



## **AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE**

Wednesday, January 23, 2019 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### **A G E N D A**

#### **Welcome**

Welcome and Introduction by Council Co-Chair

#### **Code of Ethics Signing** (pg. 1-6)

Signing of the *"Code of Ethics, Confidentiality, and Conflict of Interest for Council Members and Appointees"*.

#### **Election**

Election of Community Co-Chair for the year 2019.  
(Bylaw 4700 – 8.1)

#### Page

#### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

##### **1. Agricultural Advisory and Economic Enhancement Committee - January 23, 2019**

Recommendation that the Agricultural Advisory and Economic Enhancement Committee approve the agenda and receive the agenda items of the January 23, 2019 meeting.

#### **B. ADOPTION OF MINUTES**

7-10

##### **1. Agricultural Advisory and Economic Enhancement Committee - September 26, 2018**

Recommendation that the Agricultural Advisory and Economic Enhancement Committee adopt the Minutes of the September 26, 2018 meeting.

#### **C. DELEGATIONS AND PRESENTATIONS**

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##### **1. The Langley Small Farm Network**

Ava Reeve – Langley Environmental Partners Society

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**D. REPORTS**

**E. CORRESPONDENCE**

**F. WORK PROGRAM**

12-15

**1. Review Terms of Reference**

**2. Review Strategies**

Agricultural Viability Strategy (AVS) – To be provided on table.  
Economic Development Strategy (EDS) – To be provided on table.

16-22

2017 AAEEC Annual Report  
2018 AAEEC Annual Report

**3. 2019 Work Program**

Ongoing Projects  
Possible New Projects

**G. COUNCIL REFERRALS**

**H. OTHER BUSINESS AND ITEMS FOR INFORMATION**

**1. 2019 Membership List**

To be provided on table.

**2. 2019 Meeting Schedule**

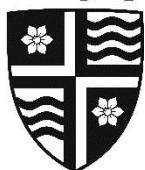
To be provided on table.

**3. Committee Photo**

**N. NEXT MEETING**

**Date:** Wednesday, February 27, 2019  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue  
**Time:** 7:00 pm

**O. TERMINATE**



# COUNCIL POLICY

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

**Policy No:**  
**Approved by Council:**  
**Revised by Council:**

**01-025**  
**2011-11-07**  
**2016-05-30**

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## 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 the 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 or 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

## AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE

Wednesday, September 26, 2018 at 7:00pm  
Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue, Langley, BC

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### MINUTES

#### **Present:**

M. Gunn, Community Representative Co-Chair  
Councillor D. Davis, Council Representative Co-Chair

N. Killeen, T. Knight, B. Sharp, A. Spencer, and O. Stanley

#### **Staff:**

V. Gafka, Senior Manager, Economic Investment and Development  
R. Nelson, Senior Planner  
K. Stepto, Recording Secretary

#### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

##### **1. Agricultural Advisory and Economic Enhancement Committee - September 26, 2018**

Moved by N. Killeen,  
Seconded by A. Spencer,  
That the Agricultural Advisory and Economic Enhancement Committee adopt the  
agenda and receive the agenda items of the September 26, 2018 meeting.  
**CARRIED**

#### **B. ADOPTION OF MINUTES**

##### **1. Agricultural Advisory and Economic Enhancement Committee - June 27, 2018**

Moved by N. Killeen,  
Seconded by O. Stanley,  
That the Agricultural Advisory and Economic Enhancement Committee adopt the  
Minutes of the June 27, 2018 meeting.  
**CARRIED**

Councillor Davis thanked the AAEEC members for their participation on the committee.

#### **C. DELEGATIONS AND PRESENTATIONS**

**D. REPORTS**

**E. CORRESPONDENCE**

**F. WORK PROGRAM**

**1. Economic Development Strategy**

V. Gafka provided the following update on the Stakeholder Engagement Forum:

- Free, by-registration event – with drop-in format;
- Communications campaign included evites, emails, press releases, ads, posters, postcards, website, and social media;
- 120 attendees – residents, business owners, and employees;
- Economic Survey hosted from July 5 to 20 with 41 responses.

She commented that staff are in the third phase of developing the Economic Development Strategy, and this phase focuses on drafting a full, proposed strategy for stakeholder input. This phase will take place from September 2018 to April 2019. Phase four will be dedicated to finalizing the strategy for presentation to Council for their consideration and approval. This phase will take place from May – December 2019.

**2. Buy Local**

V. Gafka provided the following update regarding Buy Local activities from April to August 2018 :

- Hosted a Buy Local booth at Municipal Awareness Day;
- Met with Tourism Langley to collaborate on Buy Local efforts;
- Launched food sector video profile “Coffee Shops and Cafes” on You Tube;
- Buy Local presentation to TOL’s Stakeholder Engagement Forum;
- Issued press release to raise awareness and participation in Eat Local Challenge;
- Hosted Buy Local display at Langley Community Farmer Market.

She commented that for every \$100 spent with a BC local business, \$46 is re-circulated back into the BC economy.

**3. Year End Report**

The 2018 Annual Report was presented for the committee’s approval. The committee suggested engaging with farmers and business owners as a work plan item in 2019. The committee will also work on the Agricultural Impact Assessment as referred from Council (see item G.1).

**F. WORK PROGRAM****MOTION**

Moved by T. Knight,  
Seconded by N. Killeen,  
That the Agricultural Advisory and Economic Enhancement Committee receive  
and endorse the AAEEC 2018 Annual Report and ask staff to forward to Council.  
**CARRIED**

**G. COUNCIL REFERRALS**

The following item was referred to the AAEEC at the June 25, 2018 Regular Evening Meeting:

**1. Agricultural Impact Assessment**

Moved by Councillor Arnason,  
Seconded by Councillor Davis,  
Whereas the Township of Langley endorsed the Agricultural Viability Strategy in 2013;

Whereas the Strategy underlines the importance of the protection of agricultural lands for farming and farm-related uses;

Whereas Council is receiving increased volumes for development proposals to remove and/or alienate lands from the ALR, thereby reducing over-all agricultural capacity and driving up agricultural land prices due to speculation; and

Whereas the Strategy identifies the objective of protecting agricultural land for agricultural purposes in the Township of Langley, and identified short term actions to complement this objective, to include the implementation of an "agricultural impact assessment process" (AIA), to be completed at the expense of the applicant and to be conducted by a qualified agrologist or equivalent, in order to address ways that an application for exclusion, non-farm use or subdivision is a benefit to agriculture;

Therefore be it resolved that Council direct staff to utilize the existing criteria within the Strategy as the framework for the AIA policy and that the resulting draft form a presentation to Council prior to consideration for formal adoption.

**REFERRAL**

Moved by Councillor Long,  
Seconded by Councillor Richter,  
That this motion be referred to the Agricultural Advisory and Economic Enhancement Committee for comment.

This will be part of the 2019 Work Plan consideration. Staff would likely flesh out a scope of work and come back with suggestions for fulfilling this project.

#### H. OTHER BUSINESS AND ITEMS FOR INFORMATION

##### 1. **Committee Application Process 2019**

Members of the Agricultural Advisory and Economic Enhancement Committee whose terms are expiring in December 2018 are welcome to re-apply at [www.tol.ca/committee](http://www.tol.ca/committee). Application deadline is October 26, 2018.

#### N. NEXT MEETING

**Date:** TBD  
**Location:** Salmon River Committee Room  
4<sup>th</sup> Floor, 20338 – 65 Avenue  
**Time:** 7:00 pm

#### O. TERMINATE

Moved by N. Killeen,  
Seconded by O. Stanley,  
That the meeting terminate at 7:55pm.  
**CARRIED**

**CERTIFIED CORRECT:**

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Community Representative Co-Chair

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Council Representative Co-Chair



## THE LANGLEY SMALL FARM NETWORK

c/o Langley Environmental Partners Society

#201 – 4839 221 Street, Langley, B.C. Canada V3A 2P1 604-532-3511

November 21, 2018

To Whom It May Concern,  
Langley Sustainable Agriculture Foundation  
Township of Langley Agricultural Advisory and Economic Enhancement Committee

Re: The Langley Small Farm Network proposal to investigate “the merits of a local farm organization” in the Township of Langley

The need for this project was identified in the Township’s Agricultural Viability Strategy, under strategy 2.1.3. It finds “that farmers need a stronger voice,” particularly “as the community continues to urbanize and farmer numbers decline relative to the non-farm community” (p26).

Specifically, the AVS sets as a medium term action, “to review the merits of having a local farm organization such as a Farmers’ Institute to better represent the views of the entire Township’s farm community and to promote the development of a local organization if considered important by the farm community.” The document refers to successful Farmers’ Institutes supported by municipalities such as the City of Richmond and the City of Delta (p26).

According to the provincial government, “British Columbia Farmers Institutes strive to serve the needs of the local agricultural community, meeting monthly to identify and address issues of interest and concern to local farms, farmers, and agricultural stakeholders. Members also sit on committees in the wider community, advocating for farmers’ interests at community, municipal, provincial and federal levels. They offer regular workshops, farm tours, professional development opportunities, farmers markets, and social events to benefit farmers, farms, other agricultural stakeholders and the local community” (Province of BC, *Farmers and Womens Institutes*, online).

The Langley Small Farm Network, launching in 2018 with primary funding from the Investment Agriculture Foundation of BC and currently administrated by Langley Environmental Partners Society, brings together producers from across the municipality to identify challenges and opportunities for the industry and develop resources to fill needs. In investigating the Farmers’ Institute model, it hopes to draw on tradition to develop a long-term resource for Langley farmers, endorsed by the provincial government.

Specifically, the Langley Small Farm Network proposes to fulfill the tasks identified by the AVS to implement the project:

*Review effectiveness of farm organizations in other B.C municipalities*

*Review possible models for farm organizations*

*Report results of review (p26)*

The Township has estimated the resources necessary for the project at \$8,000, plus staff and committee time (p27). If the Small Farm Network succeeds in being entrusted with these funds, it would begin the above tasks in February 2019 and present a final report by February 2020.

As recommended by senior Township planning staff, before presenting to the Township the Langley Small Farm Network is seeking endorsement for this proposal from the Langley Sustainable Agriculture Foundation and the Agricultural Advisory and Economic Enhancement Committee.

Sincere thanks for your consideration,

Ava Reeve  
Agriculture Program Coordinator  
and Langley Small Farm Network Administrator  
Langley Environmental Partners Society  
604-546-0337 | agriculture@leps.bc.ca

# TERMS OF REFERENCE

## AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE (AAEEC)

Approved by Council:

September 28/15

Amended by Council:

November 2/15

### 1.0 ESTABLISHMENT

The AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE (the “Committee”) is established pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended, and is an Advisory Committee subject to the provisions of Bylaw No. 4700, as amended, and as supplemented by the provisions of this Terms of Reference document.

### 2.0 PURPOSE

Economic development and entrepreneurial activity have always been at the core of the Township from its earliest days as the first part of the lower mainland to be settled for business purposes. The Township continues to be one of the premier locations for business development and investment in the Greater Vancouver area with more than 7,100 businesses operating in the Township engaging in more than 525 distinct economic activities. The Township’s economy is both diverse and global. The Committee is to focus broadly on the maintenance and enhancement of the Township’s local economy and its positioning within regional, provincial, national, and international settings. A significant element of the Township economy has been and continues to be the agricultural sector. The Committee is to ensure that it keeps a strong focus in its work on maintaining and enhancing the agricultural sector within the Township.

### 3.0 MANDATE

The Committee is to consider and provide advice to Township Council and staff regarding plans, policies, programs and strategies that are focused on maintaining and enhancing the Township’s overall economy including, but not limited to, its agricultural sector. More specifically, the Committee will undertake work associated with the following functions and responsibilities:

#### With respect to the overall economy of the Township:

- 3.1 Review and advise Council on the need for information and research on specific sectors and aspects of the local economy;
- 3.2 Consider and advise Council on matters that will improve the image of the Township and its community relations, on the promotion of economic development opportunities in the Township, and on means by which to increase the percentage of commercial/industrial assessment in the Township in relation to the total assessment value of the Township;
- 3.3 Assist in formulating comprehensive economic development strategies, action plans, and marketing/promotion strategies and documents;

- 3.4 Participate as business community representatives in meetings with prospective investors with a view to promoting the advantages of the Township of Langley as a good place to invest;
- 3.5 Assist in encouraging a public/private partnership approach in the economic enhancement of the Township by securing community involvement, where feasible, in economic development strategies and programs; and
- 3.6 Work with the community to build partnerships and assist in developing, coordinating, and implementing activities, programs, and services that inform and educate community residents about the importance of economic development in the Township in relation to the liveability and sustainability of the Township.

With respect to the agricultural sector:

- 3.7 Establish and facilitate on-going communication between the rural / agricultural community and Council, regarding agricultural issues/opportunities;
- 3.8 Advise Council on rural / agricultural-related issues;
- 3.9 Make recommendations on all aspects of the rural community, including land use, municipal services / infrastructure, environmental issues, and socio-economic matters;
- 3.10 Assist in developing and implementing a strategy to sustain the agricultural community, improve agricultural viability, encourage the advancement of the agricultural sector while respecting rural lifestyles, and enhance “good neighbor” communications;
- 3.11 Review and comment on issues, plans, and specific development applications that are referred to the Committee by Council or staff;
- 3.12 Promote awareness of rural issues in Langley across the broader population; and
- 3.13 Promote tourism and economic development initiatives with a rural or agricultural theme, including the promotion of Township farm products.

Annually:

- 3.14 Review progress toward the Council-approved annual work plan of the Committee at each meeting of the Committee to confirm that reasonable progress is being made toward completing the plan within the current year and to recommend adjustments where necessary;
- 3.15 At the end of each year, prepare an annual Work Program for Council approval for the work of the Committee in the upcoming calendar year;
- 3.16 Submit an Annual Report to Council, regarding the projects and progress of the Committee during the last calendar year; and
- 3.17 Liaise with other Advisory Committees, as necessary, to assist in achieving the mandate of the Committee and to assist other Committees in achieving their mandate.

## **4.0 COMPOSITION AND STRUCTURE**

### 4.1 Committee Membership

The structure of the Committee will be pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended.

In appointing members to the committee, Council is requested to consider Langley’s diversity in geography, and public interests. Expertise of members shall be considered from the agricultural and economic experiences of the members and shall be equally

represented in the composition of the committee membership. Council is requested to consider appointing individuals who reflect the diversity of the agricultural community and the diversity of the economic community within the Township of Langley.

When a sufficient number of qualified applications are received the Agricultural Advisory and Economic Enhancement Committee composition of voting members shall be:

- four (4) members of the agricultural community;
- four (4) members of the economic community, to include a Chamber of Commerce representative; and,
- one (1) youth representative.

Committee members are to work together to contribute community knowledge, expertise and advice in matters related to the mandate of the Committee.

#### 4.2 Term of Service for Volunteer members

Terms of service shall be pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended.

It is recommended that when the first appointments are made for January 2016 that four (4) of the appointees be appointed to serve a one-year term and five (5) be appointed to serve a two year term to ensure continuity in the committee for upcoming annual appointments.

#### 4.3 Co-Chair Structure

The Committee will be co-chaired by one of the Councillors appointed to the Committee (non-voting) as decided by Council and by one of the community volunteer members (voting). The community volunteer co-chair will be elected by the Committee at the first meeting of the Committee in each calendar year. The Co-chairs will facilitate the meetings of the Committee and will work with staff between meetings on follow-up and preparatory tasks related to the meetings of the Committee. The Co-chairs speak on behalf of the Committee on issues within the Committee's mandate in the Township and represent the views of the Committee in any external liaison and Township meetings.

### **5.0 SUBCOMMITTEES**

When and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices, Council may 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 on a yearly basis.

### **6.0 TASK FORCES**

A Task Force is a committee that is formed to study and make recommendations regarding a specific area of concern/topic within a specified timeframe after which the Task Force ceases to exist. With the approval of Council the Committee may, from time to time, create a Task Force to study specific and relevant matters pertaining to the economic enhancement of the Township and/or to agricultural matters within the mandate of the Committee. In each such circumstance, the related Task Force will be formed and operated in a manner consistent with the requirements of relevant Township By-laws and policies.



## **7.0 EXPENSE REIMBURSEMENT**

A Committee member will be reimbursed for incidental and/or out-of-pocket expenses incurred by the member in undertaking work on behalf of the Committee subject to the prior approval of such expenditures by the Committee and Council.

## **8.0 MEETING FREQUENCY/SCHEDULE**

The Committee will typically meet once per month during the year except for July and August when the Committee will recess. The meetings of the Committee will typically be held on the fourth Wednesday of each month in accordance with Council-adopted policy. Quorum for a meeting of the Committee will be more than half of the voting members. If the co-chairs determine that there is insufficient business on any particular monthly agenda to warrant a meeting of the Committee, they may agree to cancel the related meeting of the Committee and defer any related business to the next monthly meeting of the Committee. A round table discussion will be included on the agenda at the end of each meeting which allows all Committee members to suggest matters that they wish to discuss at upcoming meetings or make other comments not covered by the agenda.

## **9.0 STAFF SUPPORT**

The General Manager, Engineering and Community Development or his/her designate will attend each meeting of the Committee. The Office of the City Clerk will provide clerical support in relation to preparing agenda for, circulating agenda materials for and recording the proceedings of each meeting of the Committee and will forward Committee meeting minutes and recommendations to Council for consideration by Council.



# AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE

## 2017 ANNUAL REPORT TO COUNCIL

Section 17 of Council Advisory Committee Establishment Bylaw 2008 No. 4700 (as amended) requires all Advisory Committees to prepare an annual report. In addition, sections 3.15 and 3.16 of the Terms of Reference for the Agricultural Advisory and Economic Enhancement Committee (AAEEC) specify the requirements for an annual report and work program. This annual report fulfills these requirements for the AAEEC, by including a summary of the activities undertaken in 2017 and outlining a proposed work plan and budget requirements for 2018.

In 2017, the AAEEC held six (6) meetings, in addition to hosting a combined Farm Tour and Economic Forum. Key activities are summarized as follows.

### **January 25, 2017 - AAEEC Meeting**

- Conducted an election: Megan Dykeman elected as Community Representative Co-chair, by acclamation.
- Endorsed the 2016 AAEEC Annual Report and the 2017 Work Program.
- Reviewed the AAEEC Terms of Reference and recommended Council refer the issue of lack of youth applicants for Council Advisory Committees to the Joint School District 35 – Township of Langley Liaison Committee for discussion.

### **February 22, 2017 - AAEEC Meeting**

- Received a presentation on Southwest BC Bioregion Food System Design Project by the Institute for Sustainable Food Systems (ISFS), Kwantlen Polytechnic University.
- Recommended Council invite the Institute of Sustainable Food Systems to present the project, due to its potential agricultural and economic value.
- Recommended Council consider undertaking a Sustainable Food System Study for the Township of Langley, conducted by the ISFS, costing approximately \$25,000 and to be completed in a six-month time frame.
- Received a preliminary inventory of key destinations in the tourism industry.
- Received a Memo to Council (dated February 15, 2017, prepared by the Corporate Administration Division) regarding the proposed dissolution of Tourism Langley.

### **March 22, 2017 – AAEEC Meeting**

- Received a staff presentation on water management and conservation in the Township.
- Updated the AAEEC Work Program by adding the Sustainable Food System Study that was approved and funded by Council (see February 22, 2017 meeting).

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### **April 26, 2017 - AAEEC Meeting**

- Received a staff presentation on filming in the Agricultural Land Reserve (ALR).
- Formed a working group to review filming in the ALR, as a result of a referral from Council.
- Received a staff presentation on the Brookswood-Fernridge Community Plan Update.
- Received the Year 1 report on the Ecological Services Initiative submitted by the Langley Sustainable Agriculture Foundation (LSAF).

### **September 20, 2017 – Farm Tour and Economic Forum**

- Hosted a Farm Tour with a theme titled: “Farming Outside the Box Economic Forum on the Road”.
- The tour featured Gojoy Berry Farm, Central Park Farm and Fraser Valley Cider Co.
- In addition, there were two guest speakers: Patrick Murphy, Vista D’Oro farm; and Amy Robinson of LOCO BC, a non-profit local business alliance working to strengthen communities, grow the local economy and build strong, sustainable businesses by encouraging a shift in local purchasing by consumers, businesses and institutions/government.
- The tour was attended by forty-one (41) speakers, including five (5) Township Councillor, representatives from the Ministry of Jobs, Trade & Technology, Ministry of Agriculture, Agricultural Land Commission, and ISFS.

### **October 25, 2017 – AAEEC Meeting**

- Received the meeting notes and recommendations from the working group for filming in the ALR.
- Recommended Council consider lobbying local MLAs to have the Agricultural Land Commission (ALC) Policy L-22 rescinded, suggest that the ALC consult with key stakeholders, and consider requesting the ALC to include a definition of “film and theatrical presentation” in the policy.
- Received an update on the Sustainable Food System Study and an outline of the objectives, deliverables and timeline of the project, submitted by ISFS.
- Received the 2016 Census of Agriculture report prepared by Metro Vancouver.

### **Proposed Work Plan and Budget Requirements for 2018**

The 2017 Work Plan was structured based on three categories:

1. committee-led initiatives,
2. on-going staff work programs and respective strategies (such as the Agricultural Viability Strategy and Economic Development Strategy), and
3. partnership projects with other community organizations (such as those with the Langley Sustainable Agriculture Foundation).

The proposed Work Plan for 2018 would follow the same structure as that of 2017.

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### On-going Staff Work Programs and Implementation of Strategies

- Host the annual Farm Tour (AVS Action 2.1.4). The 2018 Farm Tour will have a focus on the Ecological Services Initiative (ESI), as part of the agreement with the Langley Sustainability Agriculture Foundation (LSAF).
- Participate in the annual Economic Forum.
- Complete an Agricultural Profile using data from 2016 Census of Agriculture and subject to data availability from BC Ministry of Agriculture Land Use Inventory (AVS Action 2.1.2).
- Complete the Sustainable Food System Study for the Township of Langley, conducted by the ISFS.
- Provide strategic advice and industry intelligence to implement the AVS and EDS, and recommend changes to the strategies to capitalize on emerging opportunities

### Partnership Projects

- Continue partnership projects with the Langley Sustainable Agriculture Foundation in implementing the ESI pilot project (AVS Actions 2.1.3 and 2.4.7).
- Explore other partnership opportunities with other institutions and advisory committees (see June 22 meeting above, AVS Action 2.1.3).

The Corporate Budget provides funding for annual events (such as the Farm Tour and the Economic Forum) and implementation of strategies. Additional funding is not required for other initiatives in the proposed Work Plan.

### Summary

The AAEEC completed its second year successfully, by focusing on key projects in the Agricultural Viability Strategy (AVS) and Economic Development Strategy (EDS). The AAEEC feels that it has fulfilled its mandate to provide advice to Council and staff on issues related to the agricultural sector and the overall economy. The committee will endeavour to work on the proposed Work Plan for 2018, once it is approved by Council.



# AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE

## 2018 ANNUAL REPORT TO COUNCIL

Section 17 of Council Advisory Committee Establishment Bylaw 2008 No. 4700 (as amended) requires all Advisory Committees to prepare an annual report. In addition, sections 3.15 and 3.16 of the Terms of Reference for the Agricultural Advisory and Economic Enhancement Committee (AAEEC) specify the requirements for an annual report and work program. This annual report fulfills these requirements for the AAEEC, by including a summary of the activities undertaken in 2018.

In 2018, the AAEEC held five (5) meetings, in addition to hosting a Farm Tour. Key activities are summarized as follows.

### **January 24, 2018 - AAEEC Meeting**

- Welcome and a thank you from Mayor Jack Froese and Council Representative Co-Chair David Davis
- Conducted an election: Melisa Gunn elected as Community Representative Co-chair, by acclamation.
- Reviewed the AAEEC Terms of Reference.
- Endorsed the 2017 AAEEC Annual Report and the 2018 Work Program.
- Received a presentation on the proposed Fort Langley Projects, including the Fort-to-Fort Trail Pedestrian Bridge, Haldi House Preservation / Housing Initiative and early Fort Langley building relocation and the Township of Langley Community / Indigenous Museums mixed development project.
- Received a presentation on an Agricultural Land Reserve (ALR) application for Axon Lumber and requested a staff report on the impact of removing a portion of the subject property from the ALR.

### **February 28, 2018 - AAEEC Meeting**

- Received a presentation from the Young Agrarians, regarding their Lower Mainland Land Matching Program.
- Endorsed the Land Matching Program and recommended Council contribute \$10,000.00 to the Young Agrarians Lower Mainland Land Matching Program, as identified in the Agricultural Viability Strategy (Initiative 2.1.8).
- Received a report from staff on an Agricultural Land Reserve (ALR) exclusion application for Axon Lumber (25895 – 88 Avenue) and requested a staff report on the impact of removing a portion of the subject property from the ALR.

## **Agricultural Advisory and Economic Enhancement Committee 2018 Annual Report to Council**

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### **February 28, 2018 - AAEEC Meeting – Cont'd**

- Endorsed Axon Lumber ALR exclusion application, subject and subsequent to Agricultural Land Commission approval, the preservation of the area south of the railway tracks (at 25895 - 88 Avenue) in the ALR, improvements to the area south of the railway tracks for a viable farm operation, conducting an Agricultural Impact Assessment; Conducting a Traffic Impact Assessment; and compliance with other applicable bylaws and requirements.
- Received an invitation from the Minister of Agriculture's Advisory Committee seeking input and recommendations for supporting a strong Agricultural Land Reserve.
- Received verbal reports from several committee members who attended a regional workshop hosted by the Ministry of Agriculture.

### **March 28, 2018 – AAEEC Meeting**

- Received a presentation on the progress of the Township of Langley Food System Study being conducted by the Institute for Sustainable Food Systems (ISFS), Kwantlen Polytechnic University.
- Received an update regarding the forthcoming Farm Tour on Wednesday, May 23, 2018. The Tour will focus on the Ecological Services Initiative (ESI), as part of an agreement with the Langley Sustainability Agriculture Foundation (LSAF).

### **May 23, 2018 – Farm Tour**

- Hosted a Farm Tour with a theme titled: "Ecological Services Initiative: Third Year Pilot Program Review".
- The tour featured Knot Farm, Canmore Farms and Lambert Derby Farm.
- In addition, there were two guest speakers: Jay Richlin, David Suzuki Foundation, Director General, BC and Western Region, gave a presentation on "Good Riparian Management", and the rising interest among farmers who are committed to decreasing their environmental impact; and Dave Melnychuk, President, Langley Sustainability Agriculture Foundation, provided an overview of the progress of the Ecological Services Initiative program and thoughts around future efforts.
- The tour was attended by forty-six (46) people, including members of Township Council, students from Kwantlen Polytechnic University, and officials from the Ministry of Agriculture, BC Agricultural Research & Development Corporation, Government of Canada, Environment and Climate Change Canada and faculty members of Land and Food Systems at University of British Columbia.

### **June 27, 2018 – AAEEC Meeting**

- Received a presentation from a farmer and resident of South Langley regarding a range of items related to farming and agriculture in the Township of Langley.
- Received a presentation from Environmental Regulation & Enforcement Services at Metro Vancouver regarding reducing particulate matter emissions due to open burning on agricultural land. The Committee endorsed a series of recommendations for Council consideration.

## **Agricultural Advisory and Economic Enhancement Committee 2018 Annual Report to Council**

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June 27, 2018 – AAEEC Meeting – cont'd

- Received a presentation on the progress of the Township of Langley Food System Study being conducted by the Institute for Sustainable Food Systems (ISFS), Kwantlen Polytechnic University. The Committee recommended that representatives from the ISFS present their final report on the Township of Langley Food Systems Study, to Council.
- Received a presentation from staff regarding the progress of updating the Economic Development Strategy, related and forthcoming Stakeholder Engagement Forum (July 5, 2018) and Langley's Buy Local program.

### **September 26, 2018 – AAEEC Meeting**

- Received a staff presentation regarding the progress and preparation of the Economic Development Strategy.
- Received an update on the Township of Langley's Buy Local program.
- Received direction from Council to prepare an Agricultural Impact Assessment policy.
- Endorsed the 2018 AAEEC Annual Report

### **Proposed Work Plan and Budget Requirements for 2019**

The 2019 Work Plan will be structured based on three categories:

1. committee-led initiatives,
2. on-going staff work programs and respective strategies (such as the Agricultural Viability Strategy and Economic Development Strategy), and
3. partnership projects with other community organizations (such as those with the Langley Sustainability Agriculture Foundation).

The proposed Work Plan for 2019 could follow a similar structure as that of 2018, and include the following:

#### **Committee-led initiatives**

- Participate in the development of a Agricultural Impact Assessment (AIA) Policy
- Provide engagement opportunities with farmers and the business community

#### **On-going Staff Work Programs and Implementation of Strategies**

- Host the annual Farm Tour (AVS Action 2.1.4).
- Participate in the annual Economic Forum.
- Complete an Agricultural Profile using data from 2016 Census of Agriculture and subject to data availability from BC Ministry of Agriculture Land Use Inventory (AVS Action 2.1.2).
- Prepare a Agricultural Impact Assessment Policy for the Township of Langley.
- Provide strategic advice and industry intelligence to implement the AVS and EDS, and recommend changes to the strategies to capitalize on emerging opportunities

#### **Partnership Projects**

- Continue partnership projects with the Langley Sustainable Agriculture Foundation in implementing the ESI pilot project (AVS Actions 2.1.3 and 2.4.7).
- Explore other partnership opportunities with other institutions and advisory committees (AVS Action 2.1.3).

**Agricultural Advisory and Economic Enhancement Committee  
2018 Annual Report to Council**

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The Corporate Budget provides funding for annual events (such as the Farm Tour and the Economic Forum) and implementation of strategies. Additional funding is not foreseen or required for other initiatives in the proposed Work Plan.

**Summary**

The AAEEC completed its third year successfully, by focusing on key projects in the Agricultural Viability Strategy (AVS) and Economic Development Strategy (EDS). The AAEEC feels that it has fulfilled its mandate to provide advice to Council and staff on issues related to the agricultural sector and the overall economy. The Committee will prepare a proposed Work Plan for 2019 for the new Council's consideration early in the new year.