

# TERMS OF REFERENCE

## Agricultural Advisory Committee

Adopted by Council: November 1, 2023  
Amended by Council February 5, 2025

### MANDATE

The Agricultural Advisory Committee is a select committee of Council established under section 142 of the [Community Charter](#). The mandate of the committee is to provide advice to Council on a range of agricultural issues and initiatives.

### DUTIES

The Committee exists to provide support to Council by:

- (1) Assisting staff and Council to conceive, develop and implement practical *Agricultural and Food Security* related programs and policies that both:
  - (a) Support an increasingly vibrant/viable and sustainable/regenerative agricultural and food sector; and,
  - (b) Advance the Municipality's goals related to economic development, climate/ environment, and agricultural/food security, as described in the Official Community Plan (OCP) and other policies or plans of Council, such as the Climate Action and Energy Plan (CAEP) and the Biodiversity Protection Policy.
- (2) Working with staff (and a consultant) and Council toward the development of an Agriculture and Food Security Strategic Plan (AFSSP).
- (3) Advising on issues referred to the Committee by Council related to:
  - (a) agricultural and food related issues, such as any land use applications, bylaws, policies, temporary use permits, etc. that impact agricultural land;
  - (b) the practice of agriculture, food processing, industry, and food security issues;
  - (c) agricultural impacts on natural areas;
  - (d) water protection; climate adaptation; and,
  - (e) other emerging issues.
- (4) *Proactively* advising Council on issues of concern to the agricultural/food security sector, as described in bullet (3) above.
- (5) Acting informally as a conduit of understanding between the municipality, the community and the agricultural/food sector, by raising broader awareness of the Committee's work as well as of agriculture and food production and its role in the local economy.

### MEMBERSHIP

The Committee shall consist of ten (10) voting members including the Council member appointed as the Committee Chair.

Members must:

- (a) Be able to connect with the agricultural community and/or the community generally through interactions that provide opportunity for consideration of issues beyond the conventional committee

- meeting format; and,
- (b) Have demonstrated expertise, experience or interest, in agricultural or food policy/security matters relevant to North Cowichan.
  - (c) One member from the Vancouver Island University, Agricultural Program

Membership may include a representative from one or more of the following sectors or areas of expertise or where applicant has a demonstrated knowledge of:

**Sectors**

- Agricultural producers, processors, and service providers in a variety of sectors
- First Nations
- Provincial government (e.g., District Agrologist)
- Educational Sector (Agriculture/Food)
- Cowichan Agricultural Society
- Young Agrarians

**Area of Expertise**

- Agricultural production, processing, and services in specific areas
- Food security
- Agrological science/economics/ecology
- Agroecology
- Soil/land Regeneration
- Agricultural Extension/Training
- Agri-tourism
- Place based food economy
- Urban farming
- Agri Food Technology

**APPOINTMENT AND TERM**

Members shall be appointed by resolution of Council.

The term for all members, including the Chair, will coincide with the term of Council.

**STAFF SUPPORT**

The Manager of Planning serves as the staff liaison to the Committee and will notify Council in writing of any First Nation or community organization representative changes (if applicable).

**MEETINGS AND REPORTING TO COUNCIL**

The Committee shall meet on a quarterly basis, or at the call of the Chair.

The procedures for meeting conduct and reporting back to Council are set out in the [Council and Committee Procedure Bylaw](#) and the [Council Advisory Body Policy](#).