



AGRICULTURAL AREA PLAN IMPLEMENTATION PROJECT

Terms of Reference

February 15, 2024

1. Background

Following the adoption of the Agricultural Area Plan (AAP) in September 2012, the Regional District of Nanaimo (RDN), with the assistance of the Agricultural Advisory Committee (AAC) developed the first AAP implementation work plan. While significant progress on the workplan has been made, there continues to be a number of outstanding actions that have not been completed. There are various reasons why these items have not been completed including jurisdictional challenges, budget and resource requirements, departmental priorities, and political and community support.

In addition, the first work plan included 68 of 128 recommended action items in the AAP. As such, there continues to be a number of recommended action items that could be considered for further exploration. Over the last few years, the AAC has been reviewing the AAP on an ad hoc basis with the intent of identifying a new set of priorities for implementation. Given the complexity and scale of the task and inability to provide adequate staff support, these discussions have not resulted in a new action plan or list of priorities.

The AAC is committed to advancing and supporting agriculture in the region and requires the assistance of a qualified consultant to assist in the creation of a new set of priorities for AAP implementation in the form of a workplan for the consideration of the Regional Board.

2. Project Goal and Objectives

Goal:

To create a new AAP Implementation workplan for consideration of the Regional Board.

Key Objectives:

- to better understand obstacles that impede agriculture in the region and the RDN's role in addressing them;
- to support and encourage agricultural investment and development;
- to identify potential actions and projects that support and encourage agriculture; and,

- to identify opportunities to actively engage the AAC in AAP implementation actions and projects included in the workplan.

3. Project Scope

Based on the existing AAP and current status of the 2014-2016 work plan, the scope of the project includes the following six components:

1. High level review of the AAP and the 2014-2016 AAP implementation workplan.

The project consultant will review the AAP and the 2014-2016 work plan to gain an understanding of the AAP and its implementation status. The consultant will lead an initial discussion with the AAC to ensure there is a common understanding of the scope of this project, the content of the AAP and its implementation status. The consultant will provide an initial opportunity for the AAC to identify areas of interest to be considered in the updated draft workplan.

2. Detailed review of the AAP recommended action items, implementation plans, staff reports and other materials.

The project consultant will delve deeper into the AAP's recommended action items, implementation plans, staff report and other materials. This will include confirmation of actions and advocacy efforts that has been considered at the provincial level and at the Union of British Columbia Municipalities (UBCM). The outcome will be an updated AAP implementation status report to be presented and discussed with the AAC. The consultant will lead a discussion with the AAC about priority actions for further exploration and evaluation.

3. Evaluation of recommended action items.

Using the feedback provided by the AAC, the consultant will develop a draft AAP Implementation action plan. The identified actions will be evaluated from the perspective of jurisdictional authority, projected impact on agriculture and project objectives, required resources and/or budget, and estimated timeframe for completion.

4. Collaborate with the AAC to review and prioritize AAP actions items.

The consultant will present the draft AAP action plan to the AAC at a working session. The AAC will be provided with an opportunity to discuss and provide input on the draft.

5. Identify opportunities for the AAC to actively participate in AAP implementation.

Utilizing the feedback from the AAC, the consultant will review the draft action plan and work with RDN staff to identify opportunities for the AAC to actively engage in AAP Implementation.

6. Prepare recommended AAP implementation workplan.

A final draft workplan will be presented to the AAC for discussion and endorsement. The endorsed workplan will be presented to the Board for consideration of approval.

4. Tasks & Timeline

Step	Title	Actions	Timeline
1	Hire Consultant	<ul style="list-style-type: none"> Draft and release a request for proposals 	March 2024
2	Initial Research and Project Launch	<ul style="list-style-type: none"> Consultant to review AAP and first work plan Consultant led discussion with AAC 	May, 2024
3	Detailed research and status report	<ul style="list-style-type: none"> Background research Preparation of status report Consultant led discussion with AAC 	June 2024
4	<i>Action Evaluation</i>	<ul style="list-style-type: none"> Evaluation of identified implementation actions 	June-July, 2024
5	<i>Present draft to AAC</i>	<ul style="list-style-type: none"> Refine first draft AAC working session to present and discuss draft workplan Identify opportunities for AAC involvement 	September 2024
6	Endorsement	<ul style="list-style-type: none"> Final draft presented to AAC for endorsement 	October 2024

5. Roles & Responsibilities

Staff:

To provide project management and professional advice, contract management, consultant supervision, and to provide minor support for the project.

Consultants:

Acting as the project lead to provide technical expertise, conduct research, lead the AAC discussion and session, and to prepare the project materials and final product(s).

Agricultural Advisory Committee

To provide agricultural expertise and work with the consultant and staff in the creation of a draft workplan.

Regional Board:

To consider approval of the AAP implementation workplan endorsed by the AAC.

6. Budget & Resources

The consultant will be responsible for the majority of the project as described in this terms of reference. The total project budget is \$20,000.