



AGRICULTURAL ADVISORY COMMITTEE TERMS OF REFERENCE

1. PURPOSE

- 1.1 The general mandate of the Agricultural Advisory Committee (the “AAC”) 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.
- 1.2 The AAC will advise the Peace River Regional District Board on agricultural issues within the region, including:
- Assisting with comprehensive reviews in development of:
 - official community plans, by recommending ag sector participants for the review process;
 - agricultural area plans.
 - Development proposals with potential impacts on agriculture, as referred by the Regional Board.
 - Water management issues, relating to agriculture.
 - 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 a primary and alternate delegate for participation on the AAC, from which the Chair will make recommendations to the Regional Board for appointment to the AAC for a period of up to two (2) years:

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

*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, (West Peace, South Peace and North Peace), who have an interest in agriculture, and appoint such members for a period of up to two (2) years. Applicants may also recommend an alternate.
- 2.4 Members shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can re-apply for appointment after a minimum of one (1) year absence period following three (3) successive terms. This policy is to apply from the adoption date forward and will not apply to the time of existing members prior to adoption of this policy.
- 2.5 All four Electoral Area Directors will sit as non-voting liaison members of the AAC.
- 2.6 The Regional Board Chair will always be ex-officio to the AAC.
- 2.7 Advisors (non-voting) from provincial and federal government agencies may be invited as necessary.

3. PROCEDURES

- 3.1 The AAC is advisory and all recommendations will be forwarded to the Regional Board for consideration.
- 3.2 The AAC 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 all meetings. In the event of an Electoral Area Director holding the position of Chair they shall be non-voting.
- 3.3 The AAC may meet quarterly, and/or at the call of the AAC Chair as necessary, unless there are no agenda items to be reviewed.
- 3.4 At all meetings five (5) members (not including Regional Board Directors), shall constitute a quorum, and are the minimum number required to hold a meeting.
- 3.5 In the event an appointed Member is unable to attend the AAC meeting his/her Alternate may attend. An Alternate may attend any AAC 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 alternatively between the main office in Dawson Creek of the Peace River Regional District and in Fort St. John.
- 3.8 Executive and secretarial support for the AAC will be provided by the Peace River Regional District.
- 3.9 Operating procedures shall be established pursuant to procedures set out in “Peace River Regional District Procedure Bylaw No. 2200, 2015.”
- 3.10 AAC 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.
- 3.11 Agendas and minutes shall be provided to appointed members and their sponsoring organizations as applicable.

4. ANNUAL REVIEW

- 4.1 The Electoral Area Directors’ Committee (EADC) will review the Terms of Reference (ToR), procedures and effectiveness of the AAC on an annual basis, and report to the Regional Board with recommendations by December 31st of each year (starting in 2016).