
The **Agricultural Advisory Committee (“AAC”)** is established in accordance with section 142 of the *Community Charter* to provide recommendations and advice to Council in accordance with these Terms of Reference (TOR).

1. GOVERNANCE

- 1.1. Committee procedures are governed by Council Procedures Bylaw. Member conduct is governed by Council’s Code of Conduct and Ethics Policy as amended from time to time.

2. MANDATE

- 2.1. The AAC’s role is to provide input or recommendations on the following agricultural related items which may be referred to the AAC by Council or at the discretion of the Director of Development Approvals (“Director”) and includes their designate:

- (a) Applications:
 - (i) to the Agricultural Land Commission (ALC) that are referred to the District;
 - (ii) to amend the Official Community Plan (OCP) or Zoning Bylaws related to agriculture;
 - (iii) for subdivisions related to agricultural zoned properties;
 - (iv) for an Agricultural Development Permit (DP);
 - (v) other than noted above, that are related to agriculture, as determined by the Director.
- (b) Topics related to the promotion, awareness and education of agriculture, food security, agri-tourism or agriculture related economic development;
- (c) Policies, strategies, or regulations within the scope of the OCP, Zoning Bylaw, District Master Plans or other District strategic documents.

- 2.2. When determining applications or items that may be referred to the AAC, the Director will consider:

- (a) if the application aligns with the District’s OCP policies or Zoning Bylaw;
- (b) the scale of development proposal;
- (c) if the proposed development is permanent or temporary in nature;
- (d) the potential impact on agriculture.

- 2.3. When considering items, the AAC will only comment on the following, as applicable:

- (a) contribution to regional agricultural economy;
- (b) on-site farming operations;
- (c) adjacent agricultural land or agricultural operations;
- (d) for Agricultural DP applications, if the intent of the DP guidelines have been achieved.

3. INPUT AND RECOMMENDATIONS

- 3.1. At the discretion of the Director, comments in response to applications under section 2.1 may be solicited via email or other electronic formats, wherein members will consider the application in accordance with section 2.3 and provide comment on the following:

- (a) Support for application as proposed, and reasons

- (b) Non-support for application as proposed, and reasons;
- (c) Support for application subject to the following comments; or
- (d) Request to review application at a properly convened meeting.

- 3.2. Where an application has been circulated as per section 3.1, a majority of members may request, in writing, that a properly convened meeting be held to discuss the application, wherein a date and time will be scheduled for such a meeting.
- 3.3. Comments received in response to applications circulated under section 3.1 will be reviewed by Staff and included in a Report to Council where appropriate.
- 3.4. Consideration of items under section 2.1 (b) and (c) shall be done at a properly convened meeting.
- 3.5. Where a properly convened meeting is called, recommendations to Council shall be made by resolution.
- 3.6. Recommendations from the AAC to Council will be circulated to Council by including the AAC minutes on Council's Regular Council Meeting Agenda. Where Council desires to take action on an AAC recommendation, they may do so by proposing a motion in accordance with Council Procedures bylaw.
- 3.7. The AAC will present a summary of activities, goals and accomplishments once each year to Council.

4. MEMBERSHIP

- 4.1. The Committee will consist of no less than seven (7) and no more than eleven (11) voting members from the following categories:
 - (a) at least 5 members that are actively farming within the District of Lake Country;
 - (b) at least 2 representatives that reside in the District of Lake Country with experience in farming or agriculture, agriculture economic development or sustainability or agriculture water service delivery or conservation.
- 4.2. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.

5. RESOURCES

- 5.1. A Council Representative, a Staff Liaison (if operational workload permits) and a Recording Secretary will be appointed. Duties and responsibilities of these positions are set out in the Council Procedures Bylaw.

6. APPOINTMENT AND TERM

- 6.1. Voting members shall be appointed for 2- or 3-year term expiring June 30th. Members will have the option to continue for additional 3-year terms with Council approval. Council may appoint, reappoint or revoke appointment of a member at any time.

7. CHAIRPERSON

- 7.1. At the first meeting of each year a Chair and Acting Chair, as required, will be appointed in accordance with the Council Procedures Bylaw. Council members shall not act as a Chairperson.

8. AGENDAS AND MINUTES

- 8.1. The Chair and Staff Liaison shall jointly determine items to be included on the agenda which shall be submitted to the Recording Secretary 4 days prior to a scheduled meeting for preparation of an Agenda.
- 8.2. Notice of a meeting including the date, time and location of the meeting, shall be posted in the Posting Places, delivered to each Member and made available to the public, no later than 3 days prior to the meeting.
- 8.3. Minutes will record business decisions only in accordance with the Council Procedures Bylaw.

9. MEETINGS AND QUORUM

- 9.1. The Committee shall meet as required.
- 9.2. A quorum, being a majority of the membership, is required to conduct business. A vacancy does not invalidate the committee so long as the number of members is not below quorum.
- 9.3. If no quorum is present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned.
- 9.4. Each voting member has one vote on each matter. A majority decides every matter.

10. REMUNERATION AND EXPENSES

- 10.1. Members serve without remuneration.
- 10.2. Requests for funding, resources, expenses or special initiatives with associated costs must be pre-approved by the CAO, Council resolution or Chief Financial Officer.

ADOPTED this x day of x x by resolution No. xxxx-xx-xxx

Mayor

Corporate Officer