

Cariboo Regional District

AGRICULTURAL DEVELOPMENT ADVISORY COMMITTEE
AGENDA

Tuesday, June 19, 2018, 6pm

Bowron Room, Natural Resource Building, Quesnel

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES – No previous meetings

4. DELEGATIONS

5. NEW AND UNFINISHED BUSINESS

5.1. Facilitator Team Update: Sonoran Resource Management Ltd.

5.2. ADAC Strategic Plan

5.3. Appointment of executive positions for 2018-2019 committee

5.3.1. Chair

5.3.2. Secretary

5.3.3. Treasurer

5.4. Adoption of Agricultural Development Advisory Committee Terms of Reference

5.5. Adoption of Agricultural Development Advisory Committee Relationship Structure

5.6. Quesnel Agriculture Centre Steering Committee

5.7. CRD Liaison Update

6. SUBCOMMITTEE REPORTS

6.1. Agricultural Development Advisory Committee Budget

7. CORRESPONDENCE

7.1. Upcoming Events

8. ROUNDTABLE

9. QUESTION PERIOD

10. ADJOURNMENT

Next Meeting: July 19, 2018, 8am

Agenda Submission Deadline: July 5, 2018

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments on subject that are of concern to them. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

/lf

North Cariboo Agricultural Development Advisory Committee Terms of Reference

Purpose

The purpose of the Agricultural Development Advisory Committee of the North Cariboo (ADAC) is to diversify and grow the agriculture industry in the North Cariboo electoral areas A, B, C and I and advise the North Cariboo Rural Directors Caucus on agricultural issues and opportunities within the region.

Scope of Considerations

- The ADAC may initiate and make recommendations regarding:
 - partnering with local government to further economic development and build critical mass within the industry;
 - providing a coordinating body for accessing funding for major projects;
 - providing links between producers, processors, agriculture organizations, Farmers Institutes and government at all levels;
 - raising awareness of agriculture; and
 - enhancing an understanding of agriculture's role in the local and / or regional economy.

- The ADAC may also be called to comment upon the creation of or comprehensive review of any:
 - farm 'edge' policies;
 - agricultural area plans;
 - legislation to identify improvements to support agriculture; and
 - official community plans within or impacting the ALR or for agricultural uses.

Membership

- The Committee shall consist of five to seven members nominated and selected by the agriculture community of the North Cariboo and approved by the Cariboo Regional District* representing a diversity of commodity groups, the processing and distribution sectors.
- The initial intake of Council members will consist of two and three-year appointments in order to allow for continuity as members transition on and off the Committee. Thereafter, each member shall be appointed for a rotating two-year term to serve until they elect to resign or a successor is appointed. The maximum consecutive service of each member shall be 4 terms.

- The Chair (and Deputy Chair or provision to appoint an Acting Chair in the Chair's absence) shall be elected from the Committee membership at the first meeting of each year. The Chair shall be entitled to vote at all meetings.

Members shall:

- be residents of or own land in the North Cariboo sub-region or be nominated as a representative of an agricultural organization in the North Cariboo;
- be familiar with and committed to the ADAC's objectives;
- be available to attend most ADAC meetings; and
- have access to a computer and an email address in order to receive and respond to communications and information including meeting updates.

*Committee members may be recommended by a Farmers' Institute or other local agricultural organizations.

Meeting Procedures

- The ADAC shall meet up to 6 times per year, at a location deemed suitable by the committee.
- At all meetings 50% plus 1 members shall constitute a quorum.
- The committee choose a Secretary and Treasurer from among its membership.
- An agenda for the Committee will be prepared by the Chair with input from Committee members and mailed to Committee members one week in advance of their meeting.
- The Committee shall report to the North Cariboo Rural Directors Caucus.
- ADAC members having a priority interest in an application or who are personally affected by an application must step aside from the discussion and subsequent vote on that particular matter.
- Meeting procedures will follow the same procedures as the Cariboo Regional District Board of Directors.

Confidentiality

- All business of the Committee is confidential. In accepting an appointment to the Committee, members agree that they will not disclose or give to any person any information or documents that come to their knowledge or possession by virtue of being a member of the Committee. If a member is found to have violated this provision, the appointment of that member may be immediately rescinded. Committee documents, communications, work and activities are subject to the Freedom of Information and Protection of Privacy Act.

North Cariboo Agricultural Development Advisory Committee Relationship Structure

The following document is a description of one possible approach and structure to a working relationship between the North Cariboo Agricultural Development Advisory Committee (ADAC) and its supporting affiliates. This document is intended to provide a starting point for discussions and framework development, to help bring clarity to the purpose of a North Cariboo ADAC. It is not intended to convey positionality, project preferences, sector group preference, or organizational commitment at this time.

NC Agricultural Development Advisory Committee (ADAC)	CRD – North Cariboo Rural Directors Caucus	Sector Groups	North Cariboo Agricultural Marketing Association dba FARMED / Agriculture Working Group
<p>Spearhead, inform, and drive regional agriculture-focused economic development through:</p> <ul style="list-style-type: none"> - Bringing together regional agriculture stakeholders and sector groups to produce collective effort and action on topics including... <ul style="list-style-type: none"> ▪ Agriculture sector labour needs ▪ Agriculture sector succession planning ▪ Agriculture sector access to financing, scale-up, value added, and export opportunities ▪ Improving agriculture sector communications including highlighting and leverage sector successes. 	<p>Support the Agriculture Development Advisory Committee by:</p> <ul style="list-style-type: none"> - Providing legitimacy to the group as a formal Committee of the CRD. - Approving all sector-recommended appointees to sit on the ADAC. - Acting as a conduit for project-focused funding applications where appropriate/ applicable/ approved by the North Cariboo Rural Caucus. - Where possible, helping the ADAC to identify and access sustainable funding sources to 	<ul style="list-style-type: none"> - Provide regional, sector, and geographic diversity to the Agriculture Development Advisory Committee through recommending producer / processor appointees to the Committee. - Bring open-mindedness and collaborative attitudes to how multiple sector groups can leverage regional agriculture opportunity and mitigate regional agriculture challenges. - Bring forward and align industry-led initiatives for sector development, helping to benefit all sector groups with the strength of collective, regional support. 	<p>FARMED will support the Ag Development Advisory Committee by:</p> <ul style="list-style-type: none"> - Leading the Agriculture Working Group (AWG). - Liaising with the ADAC and AWG to ensure awareness of recommendations being put forward. - Assisting in pursuing funding for an Administrative Assistant for the ADAC. - Assisting in pursuing funding to support major projects as recommended by the ADAC.

<ul style="list-style-type: none"> ▪ Agriculture sector product diversification ▪ Development of applied agriculture sector research mechanisms and supports, and mechanisms for sharing learnings ▪ Other topics and projects as they arise <p>- Informing the NC Rural Directors Caucus and CRD of opportunities and barriers to develop and strengthen the agriculture economy in the CRD.</p> <p>- Taking a consensus-building approach to decision making and work-plan actioning, to maximize shared value of the ADAC to the sub-region and sector groups represented.</p> <p>- Building success and value of the ag sector, without increasing regulatory hurdles or bureaucracy (common)</p> <p>- Building connections to other agencies and organizations that will benefit the sector, including provincial and regional associations, learning institutions, funders, etc.</p>	<p>facilitate meetings and projects.</p> <ul style="list-style-type: none"> - Putting forward ag sector initiatives and objectives to the ADAC for actioning. - Building success and value of the agriculture sector, without increasing regulatory hurdles or bureaucracy (common). 	<ul style="list-style-type: none"> - Building success and value of the agriculture sector, without increasing regulatory hurdles or bureaucracy (common). 	<p>The Ag Working Group will support the Ag Development Advisory Committee by:</p> <ul style="list-style-type: none"> - Assisting the CRD to manage the ADAC budget by: <ul style="list-style-type: none"> ▪ Collecting forms and receipts from committee members; ▪ Preparing financial statements; ▪ Requisitioning cheques. - Assisting with communications to the public. - Assisting with reporting to the CRD.
---	--	--	---

Accountability:

The North Cariboo Agricultural Development Advisory Committee would have accountability to its representative members and the Cariboo Regional District North Cariboo Rural Directors. Each appointed committee member would have accountability to their appointing sponsor organization. Accountability would include ensuring that their appointing sponsor's priorities, concerns, objectives and needs are known and voiced at the collective table, and would also include acting as a liaison and communication-line back to their sponsor organization as appropriate. For the purpose of this description, 'sponsor' refers to the organizations that appoint representatives, not to a paid relationship.

Membership:

Membership of the ADAC would be comprised of five to six appointees and one Ministry of Agriculture Agrologist. At least 2/3 of the membership should be producers, with consideration being given to include a minimum of 1 processor or distributor. Consideration will also be given to appointing an educational institution representative.

Support:

The CRD will provide funding of \$4500 per year through the North Cariboo Economic Development function for a period of 3 years (2018 – 2020) in support of the ADAC meetings and travel, as well as access to conference calling for committee member meetings as required.

The Ministry of Agriculture's Regional Agrologist, Nicole Pressey, and Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Regional Manager, Emily Colombo, are willing to assist the organization in their 1st and 2nd years to help them develop a formal Term of Reference and strategic work plan. Following initial 'forming' and 'storming' of the group, and after a direction and work plan are established, both Ministry staff agree to continue to work with the ADAC to help empower them to move forward the ADAC's objectives, identifying potential funding programs and resources (financial and non-financial) when possible to help build an initial platform of success for the group and the CRD.

Meeting Schedule/Costs:

Meetings are proposed to take place up to 6 times annually. Travel expenses will be compensated for all Appointees to the ADAC for each meeting and meals or snacks provided (if required).