



# Terms of Reference

13211 Henry Ave, Box 159 Summerland BC V0H 1Z0  
[www.summerland.ca](http://www.summerland.ca)

## Agricultural Advisory Committee

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### Purpose

The Agricultural Advisory Committee (AAC) advises and makes recommendations to Council on policies, procedures and bylaws that affect the agricultural community and impact agricultural viability within the District of Summerland in accordance with the scope and objectives listed below. The AAC acts as a liaison to maintain communication between the agricultural community and the District.

### Scope and Objectives

The AAC will:

- Review all land use applications on lands within the Agriculture Land Reserve (ALR) and agricultural zoned properties within the District that require Council approval;
- Assisting with the comprehensive review of the following documents as they relate to agriculture and agri-business matters of Summerland and as referred by Council:
  - Bylaws;
  - OCP;
  - Neighbourhood and Comprehensive Development Plans;
  - Cultural and Heritage Plans;
  - Parks and Recreation Plans;
  - Transportation Plans;
- upon request, work with Council on submissions related to agricultural issues with other levels of government; and
- other matters as referred by Council.

### Qualifications

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

- available to attend most AAC meetings;
- commitment to the AAC's objectives and Council's strategic priorities;
- understanding of the agricultural planning framework and planning instruments including, not limited to the District's OCP, Zoning and other bylaws with respect to agricultural land use, Local Government Act, and Agricultural Land Commission Act; and
- access to a computer and email address in order to participate electronically in meetings and to receive and respond to communications and information including meeting packages.

## Membership

The Committee shall consist of a maximum of twelve (12) members; including eight (8) voting members and four (4) non-voting member appointed, or as otherwise directed by Council, who shall serve without compensation as follows:

- One (1) member minimum of each of the following commodity groups, associations, or interests:
  - Tree fruits
  - Wine/grapes
  - Livestock/animal husbandry
  - Forage
  - Nursery
- Three (3) members from the agricultural community at large and with direct agricultural interest and expertise. (i.e. agricultural finance, or academia);
- One (1) council member (non-voting), and one (1) council alternate (non-voting);
- One (1) representative from the Pacific Agri-Research Center (PARC) (Advisory; non-voting); and
- One (1) representative from the Ministry of Agriculture, Food and Fisheries (Advisory; non-voting)

Additional 'resource persons' (District staff, representatives of key agencies, or subject experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, to assist the Committee in achieving their objectives.

## Term

Members shall be appointed by Council resolution to a term of two (2) years. All terms will expire on March 31<sup>st</sup>; appointments made partway through a year will be in effect until the end of the term. Members may reapply to serve more than one term.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee (i.e. due to illness or other unavoidable absence).

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon providing written notice to the Corporate Officer.

## Meeting procedures

Each year, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson.

The Committee shall meet as required to achieve the scope and objectives and/or as necessary if there are matters to be considered or as referrals from Council or staff may require. The schedule of the Committee is to be determined at the first meeting of each year, in accordance with the Council Procedure Bylaw and must be submitted to the Corporate Services Department for public posting and inspection.

The Committee will recognize that each meeting requires significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope and objectives of the committee.

The Director of Development Services or designate, in consultation with the Chair, will determine the agenda items. Agendas will be prepared by the recording secretary and are to be forwarded to Committee members as well as to the Corporate Services Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

A quorum shall be a majority of all Committee members.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary (who will be provided by the District) and approved by the Committee.

Minutes of the meetings are to be forwarded to the Corporate Services Department at Municipal Hall for safekeeping and will be available for public inspection.

All Committee proceedings shall adhere to Council Procedure Bylaw, as amended.

#### Conflict of Interest

If a Committee member attending a meeting considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any reason, the member must declare this and state the general nature of why they consider this to be the case and immediately leave the meeting or part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

#### Staff Support

A staff member(s) from Development Services (non-voting) will act as the staff liaison, attend meetings in a resource capacity, book the meeting room, act as the Recording Secretary by assisting in the preparation of agendas and minutes and forward recommendations to Council.

#### Authority

(Select Committee – Advisory Committee)

Section 142 (1) of the Community Charter states the “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.” (2) This Committee is a select committee appointed by Council; and (3) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

#### Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description
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Adopted: May 15, 2023