

**REGIONAL AGRICULTURAL ADVISORY COMMITTEE MEETING**  
Thursday, February 21, 2013  
6:00 p.m.

**REGULAR AGENDA**

**CONSOLIDATED**

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*This document is a consolidation of the above-noted meeting agenda and includes the addition of the document(s) listed below. Note that documents listed below that have been brought forward at the meeting and form a part of the agenda will be found at the **back** of this agenda package.*

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**AGENDA ADDITIONS**

<b>Agenda Item No.</b>	<b>Subject</b>
B.2	– Presentation by Ken McAra with the Ministry of Agriculture (verbal)
B.7	– Upcoming Events in the Community – Wendy Aasen



# REGIONAL DISTRICT OF NORTH OKANAGAN

## REGIONAL AGRICULTURAL ADVISORY COMMITTEE MEETING

Thursday, February 21, 2013

6:00 pm

# REGULAR AGENDA

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### WELCOME AND INTRODUCTIONS

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### ELECTION OF CHAIR AND VICE CHAIR

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#### A. APPROVAL OF AGENDA

##### 1. Regional Agricultural Advisory Committee Meeting – February 21, 2013

(Opportunity for Introduction of Late Items)

#### **RECOMMENDATION 1**

That the agenda of the February 21, 2013 regular meeting of the Regional Agricultural Advisory Committee be approved as presented.

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#### B. NEW BUSINESS

##### 1. Regional Agricultural Advisory Committee Overview

- Presentation by Regional Growth Strategy Coordinator
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##### 2. Terms of Reference – Regional Agricultural Advisory Committee

- Terms of Reference dated February 8, 2013

#### **RECOMMENDATION 2**

**Page 1**

That the Terms of Reference for the Regional Agricultural Advisory Committee dated February 8, 2013 be received for information.

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##### 3. Membership List – Regional Agricultural Advisory Committee

- To be distributed at the meeting
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##### 4. Central BC Agricultural Advisory Committee Workshop

- Letter dated January 4, 2013 from Deputy Minister, Ministry of Agriculture
- Application Form

#### **RECOMMENDATION 3**

**Page 7**

That the letter dated January 4, 2013 from the Deputy Minister, Ministry of Agriculture regarding a Central BC Agricultural Advisory Committee Workshop be received for information.

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**5. Items referred to Regional Agricultural Advisory Committee**

- Staff memorandum dated February 7, 2013

**RECOMMENDATION 4****Page 10**

That the staff memorandum dated February 7, 2013 regarding items referred to the Regional Agricultural Advisory Committee be received for information and that the items be placed on the March Regional Agricultural Advisory Committee agenda for discussion.

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**C. REPORTS**

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**D. ADJOURNMENT**

~~August 3, 2012~~ February 8, 2013

## Regional Agricultural Advisory Committee Amended Terms of Reference

### 1. Purpose:

The Agricultural Advisory Committee ('AAC') is a volunteer advisory committee that is being established to assist the Board of Directors in protecting, enhancing and promoting agriculture within the Regional District of North Okanagan ('Regional District'). The Committee's role is to advise the Board of Directors on land use, economic development with respect to agriculture, and other agricultural matters. The Agricultural Advisory Committee has been established by the Board of Directors in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and the Committee recommendations are non-binding and intended to be advisory in nature.

The provisions of the *Regional District of North Okanagan Procedures Bylaw No. 2413, 2009* govern the proceedings of the AAC.

### 2. Mandate:

- 2.1 The AAC is established to, at the direction of the Board of Directors, engage in but not be limited to any of the following possible roles:
- (a) To review and provide recommendations to the Board of Directors on land use applications, plans or policies that affect the ALR or agricultural operations;
  - (b) Advise and assist the Board of Directors on regional agricultural and food system related issues;
  - (c) Review from an agricultural perspective, issues, plans and specific development proposals;
  - (d) Liaison with local agricultural advisory committees, British Columbia Agriculture Council, and the Ministry of Agriculture, and
  - (e) Promote public awareness and education on agricultural issues in the North Okanagan;
  - (f) Provide recommendations to the Board of Directors on ways to preserve, protect and support agriculture within the Regional District of North Okanagan; and,
  - (g) To act as the Steering Committee during the development of a Regional Agricultural Area Plan, in the event this initiative is initiated by the Board of Directors.
- 2.2 The AAC consider the following when reviewing applications or agricultural related issues:
- (a) the effect of the proposal on the agricultural potential of the subject property;
  - (b) the effect of the proposal on adjoining ALR properties and surrounding agricultural operations;
  - (c) possible acceptable alternatives to the proposal, where deemed appropriate; and,
  - (d) the identification of issues relating to the protection of ALR lands specific to the application.
- 2.3 The AAC may also:
- (a) propose to the Board of Directors educational and public awareness programs related to agriculture in the Regional District;
  - (b) recommend to the Board of Directors support for projects that promote or encourage local agriculture; and

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- (c) make recommendations on agricultural policies and advise the Board of Directors on policy issues relating to agricultural land and appropriate land uses in agricultural areas.

### 3. Establishment, Membership and Appointment

3.1 There is hereby established an Agricultural Advisory Committee (AAC), known as the 'North Okanagan Regional Agricultural Advisory Committee', in accordance with Section 795(1) of the *Local Government Act* and the *Regional District of North Okanagan Procedures Bylaw No. 2413, 2009*. The AAC is formed to advise the Board of Directors on agricultural issues. The AAC is an advisory committee established and appointed by Board of Directors under Section 795(1) of the *Local Government Act* (select committee).

3.2 The AAC consists of up to ~~19-20~~ voting members, including:

- a maximum of seven (7) agricultural producer representatives that reflect the agricultural diversity of the North Okanagan;
- a maximum of one (1) representative from each municipal AAC (District of Coldstream and Township of Spallumcheen);
- Three (3) Electoral Area Directors of the Board of Directors;
- Three (3) Municipal Political Representatives or Directors of the Board of Directors;
- a maximum of one (1) person representing agricultural fair boards or farmers' market associations;
- a maximum of one (1) person representing agricultural commodity processing, distribution and/or retailing; ~~and~~
- a maximum of two (2) members-at-large appointed by the Board of Directors with priority given to those who are knowledgeable about agriculture in its' various forms;  
and
- a maximum of one (1) person representing young farmers.

3.3 The AAC may also consist of non-voting members including:

- a representative from the Ministry of Agriculture;
- a representative from the Provincial Agricultural Land Commission;
- planning staff from the Regional District of North Okanagan; and
- others, as necessary.

3.4 The selection of AAC members shall be in accordance with *Regional District of North Okanagan Procedures Bylaw No. 2413, 2009* and these members will require appointment through resolution to this Committee. In nominating members to the AAC, regard shall be given to achieving a diversity of members engaged in varied disciplines of the agricultural industry and members with knowledge of agricultural and related rural issues. Availability to attend meetings will also be considered. An elaboration of the selection criteria is provided in Appendix 1 of the Terms of Reference. All residents of Regional District of North Okanagan are eligible for membership.

3.5 After initial appointments, Board of Directors appointed members of the AAC shall be appointed pursuant to Section 3.4 for a two year term, in the month of September to commence their term of office on January 1st of the following year.

3.6 Subject to Section 3.8, all members shall hold office until the later of December 31<sup>st</sup> of the year at the end of the member's term or until their successors are appointed. Members

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shall be eligible for re-appointment to a maximum of three (3) successive terms, including partial terms. Former AAC members can be re-apply for appointment after a minimum one (1) year period following three (3) successive terms.

- 3.7 When the membership of the AAC falls below seven (7), any vacancy occurring in the membership of the Committee shall be filled forthwith by the Board of Directors for the unexpired term of vacancy. Any member appointed in mid-term shall be eligible upon conclusion of the term for reappointment to a maximum of three (3) successive terms.
- 3.8 Board of Directors may, at any time, by a vote of two-thirds of its members, revoke the appointment of a member of the AAC.
- 3.9 The Chairperson shall advise Board of Directors immediately in writing of any member who has been absent from meetings of the AAC for three (3) consecutive meetings without prior leave of absence having been granted by the AAC. Leaves of Absence greater than three (3) consecutive meetings may be granted by the Board of Directors when the request for the Leave of Absence is received in writing, prior to the said Leave taking place.
- 3.10 No member of the AAC shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Board of Directors, including mileage costs to and from AAC meetings.

#### **4. Committee Meetings and Procedures**

- 4.1 In January at any given year, the AAC will recommend to the Board of Directors a member of the AAC to serve as Chair of the Committee.
- 4.2 The AAC shall hold regular meetings, at such time and place that the Regional District schedules and the presence (including audio and/or video conferencing) of 50% +1 of the voting members in office shall constitute a quorum. The meeting shall be held at the Regional District's office in Coldstream unless other locations have been arranged (i.e. site visits). A notice of the meeting will be provided in accordance with the *Local Government Act* and all meetings shall be open to the public, unless otherwise stated.
- 4.3 All voting members of the AAC may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negated. Any member present (including audio and/or video conferencing) who abstains from voting shall be deemed to have voted in the affirmative.
- 4.4 The Chair shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
- 4.5 No act or other proceedings of the AAC shall be valid, unless it is authorized by resolution at a meeting of the AAC.
- 4.6 Staff of the Regional District shall be assigned to provide the AAC with technical advice, and required secretarial and minute services.

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- 4.7 When the AAC is reviewing and making recommendations to the Board of Directors regarding proposed amendments to a plan, bylaw or application, the applicant is to be advised of the meeting and is entitled to attend.
- 4.8 Recommendations of the AAC must be adopted by AAC resolution prior to presentation to the Board of Directors.
- 4.9 The Board of Directors may include in its annual budget such sums as are necessary to defray the expenses of the AAC. The AAC shall provide a detailed budget proposal to the Board of Directors on or before October 1<sup>st</sup> of the year preceding the budget.
- 4.10 Any person(s) wishing to appear before the AAC as a delegation must submit a request to the Regional District of North Okanagan, advising of the topic or item to which they wish to speak. The Delegation process will be in accordance with the Regional District Procedures Bylaw.

## **5. Committee Reporting**

- 5.1 The AAC will report to the Board of Directors.
- 5.2 A representative of the AAC may attend meetings of the Board of Directors, and may at the discretion of the Chair of the Board of Directors, present the view of the AAC to the Board of Directors.
- 5.3 The AAC representative(s) to the Board of Directors will report out on Board of Directors discussions and decisions under the AAC agenda item Minutes/Matters Arising.
- 5.4 The AAC shall present when deemed necessary a report to the Board of Directors which outlines activities, expenditures, proposed work program, and a budget.
- 5.5 The AAC shall review on an annual basis the Terms of Reference and recommend to the Board of Directors any changes deemed necessary.
- 5.6 Minutes of each AAC meeting shall be kept by the Regional District of North Okanagan and forwarded to the Board of Directors. AAC minutes will include a brief explanation, in point form, of each recommendation.

## **6. Conflict of Interest**

- 6.1 If a AAC member attending a meeting of the AAC considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.
- 6.2 After making the declaration, the AAC member:
  - (a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
  - (b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

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- (c) 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.
- 6.3 When the member's declaration is made, the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and times of the member's departure from the meeting room, and if applicable, the member's return.



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## **Appendix 1: AAC Membership Eligibility Criteria**

To facilitate the nomination and appointment of new members to the AAC, the following criteria will be considered. The aim is to achieve a diversity of members engaged in varied disciplines of the agricultural industry and community representation with knowledge of agricultural and related rural issues.

### **1. Residency**

Members should reside in the Regional District of North Okanagan.

### **2. Agricultural Expertise and Knowledge**

Applicants engaged in the agricultural industry and/or have knowledge and experience with regard to agricultural and related rural issues should have the following attributes which would be considered as an asset:

- Demonstrated knowledge of agricultural and related rural land use issues;
- Relevant farm experience;
- Involvement with activities of the agricultural community;
- Technical training in an agriculture-based field; and/or
- Knowledge of properties and farm operations within the North Okanagan.

### **3. Rural Experience**

For applicants from the non-farm community consideration will be given to the individual's level of knowledge of agricultural and related rural issues. The relevance of their interests to the mandate of the AAC will also be an important consideration.

### **4. Availability**

It is important that an applicant be able to attend as many AAC meetings as possible and undertake work outside of the regular monthly meetings. An applicant should be able to be contacted or reached during the day in order for meetings to be arranged.



The Best Place on Earth

January 4, 2013

Dear Agricultural Advisory Committee Chair,

The Ministry of Agriculture would like to invite your Agricultural Advisory Committee (AAC) members to the sixth biennial AAC Workshop on Wednesday, February 27th, 2013 from 9:00am to 4:00pm. This year, there are three regional workshops taking place. The one in your region will be located at the Ramada Hotel and Conference Centre in Kelowna. Registration is required, but there is no fee and lunch will be provided.

The workshop will bring AAC members together from across your region to meet each other and discuss agricultural issues of importance. There are now 45 AACs operating in BC, 15 of which are located in your region! Information about AACs and previous AAC workshops can be found on the Strengthening Farming website at <http://www.al.gov.bc.ca/resmgmt/sf/aac/index.htm>.

Based on feedback received from AAC members, we've chosen 'tools for strengthening farming' as the theme for the 2013 workshop. The agenda will include presentations, panel discussions, and facilitated conversations that explore the role AACs play in different communities and their potential to encourage and actively support agriculture. Information will be available on how to communicate effectively with municipal councils and regional boards, methods of educating the public about agriculture, making effective motions at meetings, and much more. The goal is to send each attendee home with new tools they can use to strengthen farming through their AAC. **Please discuss with your members the tools your AAC has used successfully prior to the workshop and come prepared to discuss them.**

To assist with workshop arrangements, please have your AAC complete the enclosed form and return it to Hannah Cavendish-Palmer by email at [Hannah.cavendishpalmer@gov.bc.ca](mailto:Hannah.cavendishpalmer@gov.bc.ca) or fax at 604-556-3030 by **Friday, February 8th, 2013**. Please note that supporting elected officials and staff are also welcome to attend.

Previous workshops have invigorated AAC members, generated new ideas, and helped AACs continue to offer effective advice and support to their councils and boards. I look forward to seeing your representatives at the workshop.

Yours truly,

Derek Sturko  
Deputy Minister

RECEIVED  
JAN 30 2013  
REGIONAL DISTRICT OF  
NORTH OKANAGAN

**Central BC Agricultural Advisory Committee Workshop**

Ramada Hotel, Kelowna

February 27<sup>th</sup>, 2013

9:00am to 4:00pm

Draft Agenda

9:00am- Welcoming Address

- Ministry of Agriculture Staff

9:30am- Keeping AACs Informed and Engaged, a presentation on AAC mandates and activities between application periods

- Local Government Staff Member (unconfirmed)

10:15am- Coffee Break

10:35am- Agricultural Area Plan Implementation Success, a presentation on one community's implementation process

- Local Government Staff Member (unconfirmed)

11:30am- Lunch

12:30pm- Online Soil Mapping, a presentation on the status of work being done by the Ministry of Environment and the Pacific Agri-Food Research Centre

- Deepa Filatow, Ministry of Environment

1:30pm- Coffee Break

2:00pm- A Message from the ALC Chair, a presentation on the strategic direction of the Agricultural Land Commission

- Richard Bullock, ALC

3:00pm- AACs and the Agricultural Land Commission, a presentation on how AACs and the ALC can work together to strengthen farming

- ALC Staff

4:00pm- Wrap-up and Closing Address

- Carl and Bert

Agricultural Advisory Committee Workshop 2013

## Registration Form

February 27, 2013 - from 9:00 AM to 4:00 PM

Ramada Hotel & Conference Centre  
2170 Harvey Avenue, Kelowna BC V1Y 6G8

Please return this form by fax or email **by Friday, February 8th** to:

Hannah Cavendish-Palmer, Land Use Planner  
BC Ministry of Agriculture, Abbotsford

**Email:** [Hannah.cavendishpalmer@gov.bc.ca](mailto:Hannah.cavendishpalmer@gov.bc.ca)

**Fax Number:** 604-556-3030

**Name of AAC:** \_\_\_\_\_

As we have limited capacity, please select up to three people to attend for your primary list and up to three additional people for your wait list.

### Primary List

NAME (please print)	Position (e.g. AAC Chair, Planner, Councillor)	Email Address
1.		
2.		
3.		

### Wait List

NAME (please print)	Position (e.g. AAC Chair, Planner, Councillor)	Email Address
1.		
2.		
3.		

**Contact Person:** Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_



REGIONAL DISTRICT  
of  
NORTH OKANAGAN

# MEMORANDUM

File No.: 0540.05

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**TO:** Regional Agricultural Advisory Committee  
**FROM:** Ashley Bevan, Executive Assistant  
**DATE:** February 7, 2013  
**SUBJECT:** Items referred to Regional Agricultural Advisory Committee

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The following are items that have been referred to the Regional Agricultural Advisory Committee by the Board of Directors. These items will be placed on the March agenda for discussion.

**January 16, 2013**

1. That the proposed backyard chicken regulations be forwarded to the Regional Agricultural Advisory Committee for their input on methods in which the public can be educated on the best management practices.
2. That issues regarding the impact of genetically modified organisms on the Regional District of North Okanagan be forwarded to the Regional Agricultural Advisory Committee for consideration.

**February 6, 2013**

1. That as recommended by the Regional Growth Management Advisory Committee, the British Columbia 'Buy Local' Program information be referred to the Regional Agricultural Advisory Committee for discussion.

**Agricultural Land Commission Applications**

1. 13-0013-D-ALR (Leitrm Contracting Ltd. – O'Rourke)

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Submitted by:

Handwritten signature of Ashley Bevan in black ink.

Ashley Bevan  
Executive Assistant

Endorsed by:

Handwritten signature of Rob Smailes in blue ink.

Rob Smailes, MCIP  
General Manager, Planning and Building