

TERMS OF REFERENCE – Revised 2013/14

Peninsula & Area Agricultural Commission

PREAMBLE/OVERVIEW:

The Peninsula & Area Agricultural Commission (previously known as the Peninsula Agricultural Commission) was created in 1997/98. The Peninsula & Area Agricultural Commission (PAAC) is an advisory body established and funded by the municipalities of Central Saanich, Saanich, North Saanich, Metchosin.

MANDATE

To provide advice, information and assistance to the Districts of Saanich, Central Saanich, North Saanich, Metchosin (“the member municipalities”), upon request or proactively, on matters involving agriculture in the areas served by the member municipalities and the region as a whole, and to facilitate the development of programmes for implementation of the Saanich Peninsula Agricultural Strategic Objectives.

GOALS/PURPOSE:

PAAC has been established to support member municipalities by:

- Providing information, options and recommendations to member Councils on agricultural issues referred by the Councils;
- Enhancing public education and awareness of agricultural issues;
- Advising on issues that could impact agriculture;
- Initiating, developing, and participating in actions and initiatives to advance farming and agricultural sustainability;
- Acting as a liaison to further the interests of and promote agriculture, and preserve agricultural capability of the areas served;
- Providing a link between the member municipalities, the agricultural community, and other levels of government or organizations with agricultural responsibilities.

Any change to the Terms of Reference above must be approved by the member municipalities.

PAAC Terms of Reference (2014)

The following Rules of Conduct may be amended by the majority vote of the members:

MEMBERSHIP

Voting Members:

1. There shall be 12 voting members, appointed by the member municipalities.
2. A quorum shall consist of a majority of the voting members.
3. New appointments shall be for a 3-year term. *
4. The Chair shall ensure that a public notice is issued annually (before December) seeking new members to fill vacancies on the Commission. *A nominating committee, lead by the Chair, shall recommend proposed new members to the member councils, who will in turn appoint the new members.
5. In composite, the Commission will have competencies required to represent the range of agricultural concerns within the areas served drawing upon experience and knowledge, representative in the agricultural community, including:
 - Animal Commodity: a representative defined as a farmer who derives a majority of his/her income from animal farming;
 - Plant Commodity: a representative defined as a farmer who derives a majority of his/her income from plant-based farming;
 - Specialty and Niche Commodity Group: defined as a person having experience of running a “hobby-farm” and practices farming part-time and/or a person with the experience of developing a growing “niche” or specialty market;
6. Vacancies in the membership will be filled at the time of the annual appointments, or when required.
7. Members must have access to a computer and an e-mail address in order to receive and respond to communications and information including meeting packages.

Non-Voting Members:

1. One Council-representative appointed by each member municipality.

Liaisons:

PAAC may also consist of non-voting liaison members, including:

- A representative from the Federal Department of Agriculture
- A representative from the Provincial Ministry of Agriculture and Lands;
- A representative from the Provincial Agricultural Land Commission;
- A representative from the Regional Water Commission; and
- Others, as necessary.

PAAC may appoint a representative as a liaison on the Saanich Peninsula Water Commission (past or present PAAC member).

ROLES AND RESPONSIBILITIES:

1. The Commission shall nominate and elect annually, at the first meeting following the appointment of new members, a Chair, Vice-Chair and a Treasurer.
2. The chair or vice chair shall officiate at meetings; and
3. In the absence of the Chair and Vice Chair, the Committee may elect an Acting Chair from those members present at that meeting.
4. The Chair shall ensure that minutes of each meeting are taken, circulated, and approved.
5. The Treasurer shall ensure that a proper record of all receipts and disbursements on behalf of the Commission is maintained. Any two of the Chair, Vice-Chair and Treasurer shall be signatories for the banking affairs of the Commission.

MEETINGS AND PROCEDURES:

1. All meetings will be open to the public.
2. The commission will meet monthly throughout the year, with the exception of July, August and December.
3. The date/time/location of meetings will be determined by the members. A meeting may be held in alternate location.
4. Agenda packages will be emailed and/or mailed to Commission members at least one week prior to the meeting.

PAAC Terms of Reference (2014) – Rules of Conduct continued

5. Additional meetings may be arranged at the call of the Chair, provided all members are advised in the usual manner, 48 hours in advance of the meeting.

REPORTING TO COUNCIL:

1. Minutes of Commission meetings will be distributed, by email, to all member municipalities.
2. Unless otherwise provided, the Commission will report their recommendations:
 - a) directly to the Councils of each member municipality,or, in response to a specific referral,
 - b) to the respective Municipal Council, and a copy thereof provided to all other member municipalities.
3. The Commission will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Commission's work including staff resources, and a projection of the budget requirements for upcoming year.

CONFLICT OF INTEREST:

1. Commission members must abide by the conflict of interest provisions of the *Community Charter*.
2. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter.
3. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.
4. The member's declaration must be recorded in the minutes, and the Commission member must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

Note:

- Terms of Reference revised and approved by the Member Council 2014
- The Rules of Conduct were reviewed and approved by the Commission Members