

AGRICULTURE AND FOOD POLICY COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

The purpose of the Agriculture and Food Policy Committee (“AFPC”) is to establish liaison and maintain communication between the agricultural community and the City on agricultural issues.

2. **Role**

The AFPC will:

- (a) Advise and make recommendations to Council on policies, procedures and bylaws that affect the agricultural community and impact agricultural viability within Surrey;
- (b) Consider and make recommendations to Council on any other matters referred to the Committee by Council;
- (c) Establish and maintain an effective channel of communication between Council, City staff, and the agricultural industry in Surrey;
- (d) Work in conjunction with staff regarding submissions to or from other levels of government (such as commenting on proposed Provincial or Federal legislation impacting the agricultural industry);
- (e) Review and make recommendations to Council regarding subdivisions, rezonings, and development applications in and adjacent to the Agricultural Land Reserve;
- (f) Review and comment from the agricultural viability perspective on issues, plans (including but not limited to the City’s Official Community Plan and Secondary Land Use Plans) as referred by staff;
- (g) Promote awareness and education of agricultural issues in Surrey;
- (h) Promote agricultural best practices for farm operations;
- (i) Promote opportunities for Agri-tourism, and associated value added agriculture in partnerships with private businesses, non-profit groups, and volunteers;
- (j) Promote urban food projects and make recommendations on policies and regulations that create a just and sustainable food system; and
- (k) Review the objectives of the AFPC every year, and to recommend changes, if any.

3. Membership

- (a) The Committee will consist of eleven (11) voting members, as follows:
- Two (2) members of City Council, appointed by Council for a two-year term. One member to be appointed as the Chair and the other member to be appointed as Vice Chair of the Committee;
 - Seven (7) volunteer 'farming representatives' who are Surrey residents ('farming representative' is defined as a farmer who derives at least 75% of his/her income from farming) with one volunteer 'farming representative' being from each of the following commodity groups: vegetable, blueberry, dairy, poultry, greenhouse, organic and small lot direct marketing;
 - One (1) volunteer representative from a food advocacy group; and
 - One (1) volunteer representative from the food processing industry.
- (b) The Committee may also include one (1) representative from the Environmental and Climate Change Committee as a voting member. If a member from the Environmental and Climate Change Committee is appointed to AFPC then the Committee will consist of twelve (12) voting members.
- (c) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (d) Volunteer members may serve for up to three (3) terms.
- (e) The Committee membership may include four (4) non-voting members:
- A representative from the Ministry of Agriculture;
 - A staff representative from the Agricultural Land Commission;
 - A faculty member from Simon Fraser University; and
 - A faculty member from Kwantlen Polytechnic University.

4. General Terms and Code of Conduct

- (a) Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- (b) Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR") approved by Council.

- (c) **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- (d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.
- (e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part of their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honor and uphold the provisions as outlined within the Agreement.
- (f) **Surrey Residency Requirement:** All Committee volunteers must be a resident of Surrey. Vacancies will be filled through advertisement placed on social media and on the City website; applications received will be reviewed by Council.
- (g) **Conflict of Interest:** City policy regarding conflict of interest applies to all Committee members. 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 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.

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 the completion of their term (s).

5. Meetings

- (a) The Committee will generally meet monthly, at the call of the Chair or at a minimum of four times per year.
- (b) Quorum for a meeting of the Committee is a simple majority of the voting membership. Any member who is absent from three (3) or more meetings of the committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by Council.
- (c) Community partners, subject matter experts or relevant guests may be invited at the call of the Chair.

- (d) Delegation requests will be directed to the City Clerk's Office and if approved by the Committee will be received at regular open meetings.
- (e) Minutes of meetings of the Committee will be recorded by the Legislative Services Division and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by Council of the recommendations.

6. Annual Work Plan

- (a) From a strategic approach, the Committee will identify a concise set of annual targets and objectives for each year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff and must contribute to the overarching goals for the City of Surrey.

7. Administration

Staff assistance will be provided to the Committee, as necessary, by the General Manager, Planning & Development, the Legislative Services Division, and other staff, as required.

8. Authority

(Select Committee – Advisory Committee)

- (a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”;
- (b) This Committee is a select committee appointed by Council; and
- (c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Approved by Council January 30, 2023
Updated by Council April 3, 2023