



PEACE RIVER REGIONAL DISTRICT AGRICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the “Committee”) will include, but not be limited to the following:
- To provide advice to the Regional Board on matters relating to, or influencing, agriculture in the region;
 - To encourage and enhance the sustainability and vitality of agriculture in the region;
 - To provide a forum for focusing the concerns of agriculture in the region.
- 1.2 The Committee will advise the Peace River Regional District Board on agricultural issues within the region, including:
- Assisting with comprehensive reviews or development of:
 - official community plans;
 - regulatory bylaws pertaining to agriculture;
 - agricultural area plans, and
 - farm policies;
 - Major development proposals with potential impacts on agriculture
 - Water management issues.
 - Effectiveness of noxious insect and invasive plant regulations and programs.
- 1.3 The Agricultural Advisory Committee may also make recommendations on:
- 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 and identifying infrastructure improvements to support agriculture.

2. MEMBERSHIP

- 2.1 It will be an objective to select members from a diversity of agricultural interests in the region represented by broadly based, non-government, regional organizations.
- 2.2 The Regional Board Chair will request the following organizations to nominate delegates for participation on the Committee, from which the Chair will make recommendations to the Regional Board for appointment to the Committee for a period of up to two (2) years:

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| 1. Peace River Regional Cattlemen’s Association | 5. Peace River Farmers Institute |
| 2. BC Grain Producers Association | 6. Peace River Forage Seed Association of BC |
| 3. Peace River Forage Association | 7. Peace River District Women’s Institute |
| 4. Peace River Organic Producers Association | 8. National Farmer’s Union |

*This list is not exclusive and may be amended or added to at the discretion of the Regional Board Chair.

- 2.3 The Regional Board Chair will publicly advertise for three (3) members at large from the region, who have an interest in agriculture, and appoint such members for a period of up to two (2) years.
- 2.4 The Regional Board Chair will appoint two Board members as liaisons to the Committee.
- 2.5 The Regional Board Chair will always be ex-officio to the Committee.
- 2.6 Advisors from provincial and federal government agencies will be invited as necessary.

3. PROCEDURES

- 3.1 The Committee is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The Committee Chair shall be elected from the membership at the first meeting of each year. In the absence of the Chair an Acting Chair shall be appointed for that meeting by the members present. The Chair shall be entitled to vote at all meetings.
- 3.3 The Committee may meet every second month on the third Tuesday of the month, and/or at the call of the Committee Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings five (5) members, with one being a Regional Board member, shall constitute a quorum.
- 3.5 In the event an appointed Member is unable to attend the Committee meeting his/her Alternate may attend. An Alternate may attend any Committee meeting but will not be reimbursed for travel expenses when the appointed Member is also in attendance. Alternates can only vote in the absence of the appointed Member.
- 3.6 Attendance Policy – if an appointed Member is absent from two (2) consecutive meetings, a letter from the Regional Board Chair will be forwarded to the individual and organization represented, informing them of the attendance policy and that their appointment will be rescinded if a third meeting in the calendar year is missed.
- 3.7 Meetings shall be open and will be held at the main office of the Peace River Regional District in Dawson Creek, unless otherwise arranged.
- 3.8 Executive and secretarial support for the Committee will be provided by the Peace River Regional District.
- 3.9 Operating procedures may be established by the Committee and should be similar to procedures as set out for Committees in “Peace River Regional District Procedure By-law No. 1633, 2006.”
- 3.10 Committee members having a proprietary interest in an application or who are personally affected by an application/applicant must step aside from the discussion and subsequent decision on the particular matter.