

2. **PENINSULA AND AREA AGRICULTURAL COMMISSION TERMS OF REFERENCE**

Report of the Director of Legislative and Protective Services/Corporate Officer dated April 29, 2025.

To approve the revised Terms of Reference for the Peninsula and Area Agricultural Commission (PAAC).



Peninsula & Area Agricultural Commission

Terms of Reference (UPDATED APR 7, 2025)

The member municipalities recognize the diversity of our communities and believe that all have the right to work and conduct 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 representing agriculture.
- 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 include 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.

PAAC has been established to support member municipalities by:

- Providing information, options and recommendations to member Councils on agricultural issues referred by the Councils;
- Enhancing public education and awareness of agricultural issues;
- Advising on issues that could impact agriculture;
- Initiating, developing, and participating in actions and initiatives to advance farming and agricultural sustainability;
- Acting as a liaison to further the interests of and promote agriculture, and preserve agricultural capability of the areas served;
- Providing a link between the member municipalities, the agricultural community, and other levels of government or organizations with agricultural responsibilities.

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.

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

Member Municipalities acknowledge their role in creating a workplace that respects human rights and promotes accessibility, equity and inclusion. As such, bullying, harassment and discrimination in any form are not tolerated.

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 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	

DRAFT

TERMS OF REFERENCE – Revised 2013/14

Peninsula & Area Agricultural Commission

PREAMBLE/OVERVIEW:

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.

MANDATE

To provide advice, information and assistance to the Districts of Saanich, Central Saanich, North Saanich, and Metchosin ("the member municipalities"), upon request or proactively, on matters involving agriculture in the areas served by the member municipalities and the region as a whole, and to facilitate the development of programmes for implementation of the Saanich Peninsula Agricultural Strategic Objectives.

GOALS/PURPOSE:

PAAC has been established to support member municipalities by:

- Providing information, options and recommendations to member Councils on agricultural issues referred by the Councils;
- Enhancing public education and awareness of agricultural issues;
- Advising on issues that could impact agriculture;
- Initiating, developing, and participating in actions and initiatives to advance farming and agricultural sustainability;
- Acting as a liaison to further the interests of and promote agriculture, and preserve agricultural capability of the areas served;
- Providing a link between the member municipalities, the agricultural community, and other levels of government or organizations with agricultural responsibilities.

Any change to the Terms of Reference above must be approved by the member municipalities.

PAAC Terms of Reference (2014)

The following Rules of Conduct may be amended by the majority vote of the members:

MEMBERSHIP

Voting Members:

1. There shall be 12 voting members, appointed by the member municipalities.
2. A quorum shall consist of a majority of the voting members.
3. New appointments shall be for a 3-year term. *
4. The Chair shall ensure that a public notice is issued annually (before December) seeking new members to fill vacancies on the Commission. *A nominating committee, lead by the Chair, shall recommend proposed new members to the member councils, who will in turn appoint the new members.
5. In composite, the Commission will have competencies required to represent the range of agricultural concerns within the areas served drawing upon experience and knowledge, representative in the agricultural community, including:
 - Animal Commodity: a representative defined as a farmer who derives a majority of his/her income from animal farming;
 - Plant Commodity: a representative defined as a farmer who derives a majority of his/her income from plant-based farming;
 - Specialty and Niche Commodity Group: defined as a person having experience of running a “hobby-farm” and practices farming part-time and/or a person with the experience of developing a growing “niche” or specialty market;
6. Vacancies in the membership will be filled at the time of the annual appointments, or when required.
7. Members must have access to a computer and an e-mail address in order to receive and respond to communications and information including meeting packages.

Non-Voting Members:

1. One Council-representative appointed by each member municipality.

Liaisons:

PAAC may also consist of non-voting liaison members, including:

- A representative from the Federal Department of Agriculture
- A representative from the Provincial Ministry of Agriculture;
- A representative from the Provincial Agricultural Land Commission;
- A representative from the Regional Water Commission; and
- Others, as necessary (eg. First Nations, Cannabis Industry)

PAAC may appoint a representative as a liaison on the Saanich Peninsula Water Commission (past or present PAAC member).

ROLES AND RESPONSIBILITIES:

1. The Commission shall nominate and elect annually, at the first meeting following the appointment of new members, a Chair, Vice-Chair and a Treasurer.
2. The chair or vice chair shall officiate at meetings; and
3. In the absence of the Chair and Vice Chair, the Committee may elect an Acting Chair from those members present at that meeting.
4. The Chair shall ensure that minutes of each meeting are taken, circulated, and approved.
5. The Treasurer shall ensure that a proper record of all receipts and disbursements on behalf of the Commission is maintained. Any two of the Chair, Vice-Chair and Treasurer shall be signatories for the banking affairs of the Commission.

MEETINGS AND PROCEDURES:

1. All meetings will be open to the public.
2. The commission will meet monthly throughout the year, with the exception of July, August and December.
3. The date/time/location of meetings will be determined by the members. A meeting may be held in alternate location.
4. Agenda packages will be emailed and/or mailed to Commission members at least one week prior to the meeting.

PAAC Terms of Reference (2014) – Rules of Conduct continued

5. Additional meetings may be arranged at the call of the Chair, provided all members are advised in the usual manner, 48 hours in advance of the meeting.

REPORTING TO COUNCIL:

1. Minutes of Commission meetings will be distributed, by email, to all member municipalities.
2. Unless otherwise provided, the Commission will report their recommendations:
 - a) directly to the Councils of each member municipality,or, in response to a specific referral,
 - b) to the respective Municipal Council, and a copy thereof provided to all other member municipalities.
3. The Committee will provide a status report to Council annually. This report should include a record of work conducted and an indication of the associated costs attached to the Commission's work including staff resources, and a projection of the budget requirements for upcoming year.

CONFLICT OF INTEREST:

1. Commission members must abide by the conflict of interest provisions of the *Community Charter*.
2. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter.
3. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.
4. The member's declaration must be recorded in the minutes, and the Commission member 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.

Note:

- Terms of Reference revised and approved by the Member Council 2014
- The Rules of Conduct were reviewed and approved by the Commission Members