CITY OF SALMON ARM

AGRICULTURAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Introduction

The Agricultural Advisory Committee is an Advisory Committee of Council. The purpose of the committee is to assist Council by providing information and recommendation on matters and issues affecting agriculture and the agricultural community.   The City recognizes the necessity of protecting and promoting the viability of agriculture and the agri-business community. The Committee will review City policy ensuring federal and provincial legislation and Agricultural Land Commission regulations are being followed to improve and enhance agricultural capacity and avoid degradation of the land base.

Mandate

The Committee's mandate is to make recommendations to Council on agricultural matters referred to the Committee by Council or City Staff, including:

- Applications initiated under the Agricultural Land Commission Act;
- Applications to amend the Official Community Plan or Zoning Bylaw, including Temporary Use Permits, where the subject property is within the Agricultural Land Reserve or within 100 metres of the ALR boundary;
- Assisting with comprehensive review and/or development of the Official Community Plan, the Agricultural Area Plan, Zoning Bylaw, farm 'edge' policies, parks & recreation plans and transportation plans;
- Major development proposals with potential impact on agriculture;
- Irrigation, drainage and other water management issues impacting agriculture;
- Providing input on submissions related to agriculture issues to other levels of government;
- Reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities;
- Any other matters requested by Council or matters that the Committee believes should be brought to the attention of Council.

Membership

The Agricultural Advisory Committee shall consist of nine (9) voting members appointed by Council as follows:

> Eight (8) representatives of the agricultural community representing a diversity of commodity groups/producers; and
> One (1) member of City Council.

Other non-voting members of the Agricultural Advisory Committee shall include:

One (1) representative from the Ministry of Agriculture;
One (1) representative from the Salmon Arm Economic Development Society; and
One (1) member of City Staff.

Voting members, except the City Council member, will be selected by Council through an application process which will be promoted through advertisements in local media. Applications must demonstrate the applicant's interest in agriculture and ability to commit the necessary time to the Committee.

Appointment and Term

Voting members, other than the City Councillor, shall be appointed by Council for a three-year term. Members may stand for re-appointment at the conclusion of their term. The Council member shall be appointed on an annual basis.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council. If a member must resign from the Committee, their position will be filled through the application process.

A voting member of the Committee who is absent for three (3) consecutive meetings shall forfeit their appointment, unless such absences are authorized by resolution of the Committee.

Members of the Committee shall serve without remuneration.

Chair

The member of City Council appointed to the Committee shall serve as the Committee Chairperson and Council Liaison to the Committee. In the absence of the Chairperson, the Committee may elect an Acting Chairperson from those members present at the individual meeting.

Meeting Procedures

The Committee shall meet on a monthly basis during normal business hours at City Hall unless there are no items to be reviewed in a particular month. The specific date and time of such meetings is to be determined by the Committee at its inaugural meeting. Additional meetings may be required for particular projects, site visits or urgent issues.

Committee meetings are open to the public, with the exception of any in-camera items. Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the voting members shall constitute a quorum. A meeting shall not proceed if a quorum cannot be achieved.

All questions before the Committee shall be decided by a majority of the voting members present at the meeting. A member who abstains from voting will be deemed to have voted in the affirmative. In the event of a tie vote, the question will be defeated.

Conflict of Interest

If a Committee member perceives that he or she may have a conflict of interest in a matter before the Committee the member must declare a conflict and step aside from the discussion and subsequent vote/motion on that particular matter.

Minutes

Minutes will be recorded by the member of City staff and shall:

- Record the motion and voting on all resolutions;
- Be forwarded to City Council for information;
- Be secured at City Hall and signed by the Chairperson and recording secretary as the true record of the decisions made;
- Be subject to correction at the next Committee meeting; and
- With the exception of any in-camera items, be available to the public upon request and on the City website.

Public Relations

The City Council member shall be the spokesperson for the Committee.

Staff Support

The Development Services Department will provide administrative, technical and secretarial support for the Committee, including:

Preparing and distributing meeting agendas;
Receiving all correspondence and preparing reports on behalf of the Committee;
Providing final minutes of the Committee to Committee members, Council and staff;
Managing the files of the Committee as necessary; and
Assisting the Committee with the process for new appointments including advertising for applicants, review of applications and forwarding appointment recommendations to Council for approval.

Endorsed by Council on this 26rd day of May, 2014.