



City of Pitt Meadows  
Terms of Reference  
Agricultural Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

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1) Establishment & Quorum

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- a) The Committee was established by Council resolution on April 5, 2005 and is given authority through the City Committees Policy C102.
- b) Quorum is established as five (5) or more voting members.

2) Mandate

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- a) The purpose of the Committee is to advise the municipality on agricultural issues within the community, including:
  - i. Applications initiated under the *Agricultural Land Commission Act* ("ALCA");
  - ii. Agriculture related policies and plans as required;
  - iii. Irrigation, drainage, and other water management issues as required; and
  - iv. Other matters, such as specific development proposals, draft city plans or strategies, as referred by Council and Staff.
- b) The Committee may also make recommendations on:
  - i. Raising awareness of agriculture;
  - ii. Issues of importance to the local farming community and the viability of agriculture in Pitt Meadows;
  - iii. Enhancing an understanding of agriculture's role in the local and/or regional economy; and
  - iv. Seeking funding opportunities for improved drainage and irrigation work.

3) Membership

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a) Voting Members

- i. The Committee will be comprised of up to eleven (11) voting members:
  - (1) The following sector representation will serve as a guide for membership:
    - At least six (6) members from the farming community at large (as outlined in point (2) below);
    - One (1) agri-tourism sector representative;
    - One (1) value-added processing sector representative;
    - One (1) business sector representative (supporting business or affiliate with agriculture).
  - (2) The following geographic representation will serve as a guide for membership:
    - One (1) member from Pitt Meadows Diking and Drainage Area No. 1;
    - One (1) member from Pitt Meadows Diking and Drainage Area No. 2;

- Three (3) members from Pitt Meadows Diking and Drainage Area No. 3;
- One (1) member from Pitt Meadows Diking and Drainage Area No. 4.

b) Non-Voting Members

- i. The Committee may include the following non-voting members:
- (1) One (1) Council Liaison and one (1) Alternate;
  - (2) One (1) Staff Liaison, who will Chair all meetings;
  - (3) One (1) Committee Clerk;
  - (4) One (1) representative from the Ministry of Agriculture & Food as available and referred by the Ministry of Agriculture & Food;
  - (5) One (1) representative of the Agricultural Land Commission as available and referred by the Agricultural Land Commission; and
  - (6) Other staff resources as appointed and deemed advantageous by the CAO.

4) Term

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- a) Appointments to the Committee will be for a three (3) year term, unless otherwise determined by the CAO.

5) Budget

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- a) The Committee will make recommendations on the expenditure of a portion of the City budget related to agriculture, as determined through the City's business planning process each year;
- b) The Committee will make recommendations to Council, by formal resolution, on the expenditure of these funds each year. The Staff Liaison will coordinate this presentation to Council as part of the business planning process. Additional recommendations can be made throughout the year as required; and
- c) Final decisions regarding the expenditure of the budget will be made by Council.

6) Technical Recommendations

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- a) When reviewing Agricultural Land Commission applications and other applications referred to the Committee by Council or Staff, the Committee will comment on the following:
- i. The effect of the proposal on the agricultural potential of the subject property;
  - ii. The effect of the proposal on adjacent farming properties and surrounding agricultural production;
  - iii. The effect of the proposal on water resources and transportation issues;
  - iv. A rating of the priority or impact of the application on the maintenance of the Agricultural Land Reserve (ALR);
  - v. Alternatives to the proposal, where appropriate or applicable; and
  - vi. The identification of issues relating to the protection of the ALR lands specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.