

# Report

Date June 4, 2025

File:

Subject Agricultural Advisory Committee May 8, 2025 Meeting Minutes

---

## **PURPOSE**

To provide the Agricultural Advisory Committee (AgAC) minutes for receipt and seek endorsement and budget for moving forward with updating the 2001 Strategic Agricultural Plan.

## **BACKGROUND**

The AgAC held its scheduled meeting on May 8, 2025. The draft minutes are attached to this report.

## **DISCUSSION**

### **Agenda item 5.1**

The AgAC continued discussion on this project and reviewed a draft Scope of Work prepared by staff, which could eventually be incorporated into a Request for Proposals (RFP) when tendering for consultancy services. Following minor amendments, the Committee resolved to recommend the draft scope of work to Council.

The Council's endorsement of the Scope of Work and confirmation of the budget will enable staff to proceed with a competitive tender process for consultancy assistance in researching and drafting a revised plan, as well as conducting appropriate public consultation.

The Scope of Work outlines the topic areas the consultant should address (section 3a.), along with a process that involves multiple intersection points with the AgAC. As part of the contract, the consultant will be requested to develop and execute a consultation plan targeting the local agricultural community through various approaches. It is expected that once ready, a substantial draft plan will be presented to the Committee of the Whole, which will enable Council to provide input and, if necessary, adjudicate between competing options prior to the preparation of a final plan for Council's consideration of adoption.

Once submissions have been received as part of a competitive tender process, the AgAC will endorse assessment criteria, which staff will apply to select a consultant. This process may result in changes to the scope of work, the project plan, or the timeline. Staff will provide updates to Council as needed. Any significant deviations from the project scope or requests for additional budget will be brought to Council for approval. However, the ultimate selection of a consultant and contract management thereafter will be carried out by staff in accordance with North Cowichan's Procurement Policy and Delegation of Authority Bylaw.

## OPTIONS

(1) **(Recommended Option)** THAT Council:

1. Receives the minutes of the May 8, 2025 Agricultural Advisory Committee meeting.
2. Endorses the Strategic Agricultural Plan Scope of Work substantially as attached to the Planning Manager's June 4, 2025 report to form the basis of a competitive tender process for consultancy services.
3. Authorizes expenditure of up to \$75,000 from the Agricultural Reserve Fund for the revision, update and replacement of the 2001 Strategic Agricultural Plan.
  - This option will allow staff to incorporate the scope of work into a competitive tender document and issue a Request for Proposals.

(2) THAT Council:

1. Receives the minutes of the May 8, 2025 Agricultural Advisory Committee meeting.
2. Directs the following amendments to the Strategic Agricultural Plan draft Scope of Work:
  - i. *[Amendment 1]*,
  - ii. *[Amendment 2]*
  - iii. ... etc.
3. Endorses the Strategic Agricultural Plan Scope of Work as attached to the Planning Manager's June 4, 2025 report, as amended, to form the basis of a competitive tender process for consultancy services.
4. Authorizes expenditure of up to \$75,000 from the Agricultural Reserve Fund for the revision, update and replacement of the 2001 Strategic Agricultural Plan.
  - If Council has minor changes, additions or deletions, it may direct these to be made, but otherwise proceed as outlined in this report.

(3) THAT Council receives the minutes of the May 8, 2025 Agricultural Advisory Committee meeting and provides direction to staff to:

1. *[direction to be identified by Council]*
  - More substantial changes to the Scope of Work will likely require follow up with the AgAC and will be brought back to Council at a future time.

## IMPLICATIONS

Sufficient funds already exist in the Agricultural Reserve Fund. Authorizing this expenditure will not have any other financial impacts.

---

**RECOMMENDATION**

THAT Council:

1. Receives the minutes of the May 8, 2025 Agricultural Advisory Committee meeting.
2. Endorses the Strategic Agricultural Plan Scope of Work substantially as attached to the Planning Manager's June 4, 2025 report to form the basis of a competitive tender process for consultancy services.
3. Authorizes expenditure of up to \$75,000 from the Agricultural Reserve Fund for the revision, update and replacement of the 2001 Strategic Agricultural Plan.

Report prepared by:



---

Chris Osborne, MCIP, RPP  
Manager, Planning

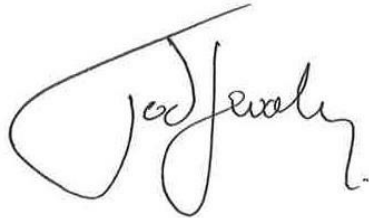
Report reviewed by:



---

George Farkas  
General Manager, Planning, Development and  
Community Services

**Approved to be forwarded to Council:**



---

Ted Swabey  
Chief Administrative Officer

Attachments:

- (1) May 8, 2025 AgAC Minutes
- (2) Strategic Agricultural Plan draft Scope of Work