

Denman Island Agriculture Plan Steering Committee Terms of Reference

December 21, 2009

Background

(adapted from Denman Island Official Community Plan, 2008)

If not the greatest dollar contributor to the local economy, at least the most consistent contribution to the well being of Denman Island residents has been made by farming. In the early days, a number of farms produced commodities for export to markets in Cumberland, Courtenay, Nanaimo, Victoria and Vancouver. As early as 1903, Jersey cows were popular on Denman Island, and the rich milk they produced was shipped to the creamery in Comox. Other farm products exported were turnips, potatoes, apples, Christmas trees, corn, lamb, beef, chicken and eggs.

Today, forty-six percent of Denman Island is in the Agricultural Land Reserve, and a number of these historic farms remain. Agriculture is also considered to include diverse activities, from apple growing to bee keeping to small-scale growing of produce for sale at local farmers markets. In today's world with climate change a growing concern, many communities are looking to reduce greenhouse gas emissions, and the importance of local food production is being recognized more and more, while at the same time acknowledging the economic challenges faced by local farmers.

One of the Denman Island Local Trust Committee's top priorities is the creation of a farm plan. The process of creating this plan is envisioned to increase Islanders' understanding and appreciation of agriculture, and the final product is hoped to have numerous benefits for farmers and the community at large.

1. Roles and Responsibilities

- 1.1 The Committee shall develop goals and objectives for the Agriculture Plan, and provide input to Staff in developing a budget, timeline, and funding applications.
- 1.2 The Committee shall play a leadership role to identify and discuss community interests relating to agriculture and the Agriculture Plan.
- 1.3 The Committee shall play a leadership role in community events relating to the Agriculture Plan.
- 1.4 The Committee will provide direction and support to Staff with, budget forecasting, preparing a Draft Plan and hiring a consultant (if desired).
- 1.5 Staff or a consultant shall provide advice on the process and content of the Plan, ensure the process is organized, and the Plan completed within the timeline and budget.
- 1.6 Staff shall be responsible for the production and copying of meeting materials, distribution of agendas, and all matters pertaining to the administration of the Committee.

2. Membership

- 2.1 The Committee shall be composed of up to 10 Denman Islanders, one Trustee, and one local area director of the Comox Valley Regional District who shall be appointed by resolution of the Local Trust Committee. An Islands Trust Staff member should attend every meeting of the Committee in a supportive role.
- 2.2 Others will be invited to attend meetings of the Steering Committee in an advisory or supportive role such as other Islands Trust staff, Ministry of Agriculture and Lands staff, Agricultural Land Commission Commissioners and staff, and others as deemed appropriate by the Local Trust Committee, Islands Trust Staff, or the Steering Committee.
- 2.3 All members of the Committee shall serve to the completion of the Agriculture Plan, as determined by the Local Trust Committee.
- 2.4 Any member of the Committee who is not in attendance at regular meetings of the Committee for three consecutive meetings, without approval of the Chair, shall be deemed to have resigned.
- 2.5 A quorum shall be established at the first meeting as 50% +1 of the membership. Quorum will be adjusted should members resign from the Committee, or members added to the Committee.

3. Conduct of Meetings

- 3.1 All meetings shall be advertised, meeting the notification requirements of the Local Trust Committee.
- 3.2 All meetings shall be open to the public.
- 3.3 At the first meeting, the Committee will elect a chair and/or co-chairs and a minute-taker from among its membership.
- 3.4 If the Chair of the Committee is not in attendance after fifteen minutes following the scheduled start of the meeting, the members present shall elect from its membership a Committee member to act as Chair for the duration of the meeting.
- 3.5 The minutes of Committee meetings shall be prepared by staff or the elected minute-taker, and adopted at the next meeting of the Committee. Draft and adopted copies of all Committee meetings are to be forwarded to the Local Trust Committee for inclusion on the next available agenda.

4. Finance

- 4.1 Members of the Committee shall serve without remuneration.
- 4.2 No expenditure shall be made in relationship to this Committee that is not provided for in the Financial Plan of the Islands Trust.