TERMS OF REFERENCE
Agricultural Advisory Committee (AAC)

INTRODUCTION

The Agricultural Advisory Committee ("AAC") is being established to assist City of West Kelowna staff and Council in protecting, enhancing and promoting agriculture within the City of West Kelowna ("the City"). The Committee's role is to advise the City Council ("Council") on land use and economic development matters with respect to agriculture, and to act as a liaison between Council and the agri-business community.

The Agricultural Advisory Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and the Committee recommendations are non-binding and intended to be advisory in nature.

The provisions of District of West Kelowna Council Procedure Bylaw No. 0150, 2012 govern the proceedings of the AAC.

MANDATE

The Agricultural Advisory Committee shall be consulted to provide advice to Council on matters relating to agriculture and agri-business in the City of West Kelowna including:

- Applications initiated under the *Agricultural Land Commission (ALC) Act*, which are to be considered by Council.
- Applications to amend the Official Community Plan and Zoning Bylaw where the subject property is within or adjacent to the Agricultural Land Reserve (ALR).
- Applications to amend the Official Community Plan and Zoning Bylaw Amendments where the subject property is zoned agricultural or is adjacent to an agriculturally zoned parcel.
- Assisting with the comprehensive review the following documents as they relate to agriculture and agri-business matters of City of West Kelowna:
    - Bylaws;
    - Official Community Plans;
    - Agricultural Area Plans;
    - Neighbourhood and Comprehensive Development Plans;
    - Farm 'Edge' Policies;
    - Culture and Heritage Plans;
    - Park and Recreation Plans; and
    - Transportations Plans.
- Providing advice on major development proposals with potential impact on agriculture.
- Providing advice on issues related to irrigation, drainage and other water management issues affecting agricultural lands.
- Working with Council, at Council's request, on submissions related to agricultural issues with other levels of government.
- Other matters as referred by Council.

Agricultural Liaison and Awareness

The AAC may also make recommendations relating to:

- Raising awareness of agriculture;
- Enhancing an understanding of agriculture's role in the local and/or regional economy;
- 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.

CRITERIA

In reviewing applications, plans, proposals or issues as listed above, the AAC will consider the following:

- The effect of the proposal on the agricultural potential of the subject property;
- The effect of the proposal on adjacent Agricultural Land Reserve properties and surrounding agricultural production;
- The effect of the proposal on water resources and transportation issues;
- A rating of the priority or impact of the applications 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.

REPORTING TO COUNCIL

- Recommendations of the AAC must be adopted by committee resolution and recorded in the minutes prior to presentation to Council.
- City staff will incorporate the AAC recommendations as part of the Staff Report to Council on the applicable development proposal, plan, bylaw or policy.

MEMBERSHIP

- The AAC shall consist of 5 to 7 voting members appointed by the City Council from the agricultural community at large; two (2) City staff to act in a non-voting liaison capacity, and optional non-voting members to act in a resource/liaison capacity.
- Non-voting members may include:
    - One (1) Ministry of Agriculture and/or ALC representative;
    - An academic representative involved in agricultural research.
- The City will strive to achieve representation from all parts of the City of West Kelowna.

- Members will be selected from the farming community at-large on the basis of their demonstrated interest and participation in agricultural matters; academic or technical qualification; availability; work experience; knowledge and professional expertise.
- Areas of expertise that will be sought include agri-business; local food production; viticulture; hobby and specialty niche farming; the processing and distribution sector, etc.
- Participation on the committee is voluntary.
- AAC members shall generally participate as independent members, not as a representative of another body of which they may be a member or an employee.
- Members will generally be residents or employed in the City of West Kelowna, excepting non-voting resource members. Others may be considered where they have professional expertise or other required qualifications not represented on the committee.

Appointment Process and Term

- Appointments to the AAC shall be by resolution of the City Council.
- Appointments are for a four (4) year term.
- Upon expiry of a member's term of appointment, the member may be re-appointed for another term by Council.
- Members may also be appointed for shorter or more flexible terms in consideration of special circumstances, e.g., student representatives, non-resident expert, or to fill a prematurely vacated term.

Remuneration

- Members of the Committee shall serve without remuneration, but may be paid reasonable and necessary expenses directly arising from the performance of their duties. City staff will administer any budget allocation for Committee expenses.

Vacancies

- The Council, may, at any time, terminate the appointment of a member for cause.
- Committee members who are absent for three (3) consecutive meetings shall forfeit their appointment, unless such absences are authorized by resolution of the Committee.
- A member of the Committee may resign at any time upon sending written notice to the Development Services Department.
- If a vacancy occurs on the AAC due to the above circumstances, or in the event of the death or disability of a member, Council will appoint a new Committee member to fill the vacancy for the unexpired term.

Conflicts of Interest

- Committee members have a responsibility to make decisions based on the best interests of the City at large.
- Committee members must abide by the conflict of interest provisions of the *Local Government Act* and District of West Kelowna Bylaw No. 0150.

- Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. 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 of the matter.

PUBLIC RELATIONS

- When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member of the AAC, or as a representative of another agency or community group, or as an individual.
- Committee members need to convey the public interest and remember that they represent the City of West Kelowna. This means they must be consistent with the City's position on specific issues.

MEETING PROCEDURES

Chairperson/Deputy Chairperson

- The Committee shall elect a Chairperson at their first meeting each year. This vote requires the participation of no less than two thirds of the Committee membership.
- The Chairperson is appointed to a term of one year.
- In the absence of the Chairperson, the Committee may elect an Acting Chairperson from those members present at an individual meeting.

Frequency of Meetings

- At its first meeting after its establishment, the Committee must establish a regular schedule of meetings. The AAC should endeavor to schedule meetings on a monthly basis.
- The Chairperson may call a meeting in addition to the scheduled meetings or may cancel a meeting.
- After the Committee has established the regular schedule of meetings, including the times, date and place of the meetings, notice of the schedule must be given by:
  - Providing a copy of the schedule to each member of the Committee;
  - Posting a copy of the schedule at the applicable Public Notice Posting Place; and the City website.

Open and In Camera Meetings

- Unless otherwise authorized by the *Local Government Act* or District of West Kelowna Council Procedure Bylaw No. 0150, 2012, all meetings will be held in open session and in a location accessible to the public.
- Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

- Requests by any person(s) wishing to appear before the Committee as part of a delegation must follow Section 17 of the Council Procedure Bylaw No. 0150, 2012.
- The Committee may from time to time invite resource people to attend and participate in a meeting. This may include making presentations.

Agendas and Information Packages

- Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date.
- The order of business for the meeting shall be governed by the agenda. Late agenda items will be governed by Section 16 of the Council Procedures Bylaw No.0150.

Minutes

Minutes will be recorded by the City staff recording secretary for all Committee meetings and shall:

- Record the motion and voting on all resolutions;
- Be secured at the City office 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
- Be available to the public upon request and on the City website.

STAFF SUPPORT:

The Legislative Services Department will coordinate the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to Council for approval. Secretarial support provided to the AAC by Legislative Services will include:

- Organizing and preparing meeting agendas;
- Distributing the agenda, forwarding referral packages to Committee members, posting notices of meetings at the City office;
- Taking and preparing draft minutes, and providing final minutes to Committee members and staff.

The Development Services Department will provide administrative and technical support for the AAC. Typical support functions include:

- Presenting technical information to the Committee relevant to the development application, plan, policy or bylaw.
- Receiving all correspondence and preparing reports on behalf of the Committee;
- Contacting applicants;
- Maintaining a list of outstanding issues for committee action;
- Assisting the Committee with special projects such as tours, educational materials and workshops.