



REGIONAL
DISTRICT
OF NANAIMO

2024 AGRICULTURAL AREA PLAN IMPLEMENTATION PROJECT TERMS OF REFERENCE

RECOMMENDATION

That the Board endorse the proposed 2024 Agricultural Area Plan Implementation Project Terms of Reference included as Attachment 1 and direct staff to proceed with the project.

BACKGROUND

At its September 28th, 2023 meeting, a draft 2024 Agricultural Area Plan Implementation Project Outline was presented to the Agricultural Advisory Committee (AAC) for its consideration (see Attachment 1 – September 28th Project Outline Report). In response, the AAC endorsed the recommended project outline.

At its regular November 28, 2023 meeting, the Board adopted the following motion as provided in the corresponding report include as Attachment 1:

“That the Board endorse the proposed Agricultural Area Plan implementation project outline included in the staff report on the Agricultural Advisory Committee agenda dated September 28, 2023.”

The purpose of this report is to present a draft project Terms of Reference to the AAC for its consideration (see Attachment 2 – Draft Project Terms of Reference).

PROJECT OUTLINE AND DESIRABLE OUTCOME

Building on the progress made on the 2014-2016 Agricultural Area Plan (AAP) implementation workplan, the purpose of this project is to create the next AAP workplan for consideration by the Board. To accomplish this, it is proposed that a consultant be engaged to lead the AAC through a process of reviewing the AAP action items and the status of the 2014-2016 AAP implementation workplan. The AAC is proposed to be involved throughout the process including a series of working sessions. This will lead to the creation of a draft 2024 AAP workplan for consideration by the Board.

NEXT STEPS

Should the AAC and Board endorse the recommended Terms of Reference and direct staff to proceed with the project, a request for proposals (RFP) will be issued and a project consultant will be hired. It is anticipated that an RFP will be issued in March 2024 with the first working session with the AAC proposed for May 2024.

FINANCIAL IMPLICATIONS

A budget of \$20,000 has been allocated in the 2024 budget for the hiring of a consultant to assist the AAC with this project. Existing staff resources will be required to initiate, coordinate, and support the project and oversee the contract.

STRATEGIC PLAN ALIGNMENT

The 2024 AAP Implementation Project is in support of the 2023-2026 Board Strategic Plan's Growth Management strategic focus area by taking actions to support and encourage agriculture and local food production in the region.

REVIEWED BY:

- P. Thompson, Manager, Current Planning
- L. Grant, General Manager, Development and Emergency Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. September 28th Project Outline Report
2. Draft Project Terms of Reference