

DISTRICT OF METCHOSIN

SUBJECT:	COUNCIL Terms of Reference Agricultural Advisory Committee	SECTION:	C-100
		POLICY:	C-100.75
		COUNCIL:	March 3, 2008
		AMENDS:	

PURPOSE OF THE COMMITTEE:

To assist Metchosin Council in developing a plan to sustain and promote the agricultural community and improve agricultural viability within Metchosin.

MEMBERSHIP

- a) The Committee will comprise of five to eight members from the community, the majority of whom are bonafide producing farmers, if possible representing a balance of varied farming activities practiced in Metchosin, including processing. A municipal Councillor will also be appointed to the Committee.
- b) The first AAC will be appointed by Council, thereafter the vacancies will be advertised in the manner utilized by the District and Council, and will receive advice from the Committee prior to making appointments.
- c) For the year 2008, three members shall be appointed for a one year term, and two members for a two year term, and thereafter all members shall be appointed for a two year term.
- d) The Chairperson shall be appointed by Council, and shall preside at all meetings where possible, and in his/her absence an acting chairperson shall be appointed for that meeting.

MEETINGS

- a) The Committee shall meet a minimum of three times a year. The meetings shall be open meetings held at the Municipal Hall.
- b) At all meetings, three voting members shall constitute a quorum. Recommendations of the quorum shall be considered those of the full committee.
- c) Minutes shall be taken of each meeting and kept in the Municipal offices.

FUNCTION AND ROLES

- a) Advise and assist Metchosin Council in developing a plan to sustain the agricultural community and improve agricultural viability within Metchosin, with assistance from the Agricultural Land Commission and the Ministry of Agriculture and Food.
- b) Receive, consider and provide information on requested matters to Council and/or staff regarding agricultural matters in a timely manner.
- c) Inform Council of important information relative to agricultural matters, with suggestions for appropriate action.
- d) Promote awareness and education on agricultural issues in the community.
- e) Coordinate, when required, with other Select Committees.
- f) Work, in conjunction with staff, regarding submissions to other levels of government.
- g) Be informed of, and participate as required and appropriate in, other agriculture and compatible organizations in (southern) Vancouver Island.