



Peninsula & Area Agricultural Commission

Terms of Reference (UPDATED MAR 17)

The member municipalities recognize the diversity of our communities and believe that all have the right to work and do business in a workplace that is free from discrimination, bullying and harassment. The member municipalities are committed to providing a work environment in which all individuals are treated with mutual respect, personal worth, and human dignity.

1. 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, and Metchosin.

2. **Purpose**

The purpose of the Peninsula & Area Agricultural Commission (PAAC) is to provide expertise and recommendations whether upon request or proactively, to the member municipalities to assist each Council with their community focused decision-making regarding matters involving agriculture. PAAC has an educational role in enhancing public education and awareness of agricultural issues.

3. **Participants**

The PAAC is an advisory body that represents the following member municipalities:

- District of Metchosin
- District of North Saanich
- District of Central Saanich
- District of Saanich

4. **Mandate**

The following is the mandate of the Commission:

- Advise on upcoming or arising issues that may impact agriculture within the member municipalities;
- Participate in actions and initiatives to advance farming and agricultural;
- Serve as a liaison to member municipalities to raise awareness about agriculture and protect the farming potential of the region's agricultural resources; and
- Collaborate between the agricultural community, the member municipalities, and other levels of government or organizations with agricultural responsibilities.
- Secure an adequate water supply to farms at a competitive cost.

5. **Authority**

The Commission does not have the authority to send official correspondence directly to other governments or organizations, pledge the credit or authorize or commit to any expenditures on behalf of the member municipalities. Members will not misrepresent themselves as having any authority beyond that delegated by Council and the Commission shall conduct their business in accordance with the Terms of Reference, and as directed by the member municipalities. The Commission will complete tasks within the time prescribed, or

by an approved extension, and report their findings and recommendations to the referring or all member municipalities, as appropriate. The Commission's method of advisory input is directly to the Councils of the member municipalities. The Chairperson may from time to time send correspondence pertaining to agricultural initiatives of a time sensitive nature and copy the member municipalities accordingly. This is a representation of PAAC and not the member municipalities.

6. Legislation

The Commission is established in accordance with the bylaws and policies of the member municipalities, the *Local Government Act*, *Community Charter* and all other relevant Provincial and Federal Legislation as required.

7. Process

Commissions are advisory bodies to the member municipalities, and any actions resulting from their findings and recommendations are at the discretion of the Councils of the member municipalities. All recommendations to the Councils must be in the form of a resolution approved by a majority vote of the Commission.

8. Membership

The Commission shall consist of up to 10 voting members with agricultural knowledge and including the following:

- At least one (1) member of the public from each member municipality.

The Commission shall consist of the following non-voting members:

- A Council member representative from each member municipality;
- At least one (1) staff liaison from each member municipality;
- Liaison members, including recognized guests from other levels of Canadian government; and,
- Other guests, as invited.

9. Member Appointment

A sub-committee of three (3) members shall be established each year, to review applications for vacant seats of the Commission. The sub-committee shall recommend to each respective member municipal Council up to two (2) applicants per one (1) vacant voting member seat on the Commission for their approval. The sub-committee shall provide a written report outlining their recommendations. The voting members are appointed by the Council of each member municipality and require unanimous consent of all member municipalities for each applicant.

During a recruitment process, the application form and Commission's Terms of Reference shall be posted to the district's website and via social media channels during this process.

10. Term of Member

The term of each voting member shall be two (2) years, for a maximum three (3) consecutive terms unless extended by unanimous vote of the member municipalities.

11. Meeting Framework

A Chairperson, Vice Chairperson, Treasurer and Secretary shall be appointed at the first meeting of each calendar year by majority vote of the Commission.

The Commission shall meet on the second Thursday of the month or at the Call of the Chair or designate, with consent from the Corporate Officer or designate of the host municipality.
Meetings shall commence at 7:00 pm.

Each meeting shall not exceed 90 minutes unless agreed upon by a majority vote of the membership to extend the meeting. A length of time must be declared to extend the meeting.

There will be no meetings scheduled in July, August or December each year.

12. Rules of Procedure

The Rules of meeting procedures shall be regulated by the host municipality Procedure Bylaw and the following:

- A majority of the appointed voting members is required to constitute a quorum.
- If there is not quorum in attendance within 15 minutes of the advertised start time of the meeting, the recording secretary shall record the names of the members in attendance and those absent and then the Chair will adjourn the meeting to the next regularly scheduled meeting.
- Commission meetings are conducted in a spirit of good faith and respect to foster a free flow of ideas among members and unconstrained development of options.
- Commissions must not hold any closed sessions.
- Meetings must be held in a location arranged by the host member municipality.
- Meeting agendas will be posted on the host municipality website and notice boards a minimum of 24 hours in advance of the meeting start time.
- Members of the public may attend meetings as observers, and submit correspondence, however, are only invited to participate in the dialogue at the discretion of the Chairperson.
- The public and media shall similarly exercise good faith and respect, mindful that the proceedings are advisory in nature and not a forum for lobbying or decisions.
- Electronic recordings of Commission meetings including discussions, decisions or activities may be uploaded to the host municipality website in alignment with the *Freedom of Information and Protection of Privacy Act*.
- Any member who is absent from three (3) consecutive Commission meetings without a reason satisfactory to their appointing municipality may have their appointment rescinded.
- A member of the Commission may abstain from voting and their action recorded as "Abstention".
- Late items shall be provided to the recording secretary by noon the day prior to the scheduled meeting.
- The Chair has discretion to approve late items at the start of the scheduled meeting regarding matters that are time sensitive and cannot wait until the next scheduled meeting.

13. Participating in meetings Electronically

Up to 4 members (based on 10 members) may participate in a Commission meeting by electronic means. The Chairperson must not participate electronically.

In the case of a catastrophic event that prevents the Commission from meeting in-person, all voting members may participate electronically at the Call of the Chair and further consent from the Corporate Officer of the host municipality.

14. Minutes

Minutes of all meetings shall be made available to the public via the host municipality website. The host member municipalities shall provide a resource to act as Recording Secretary to prepare agendas and record and prepare minutes at each meeting.

15. Communication

The Commission shall communicate directly with the member municipalities, ensuring the agendas and minutes for each meeting are provided to the Corporate Officer for inclusion on Regular Council meeting agendas, if applicable.

16. Code of Conduct

DECORUM AND DEBATE: Commission members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Commission mandate, and be respectful of others' thoughts and opinions.

AUTHORITY AND REPORTING: The Commission and its members shall not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by the member municipalities.

MEDIA / SOCIAL MEDIA: Communication on media platforms should be a respectful representation of the values and purpose of PAAC. All communication must be approved by the Chair or designate.

REPRESENTATION: Commission members must strive to convey the public interest and remember that they represent both the member municipality and the agricultural community.

PROFESSIONALISM: Commission activities and debate regarding the member municipalities or other organizations of the Commission are expected to maintain a respectful, constructive, professional tone.

RESIDENCY REQUIREMENT: All Commission members must reside or operate a farming business in the municipality of their appointment.

17. Conflict of Interest

A conflict of interest exists if a Commission member had the opportunity to further his or her private interest through the performance of his or her duties, whether they are a direct or indirect pecuniary (financial) interest; this includes the individual interaction a Commission member may or may not have with the member municipalities and sharing that information during the course of Commission business.

Commission members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon. Commission members are not permitted to directly, or indirectly, benefit from their participation on the Commission during their tenure. Where an actual or potential conflict of interest exists, the Commission member shall explain its nature to the group and the Chair shall submit the matter to the Corporate Officer.

18. Renumeration

Commission membership is voluntary; therefore, members will serve without compensation.

19. Term of Commission

The Commission shall be active as defined herein until such time as a member municipality chooses to withdrawal from the Commission or all member municipalities choose to dissolve the Commission.

20. Budget

Standard operating budget requests including should be submitted to each member municipality as required by October 15 each year for the subsequent budget year. The host municipality shall budget for the services of a recording secretary and meeting space accordingly.

21. Check-in with Council

Once a year the Chairperson or designate, and Council representative shall present a summary of the progress of the Commission's work, governance, and/or membership to date to the Council of each member municipality. This may occur in person, virtually or via written submission.

22. Terms of Reference

The voting members shall review the Terms of Reference every two (2) years and provide any recommendations to amend, to the Corporate Officer of the host municipality.

Any amendments to the Terms of Reference shall be considered for approval by the Councils of each member municipality and any changes shall be by unanimous mutual agreement.

23. Annual Orientation

Each year all Commission members are required to attend an annual orientation workshop organized by the host member municipality. Any members unable to attend the orientation session are expected to review the materials and/or recordings accordingly.

Approved by:	
District of Central Saanich Council on	District of Metchosin Council on
District of North Saanich Council on	District of Saanich Council on
Next review date Spring 2027	