



DISTRICT OF COLDSTREAM

AGRICULTURE ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Introduction

At their October 22, 2007 Regular Meeting, Council established an Agriculture Advisory Committee to manage the creation of an Agricultural Area Plan for the District of Coldstream. At the request of Council or the Director of Development Services, the Committee may also provide advice to Council and staff regarding agricultural issues and land use matters affecting agriculture.

2. Membership and Term

The composition of the Committee is as follows:

- One representative of Council
- One representative of the Advisory Planning Commission
- Two representatives from the farming/agriculture community
- Two representatives from the residential community at large
- One representative of Coldstream Ranch
- One representative from the Ministry of Agriculture and Lands (non-voting)
- Director of Development Services (non-voting)
- Consultant (non-voting)

At their December 17, 2007 Regular Meeting, Council appointed members to the Agriculture Advisory Committee. Council may revoke the appointment of a member of the Committee at any time and appoint another person in place of the person whose appointment was revoked.

The term of the Committee shall end upon completion of the District of Coldstream Agricultural Area Plan.

3. Mandate

The Agriculture Advisory Committee is established to:

- Manage the creation of an Agricultural Area Plan that will set out clear policies that Council and staff can follow to protect and promote agriculture and to preserve the rural character of Coldstream. The objective is to amend the Official Community Plan (OCP) to endorse the Agricultural Area Plan in a

consistent and mutually supportive way. Subsequent zoning, subdivision, or other bylaw amendments will follow the OCP amendment.

- Assist staff with the preparation of Request for Proposals and advise Council on the selection of a consultant or team of consultants to undertake the Agricultural Area Plan;
- At the request of Council or the Director of Development Services, review planning documents, such as the Official Community Plan and Zoning Bylaw, for congruency with the Committee's work on the Agricultural Area Plan and make recommendations to Council and staff regarding possible policy changes.

4. Meetings

- a. A Chairperson shall be appointed by a majority of the Committee at the first meeting. In absence of the appointed Chairperson, an acting chairperson shall be appointed for each meeting by those members present.
- b. The Committee shall meet on an 'as needed' basis, at the call of the Chairperson or the Director of Development Services, for the duration of the term of the Committee. At least four (4) days notice shall be provided to all members prior to a meeting.
- c. All meetings shall be open to the public except those parts of the meeting which may be closed to the public in accordance with Section 90(1) of the *Community Charter*. Applicants are entitled to attend and be heard at Committee meetings if their application is being considered.
- d. If a conflict of interest arises between a Committee member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.
- e. If a member of the Committee can not fulfill the commitment to stay on the Committee until it is terminated, written notice must be provided to Council. Council may then appoint another member to the Committee.
- f. The attendance of four regular members at any meeting shall constitute a quorum.
- g. An agenda package shall be provided to Committee members in advance of the meeting date. Minutes of the meeting shall be prepared by staff and then signed by the Committee Chairperson.

- h. Recommendations to Council must be adopted by Committee resolution before being presented to Council.

5. Staff Support

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

- Work, on an as-needed basis, with the Committee and consultant(s) on tasks related to the creation of the Agricultural Area Plan (e.g. compiling data and reviewing and commenting on reports);
- Organizing and preparing the agenda, in conjunction with the Committee Chairperson;
- Distributing the agenda packages to Committee members;
- Forwarding the agenda and minutes to the Executive Research Coordinator to be posted on the Website;
- Taking and preparing draft minutes and providing final minutes to the Municipal Clerk and Committee members;
- Receiving correspondence and preparing correspondence on behalf of the Committee;
- Maintaining a list of outstanding issues for Committee action;
- Managing the files of the Committee, as necessary.