

CITY OF RICHMOND
AGRICULTURAL ADVISORY COMMITTEE
TERMS OF REFERENCE
(Amended by Council on December 19, 2007)

1. Purpose

These terms of reference shall apply to governance and operation of the City's Agricultural Advisory Committee (AAC).

2. Name

The community-based advisory committee shall be called the "Agricultural Advisory Committee" (AAC).

3. Mandate

The Agricultural Advisory Committee shall:

- a) Provide advice (e.g., information, options and recommendations) to City Council on agricultural issues (e.g. farm community, land use, diversification, constraints, urban-rural issues, servicing, etc.) of concern to the community.
- b) Advise and assist City Council and City staff in implementing the "Richmond Agricultural Viability Strategy" with assistance from the Agricultural Land Commission and the Ministry of Agriculture, Food and Fisheries;
- c) Work in conjunction with City staff regarding submissions to other levels of government;
- d) Review and comment from the agricultural viability perspective on issues, plans and specific development applications referred by staff or Council;
- e) Promote awareness, education, consensus and partnerships of agricultural issues in Richmond; and
- f) Review the mandate of the AAC every year and recommend any changes deemed necessary.

4. Membership

Voting Members

- a) The Committee shall consist of ten (10) voting members appointed by Council, including:
 - Five (5) "farming representatives" chosen from nominations by the Richmond Farmers' Institute. A "farming representative" is defined as a farmer who derives a majority of his/her income from farming.
 - Two (2) farming representatives from the general agricultural community (nursery, livestock, equestrian, greenhouses, crops, etc.).
 - One (1) representative from the Advisory Committee on the Environment.
 - Two (2) representatives from the community at large.

- b) For the year 2002, five (5) members shall be appointed up to a one and one half (1 ½) year term and five (5) members up to a two and one half (2 ½) year term, and thereafter all members shall be appointed for a two year term.
- c) The chairperson shall be elected from the Committee membership at the first meeting of the new calendar year term and shall preside at all the meetings where possible and in his/her absence, an acting chairperson shall be appointed for that meeting by those members present. The chairperson shall be entitled to vote at all meetings.

Community Advisory Members (Non-Voting)

- a) The Committee shall also consist of the following including:
 - A liaison City Councillor;
 - A representative from the Ministry of Agriculture, Food and Fisheries;
 - A representative from the Agricultural Land Commission;
 - A staff member from the Engineering/Public Works Department;
 - A staff member from the Urban Development Division;
 - A staff member from the RCMP; and
 - Others as necessary.

5. Selection

- a) The selection of AAC members shall be according to Council policy and procedures (e.g. The City Clerk's office will place public advertisements in the media);
- b) To achieve a viable committee, AAC members, Richmond Farmers' Institute and staff may encourage:
 - Individuals to apply to the AAC, and
 - Applicants from particular agricultural groups, organizations, or sectors to apply; and
- c) AAC appointments shall be made by City Council.

6. Meetings

- a) The Committee shall endeavour to meet monthly.
- b) The meetings shall be open meetings held at City Hall.
- c) At all meetings six (6) voting members shall constitute a quorum. Recommendations of a quorum shall be considered those of the full Committee.
- d) Minutes of each Committee meeting shall be kept by City staff.

7. Annual Report

The Agricultural Advisory Committee shall present:

- a) An annual year end progress report to Council which outlines activities and expenditures of the previous year, and
- b) A proposed work program and budget for the coming year.