

TERMS OF REFERENCE

AGRICULTURAL ADVISORY COMMITTEE

1. Purpose

- 1.1 The purpose of the Agricultural Advisory Committee (AAC) is to advise the Sunshine Coast Regional District (SCRD) Board on agricultural issues on the Sunshine Coast including:
- a. Applications initiated under the *Agricultural Land Commission Act* (ALCA);
 - b. Applications to amend official community plans and applicable bylaws;
 - c. Assisting with comprehensive reviews, development, or implementation of
 - i. bylaws;
 - ii. official community plans;
 - iii. agricultural area plans;
 - iv. park and recreational plans; and
 - v. transportation plans;
 - d. Development proposals with potential significant impacts on agriculture;
 - e. Water supply and demand management issues; and
 - f. Effectiveness of noxious insect and weed control regulations and programs.

2. Duties

- 2.1 The AAC will provide recommendations on:
- a. raising awareness of agriculture;
 - b. enhancing an understanding of agriculture's role in the local and Sunshine Coast economy;
 - c. addressing demand for Non-Farm Use or Exclusion of the agricultural land base;
 - d. examining legislation and amendments to legislation to identify improvements to support agriculture;
 - e. advising on opportunities for irrigation works, specifically the safe use of non-potable water;
 - f. examining the impacts of park and recreation proposals on agriculture; and

- g. examining the impact of transportation and utility corridors on agriculture.
- 2.2 In review of the ALCA applications and bylaw amendments, the AAC shall advise on:
- a. the effect of the proposal on the agricultural potential of the subject property;
 - b. the effect of the proposal on adjacent Agricultural Land Reserve (ALR) properties and surrounding agricultural production;
 - c. the effect of the proposal on water resources and transportation issues;
 - d. a rating of the priority or impact of the application on the maintenance of the ALR;
 - e. where appropriate, possible alternatives to the proposal; and
 - f. 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.
- 2.2 The AAC exists at the pleasure of the SCRD Board and may be reconstituted as required.

3. Membership

- 3.1 The AAC shall consist of up to ten (10) members appointed by the SCRD Board.
- 3.2 Membership shall include diverse representation from each Electoral Area and Municipality.
- 3.3 Members shall have knowledge and/or experience in
- a. agriculture;
 - b. agri-tourism;
 - c. soils;
 - d. processing and distribution; and/or
 - e. water management.
- 3.4 Members shall be appointed for a term of two (2) years.
- 3.5 Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.4 Regional District staff may be assigned to serve in a technical and leadership capacity. The role of the staff may include:
- a. establishing the agenda;
 - b. providing information and professional advice;

- c. facilitating and/or co-chairing meetings;
 - d. writing reports and recommendations to the SCR D Board thereby serving as one of the communication channels to and from the SCR D Board; and
 - e. bringing such matters to the AAC's attention as are appropriate for it to consider in support of SCR D Board direction;
- 3.5 A Director may be appointed to serve in a liaison capacity and shall be a non-voting member. An Alternate Director may be appointed to attend meetings during the absence of the Director. The role of the Director may include:
- a. bringing such matters to the AAC's attention as are appropriate for it to consider in support of SCR D Board direction; and
 - b. serving as one of the communication channels to and from the SCR D Board.
- 3.6 The Chair and Vice Chair shall be elected from the AAC membership at the first meeting of each year. The Chair and Vice-Chair shall be entitled to vote.
- 3.7 Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCR D Board.

4. Operations

- 4.1 The AAC meets on the fourth (4th) Tuesday of the month at 3:30 pm at the SCR D Office at 1975 Field Road, Sechelt, BC.
- 4.2 At all meetings, four (4) members shall constitute a quorum.
- 4.3 AAC meetings will be canceled if there are no referrals for an Agenda or if quorum is not met.
- 4.4 All AAC meetings must be open to the public except where the AAC resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.5 The authority of the AAC is limited as follows:
- a. The AAC does not have the authority to bind the SCR D in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCR D.
 - b. The AAC may communicate with external organizations and agencies to collect information and make inquiries.
 - c. Where the AAC wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCR D Board.
- 4.6 AAC members are encouraged to:

- a. attend and participate in meetings of the AAC
 - b. share experiences and ideas while maintaining an open mind to others' perspectives
 - c. be able to dedicate approximately five (5) hours per month to the work of the AAC
- 4.7 In carrying out its mandate, the AAC will work towards conducting operations in a way that:
- a. improves the economic, environmental and social well-being for present and future generations;
 - b. encourages and fosters community involvement;
 - c. enhances the friendly, caring character of the community;
 - d. maintains an open, accountable and effective operation;
 - e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
 - f. is consistent with the goals and objectives of the SCRD's strategic plan; and
 - g. recognizes advisory committees are one of many channels that the SCRD Board may utilize to obtain opinions and advice when making decisions.
- 4.8 The SCRD will provide a recording secretary whose duties will include:
- a. organizing the meeting room, supplies and equipment
 - b. distributing agendas to the AAC members in advance of the meeting
 - c. preparing minutes of all meetings using SCRD standard practices
 - d. forwarding the minutes to the AAC Chair for review prior to submitting to the SCRD Planning and Development Division within five (5) business days of the meeting.
- 4.9 Unless otherwise provided for, meetings shall be conducted in accordance with the Committee Procedures set out in the SCRD Board Procedures Bylaw.
- 4.10 AAC members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
- 4.11 AAC members must respect and maintain the confidentiality of the issues brought before them.

- 4.12 AAC members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCR D Policy on Committee Volunteer Meeting Expenses.

5. Reference Documents

- 5.1 SCR D Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

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