

FOOD SECURITY AND AGRICULTURAL ADVISORY COMMITTEE (FSAAC)

TERMS OF REFERENCE

1. PURPOSE

The Terms of Reference shall apply to the governance and operation of the City's Food Security and Agricultural Advisory Committee (FSAAC).

2. MANDATE

- The purpose of the FSAAC is to advise Council on food security and agricultural issues referred by Council or staff, including:
 - applications initiated under the *Agricultural Land Commission Act (ALCA)*;
 - applications to amend the Official Community Plan and/or Zoning Bylaw that may have an impact on food security and/or agriculture;
 - development proposals in the Agricultural Land Reserve (ALR), immediately adjacent to ALR lands, or that may have an impact on food security and/or agriculture;
 - agricultural edge proposals where there is an intervening road between the ALR and the non-ALR lands, only if referred by Council;
 - irrigation, drainage and other water management issues that may have an impact on food security and/or agriculture;
 - effectiveness of noxious insect and weed control regulations and programs;
 - review, development and implementation of the Agricultural Viability Strategy (AVS), Richmond Food Charter, Metro Vancouver Regional Food System Action Plan, and other plans that may have an impact on food security and/or agriculture;
 - opportunities for collaboration on initiatives to enhance food security and/or agriculture.
- In the review of items referred by Council or staff, the Committee may comment on the following:
 - the effect of the proposal on the agricultural potential of the subject property;
 - the effect of the proposal on adjacent ALR properties and surrounding agricultural production;
 - the effect of the proposal on water resources (irrigation and drainage) and agriculture-related transportation issues;
 - the identification of issues relating to the protection of the ALR lands specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility;
 - the effect of the proposal on food security issues, including food equity, education, production, environmental sustainability and waste management.
- The Committee may also make recommendations to Council and staff on:
 - raising awareness of agriculture and promoting food security;
 - enhancing understanding of agriculture's role in the local/regional economy;
 - addressing competition for the agricultural land base;
 - examining legislation of other levels of government to identify improvements to support agriculture and food security in Richmond;
 - other issues that may have an impact on food security and/or agriculture.

3. MEMBERSHIP

- The Committee shall consist of ten (10) voting members appointed by Council, including:
 - Four (4) farming representatives from the general agricultural community (i.e. crops, livestock, nursery, greenhouses, etc.). A farming representative is defined as a farmer who derives a majority of his/her income from farming. Farming representatives should include a variety of farmers, including:
 - Two (2) large-scale farmers, representing property greater than 10 acres (4 hectares), one (1) of which should be a leasehold farmer; and
 - Two (2) small-scale farmers, representing property less than 10 acres (4 hectares), one (1) of which should be a leasehold farmer.
 - Three (3) food security representatives, which will include representatives from Richmond Food Security Society, Sharing Farm Society, and Kwantlen Polytechnic University.
 - Two (2) representatives from the community at large.
 - One (1) representative from the Advisory Committee on the Environment.
- For the first year, five (5) members shall be appointed up to a one and one half (1 ½) year term, and five (5) members up to a two and one half (2 ½) year term, and thereafter all members shall be appointed for a two year term.
- The chairperson shall be elected from the Committee membership at the first meeting of the new calendar year and shall preside at all the meetings where possible and in their absence, an acting chairperson shall be appointed for that meeting by those members present. The chairperson shall be entitled to vote at all meetings.
- Non-voting representatives shall also be invited to Committee meetings, including:
 - Liaison City Councillor.
 - Policy Planning Department staff who will act as the staff liaison to the Committee, prepare and distribute agendas and related materials, and prepare and distribute meeting minutes.
 - Representative from the Ministry of Agriculture.
 - Representative from the Agricultural Land Commission.
 - Others as necessary (Parks Services Department staff, Vancouver Coastal Health, Richmond School Board and Richmond Food Bank).

4. CODE OF CONDUCT

- Conflict of Interest:
 - A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.
 - Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
 - Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

- Professionalism:
 - Committee members are expected to act in accordance with the City’s Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
 - Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee’s mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.
- Reporting and Social Media:
 - The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council.
 - Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.
 - Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.
- Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.

5. SELECTION

- The selection of Committee members shall be in accordance with Administrative Procedure 1014.01 (i.e. the City Clerk’s office will place public advertisements in the media).
- To achieve a Committee consistent with the Terms of Reference, Committee members and staff may encourage:
 - Individuals to apply to the Committee; and
 - Applicants from particular groups, organizations, or sectors to apply.
- Committee appointments shall be made by City Council.

6. MEETINGS

- The Committee shall meet as needed.
- The meetings shall be open meetings held at City Hall.
- At all meetings six (6) members shall constitute a quorum. Recommendations of a quorum shall be considered those of the full Committee.
- Minutes of each Committee meeting shall be kept by City staff.

7. REPORTING

- The Committee shall present:
 - An annual year end progress report to Council which outlines activities and expenditures of the previous year, and
 - A proposed work program for the coming year.