enhancement of agricultural lands within the Regional District of Central Okanagan.

3. Scope of Work

The AAC will provide advice and recommendations to the Regional Board on matters relating to agricultural lands, including:

- Applications initiated under the *Agricultural Land Commission Act* and *Soil Conservation Act*
- Referral applications impacting agriculture
- Assisting with comprehensive review and/or development of:
 - bylaws
 - official community plans
 - neighbourhood plans
 - agricultural plans
 - farm 'edge' policies
 - parks and recreation plans; and
 - transportation plans
- Major development proposals with potential impact on agriculture
- Irrigation, drainage and other water management issues impacting agriculture
- Effectiveness of noxious insect and weed control regulations and programs; and
- Other matters requested by the Regional Board; or matters that the AAC believes should be brought to the attention of the Board.

The AAC may also provide recommendations relating to increasing awareness of agricultural issues in the Regional District of Central Okanagan including:

- Enhancing an understanding of agriculture's role in the local and/or regional economy, including the role of farm owners and farm workers;

- Addressing competition for the agricultural land base;
- Examining legislation to identify improvements to support agriculture;
- Improving opportunities for joint funding of drainage and irrigation works;
- Reporting on the impacts of park and recreation proposals on agriculture; and
- Identifying and effecting change regarding the impact of transportation and utility corridors on or near agriculture.

4. Criteria

In reviewing applications, plans, proposals or items before the Commission, the AAC will consider the following:

- The effect of the proposal on agricultural potential;
- The effect of the proposal on adjacent Agricultural Land Reserve (ALR) properties and surrounding agricultural production;
- The effect of the proposal on people who rely on farming for their livelihood, including farm owners and farm workers;
- The effect of the proposal on water resources and transportation issues;
- A rating of the priority or impact of the application on the maintenance of the ALR;
- Where appropriate, possible alternatives to the proposal; and
- The identification of issues relating to the protection of the ALR land specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

5. Membership

Membership of the Commission shall be comprised of not less than three (3) or more than eight (8) voting members appointed by the Regional Board.

The following are considered to be minimum qualifications to serve on the Commission:

- Reside within the Regional District of Central Okanagan;
- Demonstrated interest in agricultural and community matters;
- Available to attend most AAC meetings;
- Commitment to the AAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

The membership will reflect a diversity of agricultural professions, practices, sectors and commodity groups and will include a designated representative of the Ministry of Agriculture.

Elected officials and Regional District staff are not eligible for appointment to the AAC.

6. Appointment Process and Term

Appointments to the AAC shall be by resolution of the Regional Board, based on recommendations from Regional District staff and/or the Chair of the AAC.

Appointments are to a maximum of a three (3) year term. A member may be re-appointed to serve a maximum of two (2) consecutive three-year terms.

7. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member for cause.

Commission members who are absent for three (3) consecutive meetings shall forfeit their appointment, unless such absences are authorized by resolution of the Commission.

A member of the Commission may resign at any time upon sending written notice to the Regional District of Central Okanagan.

8. Chair/Vice-Chair

The Commission shall elect a Chair and Vice-Chair, annually (during the first meeting of a calendar year). In the absence of the Chair and Vice-Chair, the Commission may elect an Acting Chair from those members at that meeting.

The Chair, Vice-Chair and/or Acting Chair is required to be physically present at a meeting and cannot Chair a meeting by telephone.

Although AAC reporting to the Regional Board is normally directed through Regional District staff, the Chair is expected to make himself/herself available from time to time to make presentations to the Regional Board.

The Chair may appoint sub-committees to evaluate and report on special matters within the scope of the Commission as required.

The Chair and/or Vice-Chair assists with the process for new member appointments by reviewing applications and participating in interviews.

9. Quorums and Voting

A quorum of the Commission is 50% of the total Commission membership and is required for the purpose of conducting business of the Commission.

A member participating in a meeting by telephone is counted towards a quorum.

The Chair, Vice-Chair and/or Acting Chair is entitled to vote at all meetings.

Majority vote means more than half of the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

In the event of a tie vote, the question will be defeated.

The Ministry of Agriculture representative is not entitled to vote.

10. Frequency of Meetings

The AAC meets monthly, unless there are no particular items to be reviewed in a particular month.

Additional meetings may be required for particular projects, site visits or urgent issues.

11. Agendas and Information Packages

In consultation with the Chair of the AAC, staff will establish agendas for each meeting of the Commission.

Agendas and information packages will be provided to Commission members at least 3 working days prior to the meeting date.

The order of business for each meeting shall be governed by the agenda. New agenda items may be added by a majority vote of those present.

12. Meeting Procedures

All AAC meetings are open to the public and are held at the Regional District Office, 1450 K.L.O Road, Kelowna.

AAC members may participate in a meeting by telephone as needed, and shall make arrangements for this with Regional District staff in advance of a meeting.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at AAC meetings at which the Commission will consider their application. Attendance by applicants is not mandatory; however, it is recommended so that applicants have an opportunity to answer any questions, which the Commission may have.

The Commission may, from time to time, invite resource people or delegations to participate in a Commission meeting. Individuals or delegations must be authorized by the Director of Community Services and identified in advance as an item on the meeting agenda.

13. Minutes

The minutes shall:

- Record the motion and voting on all resolutions;
- Be subject to review and correction at a subsequent Commission meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be available for public viewing on the Regional District's website.

14. Administrative/Technical Support

Regional District staff will provide administrative, technical and secretarial support for the AAC. Typical support functions include:

- Organizing and preparing meeting agendas
- Distributing the agenda, forwarding referral packages to AAC members, posting of notices of meetings at the Regional District office and contacting applicants prior to a meeting
- Organizing teleconferences
- Receiving all correspondence on behalf of the AAC
- Taking and preparing draft minutes, and providing final minutes to Commission members for review and approval
- Managing the files of the AAC as necessary and maintain a list of outstanding issues for AAC action
- Assisting the AAC with special projects such as tours, educational materials, and workshops
- Assisting the AAC with the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to the Board for approval
- Attending meetings in a resource capacity
- Training for the Chair and Vice-Chair on procedures for Commissions of the Regional Board.

15. Remuneration

AAC members serve without remuneration, but may be paid reasonable and necessary expenses directly arising from the performance of their duties. Reimbursement of expenses will be consistent with policies of the Regional Board, as amended from time to time.

16. Conflict of Interest

If a Commission member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the Commission or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question; and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

17. Public Relations

When speaking in public on an issue, AAC members must make clear that opinions expressed are individual and not representing the AAC or the Regional District of Central Okanagan.

Should the Commission be required to address the media, opinions expressed on behalf of the Commission should be communicated by the Chair or Vice-Chair.

On a matter before the Commission, AAC members shall not communicate with elected officials directly.

*** END OF TERMS OF REFERENCE ***

Approved by:  Date: January 29, 2019
Brian Reardon, CAO

<u>Department</u>	<u>Date Approved</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>
Planning	August 2006 Jan. 28, 2019	Y	Jan 28, 2019	#15/19