Township of Langley

Est. 1873

AGRICULTURAL ADVISORY COMMITTEE

Wednesday, February 28, 2024 at 7:00pm
Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC

A G E N D A

Welcome

Welcome and Introduction by Council Co-Chair

Code of Ethics Signing (pg. 1-6)

Members to sign the *"Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees"* and submit electronically.

Election of Co-Chair
(Bylaw 4700 – 8.1)

Clerk's Note: Advisory Committees are to hold an election at its first meeting of the year to select a community representative Co-Chair or the election can be deferred to the following month.

Page

A. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Agricultural Advisory Committee - February 28, 2024

Recommendation that the Agricultural Advisory Committee approve the agenda and receive the agenda items of the February 28, 2024 meeting.

B. ADOPTION OF MINUTES

C. DELEGATIONS AND PRESENTATIONS

1. Langley Farmers' Institute

Amanda Smith, Chair

D. REPORTS

Page

E. CORRESPONDENCE

F. WORK PROGRAM

7-9

1. Review Terms of Reference

2. 2024 Work Program

- Initial Draft Ideas
- Ongoing Projects
- Possible New Projects

G. COUNCIL REFERRALS

The following motion was referred to the Agricultural Advisory Committee at the December 4, 2023 Regular Council Meeting:

1. ***Agricultural Advisory and Economic Enhancement Committee Recommended Motion***
File 0540-20

That Council directs staff to include an agricultural/rural community outreach campaign as part of the Agricultural Advisory Committee's 2024 work program considering the recommendations from the Agricultural Advisory and Economic Enhancement Committee's Building Agricultural/Rural Connections Task Force.

REFERRAL
That Council refer this motion to the new Agriculture Advisory Committee to be considered within Q1 of 2024.
CARRIED

H. OTHER BUSINESS AND ITEMS FOR INFORMATION

1. 2024 Membership List

To be provided on table.

2. 2024 Meeting Schedule

Provided for information.

3. AAC Photo

Page

I. NEXT MEETING

Date: Wednesday, March 27, 2024
Location: Salmon River Committee Room
4th Floor, 20338-65 Avenue, Langley, BC
Time: 7:00 pm

J. TERMINATE

Township of Langley

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COUNCIL POLICY

Subject: Code of Ethics, Conduct, Confidentiality, and Conflict of Interest for Council Members and Appointees

Policy No:	**01-025**
Approved by Council:	**2011-11-07**
Revised by Council:	**2016-05-30**

1. Purpose

1.1. The residents and businesses of the Township of Langley (the Township) are entitled to have a fair, honest, and responsible local government that has earned the public's full confidence for integrity. Therefore, the purposes of this Code of Ethics, Conduct, Confidentiality, and Conflict of Interest (the Code) are to ensure that:

1.1.1. all members of Council (Members) and all persons appointed by Council to boards, committees, commissions, panels, or task forces, whether they are members of Council or not (Appointees) carry out their duties with integrity, impartiality and independence

1.1.2. Members and Appointees treat one another, Township officers and employees, and the public with respect

1.1.3. the conduct of Members and Appointees in the performance of their duties and responsibilities with the Township is above reproach

1.1.4. Members and Appointees respect and uphold confidentiality requirements

1.1.5. Members and Appointees avoid any conflict of interest

2. Application of the Code

2.1. The Code is applicable to all Members and Appointees. The bodies to which Council can appoint Appointees are referred to collectively as Committees throughout this Code.

3. Policies

3.1. Code of Ethics

3.1.1. Members and Appointees will adhere to the following Code of Ethics:

3.1.1.1. maintain the highest ideals of honour, integrity, and accountability and discharge public duties in a manner that is fair, honest, professional, and responsible

3.1.1.2. comply with all applicable federal, provincial, and local laws in the performance of public duties. These laws include, but are not limited to, the Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act, Criminal Code, Human Rights Code, all laws pertaining to financial disclosures and employer responsibilities, and any other relevant Township bylaws and policies

3.1.1.3. base their decisions on the merit and substance of the matter at hand

3.1.1.4. refrain from abusive conduct, personal charge or verbal attacks upon the character or motives of other Members and Appointees, Township officers, and employees, or the public

3.1.1.5. respect and adhere to the structure of government as established in the Township. In this structure, the Council determines the policies of the Township with the advice, information, and analysis provided by Committees, staff, and the public. Members and Appointees, therefore, will not interfere with the administrative functions of the Township or with the professional duties of Township staff, nor will they impair the ability of staff to implement Council policy decisions.

3.1.1.6. not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes

3.1.1.7. not accept any gift, money, property, position or favour of any kind whether to be received at the present or in the future, from any person except as follows:

3.1.1.7.1. where such a gift or favour is authorized by law

3.1.1.7.2. where such contributions are lawful campaign contributions

3.1.1.7.3. where such gifts or favours are received as an incident of the protocol, social obligation, or common business hospitality that accompany the duties and responsibilities of the member, and then only in compliance with applicable laws

3.2. Confidentiality

3.2.1. Members and Appointees will adhere to the following requirements in relation to confidentiality:

3.2.1.1. unless otherwise authorized by Council or a Committee, keep in confidence any record held in confidence by the Township, until

the record is released to the public as lawfully authorized or required

3.2.1.2. unless otherwise authorized by Council or a Committee, keep in confidence information considered in any part of a Council meeting or Committee meeting that was lawfully closed to the public, until Council or the Committee discusses the information at a meeting that is open to the public

3.2.1.3. Members and Appointees will not use confidential information for the personal profit or gain of themselves or others

3.3. Conflict of Interest

3.3.1. Members and Appointees will adhere to the following requirements in relation to conflicts of interest:

3.3.1.1. be aware of and act in accordance with Division 6 of Part 4 of the *Community Charter* and the Oath of Office

3.3.1.2. be aware of and declare, in writing where necessary, any real or perceived conflicts of interest. A conflict of interest exists where:

3.3.1.2.1. a Member or Appointee is a director, member or employee of an organization seeking a benefit from he Township on which the decision making body will make a recommendation or decision

3.3.1.2.2. the Member or Appointee has a direct or indirect pecuniary interest in the outcome of deliberations

A conflict of interest does not exist if:

3.3.1.2.3. the pecuniary interest of the Member or Appointee is a pecuniary interest that is sufficiently in common with electors of the Township generally

3.3.1.2.4. the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Member or Appointee in relation to the matter

3.3.1.2.5. where a conflict of interest exists, Members and Appointees must not participate in the discussion of the matter or to vote on a question in respect of the matter, must declare to the body that a conflict exists, and must remove themselves from the meeting during consideration of the issue to which the conflict relates. The declaration of a conflict and the Member's or Appointee's exit from and return to the meeting will be noted in the minutes

3.3.1.2.6. where in the opinion of Council or a Committee, a Member or Appointee is in a conflict of interest and has not so declared, the body may ask for a review of the matter by the Township Clerk. The matter, if unresolved, may then be referred to legal counsel or to Council for review.

3.4. Code of Conduct – Committee Appointees

3.4.1 Expressing Personal Opinions or Beliefs

In some circumstances and within certain programs, advisory committee members or board members may be required or requested to provide an opinion in regards to the nature of a program or service. It is extremely important that committee or board members use judgment before expressing specific opinions. Township advisory committee members and board members should refrain from expressing their personal convictions and ideals, such as religious or any other personal beliefs or philosophies, to fellow committee or board members or to the public

3.4.2 Representation to the Media

It is extremely important that only Council members or designated staff speak to the media in relation to Township issues. If at any time, advisory committee or board members are approached or contacted by a media representative, the member should contact the staff member coordinating the committee or board.

3.4.3 Comments

Advisory committee and board members will refrain from providing comments, either written or in an electronic format, to members of Council that do not advance or enhance the purpose of the committee/board.

4. Implementation of the Code of Ethics

4.1. This Code is intended to be self-enforcing. Members and Appointees should view the Code as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when Members and Appointees are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code will be provided to candidates for Council and applicants to Committees.

4.2. Members and Appointees will be requested to sign the Statement, attached as Appendix A, affirming they have read and understood the Township of Langley Code. In addition, Council and Committees shall annually review the Code, and Council shall consider recommendations from Committees and update the Code as necessary.

5. Compliance and Enforcement

5.1. Members and Appointees themselves have the primary responsibility to ensure that the standards and requirements in this Code are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Township of Langley.

5.2. Council may impose sanctions on Members and Appointees whose conduct does not comply with the Township's Code. Council may:

5.2.1. impose a motion of censure on a Member

5.2.2. rescind the appointment of an Appointee to a Committee

5.2.3. take action under s. 117(2) of the *Community Charter* or under the *Offence Act*

5.2.4. control the Member's or Appointee's access to areas of the Township property or to officers and employees, including by phone or email

5.3. To ensure procedural and administrative fairness, a Member or Appointee who is alleged to have violated any provision of the Code shall have a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare his or her case, with legal counsel if the Member of Appointee so chooses, to respond to these allegations. Before considering a sanction, Council must ensure that a member has:

5.3.1. received a written copy of the case against him or her

5.3.2. a minimum of one week or the time between two consecutive regular Council meetings, whichever is greater, to prepare a defence against any allegations

5.3.3. a fair opportunity to be heard

6. Violation Not Cause to Challenge a Decision

6.1. A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or a Committee decision.

APPENDIX A:
MEMBER STATEMENT

Council of the Township of Langley and Council Appointees to Boards, Committees, Commissions and Task Forces

As a Member of the Township of Langley Council or an Appointee of a Township Committee or Board, I agree to uphold the Code of Ethics, Confidentiality and Conflict of Interest adopted by the Township and to conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests, and views in our community;
- help create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest, and open manner;
- respect one another and the unique role and contribution each of us has in making the Township a better place to work and live;
- strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- avoid and discourage conduct which is not in the best interests of the Township;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be in conflict with the business of the body of the Township in which I am participating;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Township of Langley Code of Ethics, Confidentiality, and Conflict of Interest.

Signature: _____ Date: _____

Name (please print): Office / Committee:

_____ _____

Township of Langley
Est. 1873

TERMS OF REFERENCE

AGRICULTURAL ADVISORY COMMITTEE (AAC)

Approved by Council: September 29, 2008
Amended: March 31, 2014
Amended: November 20, 2023

1.0 ESTABLISHMENT

The AGRICULTURAL ADVISORY COMMITTEE (the "Committee", AAC) is established pursuant to the Advisory Committee Establishment Bylaw 2008 No. 4700, as amended. It is an advisory committee subject to the provisions of this Bylaw and as supplemented by the purpose and mandate of this document.

2.0 PURPOSE

The purpose of the AAC is to provide advice on public policies and priorities to advance the Township of Langley Sustainability Charter, specifically the following objectives:

2.1 to strengthen the agricultural economy;

2.2 to recognize the rural character as an essential community feature;

2.3 to protect views, characteristic landscapes, and rural roads; and

2.4 to preserve the agricultural land base for food production.

3.0 MANDATE

The mandate of the AAC is to:

3.1 establish, facilitate, and maintain communication between the rural / agricultural community, and Council, regarding rural issues;

3.2 advise Council on rural / agricultural related issues;

3.3 advocate for the rural / agricultural perspective;

3.4 make recommendations on all aspects of the rural community, including land use, municipal services / infrastructure, environmental issues, and socio-economic matters;

3.5 assist in developing and implementing a strategy to sustain the agricultural community, improve agricultural viability, encourage the advancement of agriculture while respecting rural lifestyles, and enhance “good neighbor” communications;

3.6 review and comment on the issues, plans, and specific development applications referred by Council or staff;

3.7 promote awareness and education of rural issues in Langley;

3.8 promote tourism and economic development initiatives with a rural or agricultural theme, including promotion of farm products;

3.9 review the objectives of the Committee at the end of each calendar year and prepare an annual Work Program for Council approval;

3.10 submit an Annual Report to Council, regarding the projects and progress of the Committee; and

3.11 liaise with other Advisory Committees, as necessary.

4.0 TASK FORCES / SUB-COMMITTEES

4.1 Pursuant to section 15 of the “Advisory Committee Establishment Bylaw 2008 No. 4700”, as amended, the AAC may establish a Task Force for specific purposes that have a maximum ninety (90) day duration, unless Council approves the Committee’s Terms of Reference which outlines a different term for the Task Force.

4.2 When, and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices, Council may consider and allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council.

4.3 Where another organization has requested or it is deemed necessary by Council, to have representation on the AAC or its sub-committees, the appointment must be approved by Council.

5.0 COMPOSITION AND STRUCTURE

5.1 Community Representatives

In making its appointments to the AAC, Council will consider the Township’s geographic and agricultural diversity, and appoint applicants who possess knowledge and expertise in farming, agri-business, agri-tourism and food systems planning. More specifically, the AAC will consist of up to ten (10) voting members, as follows:

- Up to five (5) “farming representatives” who are Township of Langley residents from commodity groups such as vegetable, blueberry, dairy, poultry, greenhouse, organic and small lot direct marketing (A “farming representative” is defined as a farmer who derives at least 75% of his/her income from farming);

- Up to one (1) representative who is an owner or employee of an agri-tourism business in the Township of Langley;

- Up to one (1) representative from the food processing industry in the Township of Langley; and

- Up to two (2) youth representatives from the Young Agrarians' Land Matching Program in Langley and the Learning Farms at Langley Secondary School and Aldergrove Community Secondary School.

- Up to one (1) representative from the Langley Farmer's Institute.

5.2 Remuneration

A member may be reimbursed for incidental and out-of-pocket expenses incurred for work on behalf of and approved by the Committee upon prior approval of Council.

6.0 ROLES AND RESPONSIBILITIES

6.1 Responsibilities of Committee Members

6.1.1 Co-Chairs

The AAC will be co-chaired by the Council representative appointed to the Committee (non-voting) and a Community Representative (voting) as elected by the Committee. The Co-Chairs facilitate the Committee meetings and work with staff on related tasks between meetings. The Co-Chairs will consult with staff and Committee members to appoint liaison representatives to support the work of affiliated committees.

6.1.2 Committee Members

Committee members work together to contribute community knowledge, expertise and advice in matters related to agri-business, farming and food systems planning.

7.0 MEETINGS

7.1 Staff Support

The Manager, Community Planning, or designate, shall attend and support Committee meetings.