

# Report to Council



**Date:** January 10, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Agricultural Advisory Committee Terms of Reference Amendments  
**Department:** Development Planning

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## **Recommendation:**

THAT Council approves the amended Terms of Reference for the Agricultural Advisory Committee to add a non-voting member from the Ministry of Agriculture and reduce the number of voting members from seven (7) to five (5).

## **Purpose:**

To consider the recommendation to amend the Agricultural Advisory Committee Terms of Reference to add a non-voting member and reduce the total number of voting members to assist in achieving quorum.

## **Background:**

In 2019 Council appointed seven (7) full time and two (2) alternative Agricultural Advisory Committee members for the 2018-2022 term. In late 2020, and more recently in August 2021, two full time members and one alternate member have resigned or are not able to be a part of the Committee. This has left three less members making achieving quorum increasingly difficult. To help avoid meeting cancellations Planning is recommending reducing the number of voting members from seven (7) to five (5) with one (1) alternate which would reduce the necessary quorum to three (3).

Committee terms run with the Council term, ending in October 2022. In consideration of this timeline staff feel this is a sufficient measure to help maintain quorum and help prevent meeting cancellations for the remainder of the committee term.

Further, the Committee has requested that a non-voting member from the Ministry of Agriculture be added to the Terms of Reference. This would be similar to the existing representative appointed from the Interior Health Authority. The Ministry of Agriculture does currently get referred on all ALC applications and generally provides written response. The role of the non-voting member would be to provide commentary and discussion on those comments.

**Financial/Budgetary Considerations:**

The budget necessary to conduct the AAC Committee meetings is already included in the current department budget.

**Considerations not applicable to this report:**

Internal Circulation  
Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Existing Policy  
Personnel Implication  
External Agency/Public Comments  
Communications Comment  
Alternate Recommendation

Submitted by:

W. Miles, Planner Specialist, Development Planning

**Report Approved By:** Dean Strachan, Community Planning and Development Manager

**Approved for inclusion:** Terry Barton, Development Planning Department Manager

cc:

City Clerk

Divisional Director, Planning & Development Services