



TERMS OF REFERENCE FARM BUSINESS COMMITTEE

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DIVISION: COMMITTEES

SUBSECTION: FARM BUSINESS COMMITTEE

APPROVED BY: BCAC BOARD

EFFECTIVE DATE:

REVISED: MAY 4, 2022

1. BACKGROUND

The important work of farmers and ranchers is supported by programs administered and delivered by various levels of government. This includes Business Risk Management (BRM) programs and other supports, the funding and scope of which are often determined in the Canadian Agricultural Partnership. To ensure that these programs are responsive to the distinct needs of farmers and ranchers in British Columbia, coordinated input from the agriculture sector is needed.

2. PURPOSE, SCOPE & TERM

The Farm Business Committee will facilitate industry input directed to relevant stakeholders. The BCAC Board has directed the Farm Business Committee to engage in the following:

The Committee will:

- 1) Develop recommendations for the Next Agricultural Policy Framework (NPF) to better serve the needs of farmers and ranchers in British Columbia.
- 2) Continually review the design and implementation of BRM programs in British Columbia to identify potential areas for improvement.
- 3) Seek opportunities to engage with the Canadian Federation of Agriculture and other stakeholders to advance shared interests in the NPF and related programs.
- 4) Provide feedback to delivery agents regarding on-farm program design and project implementation, such as the Environment Farm Plan program, and pursue accountability from delivery agents on an ongoing basis.
- 5) Engage with relevant stakeholders to provide feedback on program design and advocate for increased government investment in agriculture supports.
- 6) Exchange relevant information and best practices from their respective sectors.

The Terms of Reference of the Committee will be reviewed annually by BCAC Board of Directors.

3. AUTHORITY

This is an operational committee formed by and accountable to the BCAC Board of Directors.

4. MEMBERSHIP

Committee members will be appointed by the BCAC Board of Directors with input from BCAC members. Membership will attempt to reflect the diversity of the BCAC membership, while limiting the overall size of the Committee. Membership will target members most impacted by the subject of the Committee and will consist of producers. Board representation on the Committee will include at least one but no more than two BCAC Board members.

The Committee will initially be comprised of representatives from any interested member groups. To ensure the effectiveness of the Committee, it should not have less than five members and have no more than ten members.

The BCAC President or designate from the Board will be an ex-officio member of the Committee.

Additional participants may be invited to participate in meetings by the Chair or on the Committee by the BCAC Board of Directors as deemed appropriate.

5. COMMITTEE MEMBERS COMMITMENT

Committee members commit to:

- Making all reasonable efforts to attend meetings and conference calls as scheduled by the Chair,
- Attend at least 50% of meetings in a 12-month period and be adequately prepared to participate,
- Reviewing discussion materials in advance of meetings,
- Submitting all travel claims to the Committee secretariat within 30 days of the meeting,
- Being familiar with and adhering to the **BCAC Code of Conduct for Directors, Committee Members, and Staff**,
- Abiding by the decision of the majority.

6. COMMITTEE PROCEDURES

1) Perspective

- Committee members are expected to bring the perspective of their representative organization, or sector, to discussions.
- Decisions should be made in the spirit of supporting the short and long-term sustainability of B.C. farmers and ranchers.

2) Meetings

- Annual: in-person or conference call meetings depending on the location of Committee members and meeting agenda.
- Additional meetings: as required and at the discretion of the chair.
- In-person meetings with expenses require pre-approval by the BCAC Executive Director.

3) Committee Chair

- Will be appointed by BCAC Board of Directors, and the Chair will be reaffirmed annually.
- Is responsible for calling and chairing meetings.
- Will work with the BCAC Policy Director to:
 - Set agendas,
 - Ensure materials are prepared and distributed, and
 - Report to the BCAC Board.

4) Secretariat

- BCAC staff will provide secretariat services for the Committee.
- Meeting notes will be prepared by the secretariat and submitted to the Committee for review and approval.

5) Decision Making

- If possible, decisions will be made on a consensus basis. Where votes are required, each member will have one vote. A simple majority is needed for a vote to pass.
- Quorum for a meeting will be 2/3 of the members.

6) Communication

- Primary communications with BCAC Board and member organizations will be through BCAC staff (the secretariat).
- Committee members are expected to consult with their industry groups to ensure that the interests of all parts of the agri-food system are considered during Committee discussions.

7. RENUMERATION & EXPENSES

No per diems will be paid by BCAC for committee members.

Costs of attending meetings will be reimbursed to members in accordance with the BCAC Expense Policies.