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December 14, 2022

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Mayor Nicole MacDonald and Council  
City of Pitt Meadows  
12007 Harris Road  
Pitt Meadows, BC V3Y 2B5  
**VIA EMAIL: [nmacdonald@pittmeadows.ca](mailto:nmacdonald@pittmeadows.ca)**

Dear Mayor MacDonald and Council:

### **Nominations for Membership on Metro Vancouver's Agricultural Advisory Committee**

This letter is to invite you to nominate a member to sit on the Metro Vancouver Regional District's (Metro Vancouver) Agricultural Advisory Committee (AAC) for a four-year term starting in 2023, as the current term has drawn to a close.

Metro Vancouver has had an AAC since 1994 to provide advice and recommendations to the standing committee responsible for matters related to the protection of agricultural land and the viability of agriculture in the region. The AAC also serves as a regional forum for sharing information on local agriculture.

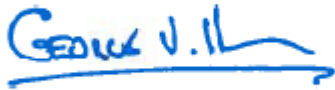
Previous recommendations to the Metro Vancouver Board have contributed to the award of agricultural awareness grants and policy proposals to address climate impacts on agricultural production. The AAC also provides advice to staff on the potential implications of Metro Vancouver's activities and policy decisions for agriculture in the region.

The AAC membership is drawn from nominations received from member jurisdictions, agricultural organizations, and educational institutions. We are seeking individuals who are committed to supporting local farming and the future viability of the region's agricultural industry. The membership will represent a diversity of expertise and a range of agricultural commodities from both urban and rural areas of the region. The AAC Terms of Reference are attached for your consideration.

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Please respond with your nomination and their contact information by February 8, 2023, to Carla Stewart, Senior Planner, Regional Planning and House Services. If you have any questions, please contact Carla Stewart, by phone at 604-451-6024 or by email at [carla.stewart@metrovancover.org](mailto:carla.stewart@metrovancover.org).

Yours sincerely,



George V. Harvie  
Chair, Metro Vancouver Board

GVH/JWD/hm

Encl: Agricultural Advisory Committee Terms of Reference

## Agricultural Advisory Committee

### Terms of Reference

The Agricultural Advisory Committee (AAC) is a committee comprised of stakeholder representatives that provides advice and recommendations to the standing committee responsible for matters related to the protection of agricultural land and the viability of agriculture in the region (“Standing Committee”).

#### Committee Responsibilities

Within the context of the *Board Strategic Plan*, MVRD Board policies and *Metro Vancouver 2040: Shaping Our Future*, the AAC exists to raise, and provide insight on, important agricultural issues in the Metro Vancouver region. The AAC’s specific responsibilities include the following:

- **Agriculture in the Region** – The AAC provides advice and recommendations to the Standing Committee on:
  - Actions to protect agricultural land and promote the viability of farming in the region;
  - Recipients for the Agricultural Awareness grants funded by Metro Vancouver;
  - Opportunities to raise awareness of the contributions made by agriculture to the sustainability of the region; and
  - Other matters related to agriculture that the Standing Committee refers to the AAC, or that AAC itself identifies.
- **Implications for Agriculture** – The AAC identifies and provides advice to staff and the Standing Committee on the potential implications of Metro Vancouver’s service activities and policy decisions for agriculture in the region.
- **Information and Perspectives** – The AAC serves as a forum for the exchange of technical information and policy perspectives on agricultural issues in the region.

#### Committee Membership

The membership is based on nominations from member municipalities, agricultural organizations and educational institutions and selected agencies. Initial appointments are made in the months following the regular local government general elections, and before the AAC’s inaugural meeting.

The Chair of the MVRD Board appoints one MVRD Director to the AAC. One representative each from the British Columbia Ministry of Agriculture and the Agricultural Land Commission may also be appointed. All three of these representatives are non-voting members, and do not form part of the quorum calculation. Apart from the one non-voting MVRD Director, local elected officials, including members of municipal councils, are not eligible to serve as members of the AAC.

All members are appointed for a four-year term by the Chair of the Metro Vancouver Regional District (MVRD) Board except the MVRD Director, who is appointed annually. In the event that a member is

no longer able to participate, an alternate representative from the nominating organization can be appointed by the Chair of the MVRD Board for the remainder of the term.

The membership and size of the AAC is determined by the Metro Vancouver Board Chair at the beginning of each term and may include representatives from agricultural producer groups, member jurisdictions, agri-food organizations and educational institutions. Agricultural producers will generally comprise the majority of voting members of the Committee at all times.

The members of the AAC elect a Committee Chair and Vice Chair at the first meeting of each calendar year.

### **Committee Meetings**

The AAC meets four to five times per year. The regular location for meetings will be the Metro Vancouver's Head Office or via a virtual meeting link, but one meeting a year can be held in an alternate location in the Lower Mainland. Meetings of the AAC are generally open to the public, unless there are confidential matters to be discussed in a meeting closed to the public.

A quorum of 50% plus one of the voting members of the AAC membership is required to conduct AAC business. Each voting member of the AAC has one vote on each matter; a simple majority of votes decides every matter.

A meeting room or virtual link and minute taking services shall be provided by Metro Vancouver. Meeting minutes, which will be provided for each meeting, shall be forwarded to the Regional Planning Committee for information.

### **Committee Management**

The AAC Chair, or in the absence of the Chair, the Vice Chair, is the chief spokesperson on matters of public interest within the AAC's purview. If the AAC passes a resolution intended for the Standing Committee, the Agricultural Advisory Committee Chair or the MVRD Director appointed to the AAC will speak on behalf of the AAC to the Standing Committee.

On technical matters or in cases where an initiative is still at the staff proposal level, the Director of Regional Planning is the appropriate spokesperson. Where necessary and practical, the AAC Chair, Standing Committee Chair and the Regional Planning Director confer to determine the most appropriate representative to speak.

The Deputy GM of Regional Planning and Housing Development or their designate is the Committee Manager for the AAC. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for AAC members.

### **Code of Conduct**

The following code of conduct is intended to serve as a framework to guide the spirit and intent of how RAAC members are expected to deliver on the RAAC's purpose, objectives, and intent in an ethical and respectful manner.

1. **Respect and Collaboration:** Discussions and debates will take place in an atmosphere of mutual respect and solutions-oriented collaboration, recognizing the value of different perspectives and seeking to understand the interests and needs of all affected parties.

2. Transparency: It is expected that all members speak honestly and transparently, engaging in good-faith dialogue and sharing information openly to encourage fact-based dialogue.
3. Disclosure of Connections and Conflicts of Interest: Members must disclose at the beginning of each RAAC meeting if they, or a family member, may have any direct or indirect interest or connection to any of the issues discussed at RAAC meetings, and whether or not any such connections may result in a real, potential, or perceived conflict of interest.
4. Confidentiality: Members may discuss or review confidential or sensitive issues and documents, and are not permitted to divulge any information to a third party. As a consequence, members may be required to sign a confidentiality and non-disclosure agreement.
5. Treatment of other Members: Members of the committee have a duty to treat other members with respect during RAAC meetings. Specifically, members have a duty to avoid:
  - (i) Disrupting meetings by making continual interruptions or whispered asides;
  - (ii) Making offensive or abusive remarks directed at other members;
  - (iii) Impugning the motives of other members or supporting staff;
  - (iv) Ignoring the legitimate direction of the Chair or Vice Chair.

In the event that a member is unwilling to abide by the Terms of Reference, including the Code of Conduct, the Chair or the Committee Manager may rescind the membership of that person and seek a new member to replace the role.