

# DISTRICT OF LAKE COUNTRY

## AGRICULTURAL ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### 1. Purpose:

The Agricultural Advisory Committee (AAC) is formed to advise the Council of the District of Lake Country (DLC) on agricultural issues. The Agricultural Advisory Committee is an advisory committee established and appointed by Council under Section 142 of the *Community Charter* (select committee).

#### 2. Mandate:

(i) The Agricultural Advisory Committee is established to:

- (a) review and provide recommendations on Land Commission applications which are to be considered by Council;
- (b) at the request of Council or the Director of Development Services, review and provide recommendations to staff and Council on land use applications and matters effecting agriculture and the agri-business community;
- (c) at the request of Council or the Director of Development Services, review planning documents such as the Official Community Plan, Zoning Bylaw, Sector and Neighbourhood Plans and make recommendations to Council with respect to impacts on agriculture and agri-business;
- (d) Provide recommendations to Council on ways to preserve and protect agriculture within the District of Lake Country.

(ii) The Committee shall consider the following when reviewing applications or agricultural related issues:

- (a) the effect of the proposal on the agricultural potential of the subject property;
- (b) the effect of the proposal on adjoining ALR properties and surrounding agricultural operations;
- (c) possible acceptable alternatives to the proposal, where deemed appropriate;
- (d) the identification of issues relating to the protection of ALR lands specific to the application.

#### 3. Establishment:

- (a) In order to provide representation from the agricultural community, the membership of the Committee shall be comprised of not less than four (4) and not more than eight (8) volunteer representatives appointed by

- Council who reside within the DLC and are actively farming in the community;
- (b) In addition, two (2) council members will be appointed by Council as voting members of the Committee;
  - (c) Members of the Committee shall be appointed by Council for a three (3) year term;
  - (d) A Chairperson shall be appointed by a majority of the committee members at the first committee meeting of each term. In the absence of the appointed Chairperson, an acting chairperson shall be appointed for each meeting by those members present. The Chairperson shall be entitled to vote at all meetings;
  - (e) Representatives from the Ministry of Agriculture and Lands, Agricultural Land Commission; and District of Lake Country Staff may sit on the Committee as non-voting members;
  - (f) Committee members who are absent for three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee;
  - (g) Council may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the Committee.

4. Meetings:

- (a) The Committee shall meet quarterly or sooner if there are matters to be considered by it, at such time and place as may be fixed from time to time by resolution of the Committee;
- (b) The meetings shall be open to the public and held at the DLC office;
- (c) Four (4) Committee members shall constitute a quorum;
- (d) When the Committee is reviewing and making recommendations to Council regarding proposed amendments to a plan, bylaw or issue of a permit, the applicant is to be advised of the meeting and is entitled to attend and be heard;
- (e) Committee members must abide by the conflict of interest provisions of the *Community Charter* and the District of Lake Country Council Procedures Bylaw. If a Committee member attending a meeting of the AAC considers that he or she is 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 other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration;
- (f) Recommendations of the AAC must be adopted by Committee resolution prior to presentation to Council. In the case of land use applications, the Committee will report their recommendations to the Development Services Department who shall forward the Committee recommendations to Council as part of a report on a development proposal or bylaw;

- (g) Minutes of each Committee meeting shall be kept by DLC staff. Minutes shall record motions and recommendations to Council, be secured at the District Office and be signed by the Chair of the AAC and by the person taking the minutes.

5. Remuneration and Expenses:

Members shall serve without remuneration, but may be paid reasonable and necessary expenses that were directly out of the performance of their duties. DLC purchasing and expense policy applies to members of the AAC.

The routine operation and special initiatives of the Committee will be funded by allocations within the Council and Administration budget.

6. Staff Support:

The Development Services Department shall provide administrative, technical and secretarial support for the Committee. Typical support functions include the following:

- organizing and preparing the agenda, in conjunction with the Committee Chair and staff liaison;
- distributing the agenda packages to Committee members;
- forwarding the agenda to the Clerk for posting as a public notice;
- taking and preparing draft minutes and providing the final minutes to the Clerk and Committee members;

Endorsed by Council Resolution:	June 14, 2005
Item 3(d) amended by Council Resolution:	July 12, 2005
Amended by Council	January 24, 2006
Amended by Council	August 1, 2006

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DEPUTY CLERK

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MAYOR