

POWELL RIVER REGIONAL DISTRICT
AGRICULTURAL ADVISORY COMMITTEE
Terms of Reference – January 24, 2008

1.0 Purpose

- 1.1 The general mandate of the Agricultural Advisory Committee (the “Committee”) is:
- a. To provide a mechanism for communicating agricultural concerns in the region to the Regional Board;
 - b. To enhance local agriculture throughout the region;
 - c. To provide advice to the Regional Board on matters relating to or influencing agriculture in the region.

2.0 Role

- 2.1 On reference from the Regional District, the Committee will provide advice and recommendation to the Regional District on:
- a. Official community plans & land and resource management plans with respect to the formulation of agricultural policies and of plan amendments which may impact agricultural lands and farm operations; and
 - b. Land use application and development proposals which could potentially impact agricultural lands and farm operations.
- 2.2 The Committee may communicate other agricultural-related issues and concerns to the Regional District for its consideration.

3.0 Composition & Membership

The Committee shall be comprised of the following:

- 3.1 Voting members consisting of
- a. Two members from the Powell River Agricultural Association
 - b. Two members from the Powell River Farmer’s Institute, and
 - c. One or three members-at-large [depending on availability of suitable candidates] with expertise or experience related to the Committee’s purpose.
- 3.2 All voting members shall be full-time residents in the Powell River Regional District [i.e., city or electoral areas, including Sliammon].
- 3.3 Non voting members
- a. One Regional District Board Director
 - b. Regional Agrologist, Ministry of Agriculture & Lands
 - c. One representative of the Land Reserve Commission [*tentative*]
- 3.4 Other Committee Resources
- a. The Regional District Planner will provide advice and act as a resource to the committee
 - b. The Committee may request the participation of other resource people from time to time to address specific items of business.

4.0 Committee Appointments

- 4.1 All committee members shall be appointed by the Regional Board.
- 4.2 Agricultural Association and Farmer's Institute representatives shall be the two nominees from each organization whose names shall be submitted in writing to the Regional District.
- 4.3 Nominees for the initial committee shall be submitted within four weeks of the adoption of these terms of reference. Nominees for subsequent appointees shall be submitted no later than November 15th in the year the appointment is to be made.
- 4.4 The Regional District will advertise applications for members-at-large in the local Powell River and Texada Island newspapers and through its website.
- 4.5 The Regional District shall refer short-listed applications to the Agricultural Association and Farmer's Institute for their comments before the Regional Board makes any appointments. Notwithstanding this referral, the Regional Board retains the right to select the members it deems most appropriate.
- 4.6 Initial committee appointments shall be made at the second meeting of the Regional District Board after this agreement comes into effect.
- 4.7 All subsequent regular appointments will be made each December at the first regular meeting of the Regional Board.

5.0 Term of Office

- 5.1 Agricultural Association and Farmer's Institute appointees:
 - a. Initial appointments: One of the first regular appointees from each organization will hold office until December 2009 and the other will hold office until December 2010.
 - b. All subsequent appointees will hold office for a term of 2 years.
- 5.2 Members at large
 - a. Initial appointments: If more than one member-at-large is appointed to the initial committee, one appointee will hold office until December 2009 and the others will hold office until December 2010. If only one member-at-large is appointed, s/he will hold office until December 2009.
 - b. All subsequent appointees will hold office for a term of 2 years.
- 5.3 Members may be re-appointed at the option of the Regional Board.
- 5.4 A vacancy arising during the term of an appointment shall be filled for the remainder of the term as soon as a suitable replacement can be selected.

6.0 Meetings

- 6.1 The committee will meet once each spring and fall. Additional meetings may be called by the committee chair, as required.
- 6.2 All meetings will be open to the public, unless otherwise authorized by the Community Charter.
- 6.3 The committee will maintain a record of all its meetings.

7.0 Reporting

- 7.1 The Committee shall report to the Regional Board through the Regional District Committee of the Whole which may refer the matter to other committees or agencies as deemed appropriate.

8.0. Committee Expenses

- 8.1 Committee members will serve without remuneration.
- 8.2 Costs of copying and circulating materials for agendas and miscellaneous expenses will be financed through the Planning budget of the Regional District.

9.0 Committee Procedures

- 9.1 Election of Chair: The Committee will elect a chair annually at the first meeting after new members are appointed.
- 9.2 Meeting Logistics
 - a. Location: Meetings shall be held at the premises of one of the agricultural associations represented on the committee.
 - b. Agenda Preparation: The Chair shall prepare the agenda. Members are to contact the Chair at least two weeks in advance of the meeting to advise of items they would like included on the agenda. Wherever possible, information will be circulated 1 week in advance of the meeting by e-mail or fax.
 - c. Recommendations: The objective will be to decide recommendations by consensus. If a consensus cannot be reached, a majority vote will prevail.
 - d. Attendance: Members are expected to regularly attend the meetings. Absence from two consecutive meetings without notification to the Chair and without reasonable cause will be grounds for a member to be removed from the committee. A member unable to attend in person may participate in the meeting by teleconference.
- 9.3 Minutes & Records

Minutes will be recorded for each meeting and a copy submitted to the Regional District office. Minutes of the prior meeting will be circulated as part of the agenda package and adopted at the following meeting.
- 9.4 Conflict of Interest

A Committee member having a proprietary interest in a land use application or development proposal before the Committee or who is personally affected by any other matter before the Committee must declare a conflict of interest stating the nature of the interest and shall not participate in any discussion and subsequent recommendation on the particular matter.
- 9.5 Attendance

Members are expected to regularly attend committee meetings. Absence from 2 consecutive meetings without notification to the Chair and without reasonable cause will be grounds for the committee to recommend the Regional Board remove the member from the committee.