

Strategic Agricultural Plan Update

Consultant RfP: Draft Scope of Work

Draft v2.1 Jun 4, 2025

The consultant will be tasked with completing a series of deliverables culminating in the presentation of a comprehensive Strategic Agricultural Plan (SAP) for consideration of adoption by Council.

The consultant will work closely with the AgAC and MNC staff throughout the development of the SAP.

Deliverables:

The primary deliverables of the contract and the preliminary specifications of each deliverable are as follows:

- 1) Initial Background Report: this report shall review all existing documents, plans, policies and strategies pertaining to Agriculture & Food Security, and collect any available data of relevance, including:
 - a. 2012 ALUI results
 - b. Census of Agriculture/BC Assessment data
 - c. Farmers' Market study
 - d. Local/Provincial/Federal policy and regulatory context

- 2) Further data gathering/research: address any critical gaps identified within deliverable 1, particularly with respect to:
 - a. Emerging data from the scheduled 2025 ALUI for the Cowichan Valley
 - b. Examples of plans/actions from other BC municipalities and where potentially relevant/transferable, other jurisdictions.
 - c. Food insecurity data and COVID-19 impacts

- 3) Scoping, Consultation & Engagement Plan: this plan shall identify the scope of the plan in terms of Agriculture, Food Security and Urban Agriculture, identify relevant parties and set out a schedule and methods for seeking input, including honoraria for participation (where appropriate):
 - a. Define the scope of the plan and themes to address, such as:
 - i. Agricultural Industry trends, local potential, viability and labour
 - ii. Agritourism
 - iii. Climate Resilience
 - iv. Water & Energy Demands/Constraints
 - v. Food Security
 - vi. Urban Agriculture
 - vii. Indigenous food, seafood and aquaculture
 - viii. Disaster management and recovery

- b. Identify all stakeholders and nature of their interests and objectives.
 - c. Outline effective methods for gaining input from various groups.
 - d. Prepare and deliver any public events, interviews, focus-groups, etc. that have been identified within the engagement plan.
 - e. Prepare and produce information and consultation materials as needed.
 - f. Follow-up communications as needed.
 - g. Prepare short consultation summary report to be included as an Appendix to the SAP.
- 4) Draft SAP Development
- a. Workshop 1 with AgAC to review scoping, engagement, funding and issues/options (pre-plan).
 - b. Workshop 2 with AgAC to review and finalize scoping plan (pre-public consultation).
 - c. Carry out program of public outreach as per the agreed engagement plan.
 - d. Workshop 3 with AgAC to review public feedback and preferred options (post-public consultation).
 - e. Draft plan for review by AgAC and CoW, incorporate feedback and edits.
- 5) Prepare Final Plan for consideration of adoption by Council. The plan should incorporate the following items and attributes:
- a. Be 15-30 pages in length, plus appendices.
 - b. Be action-focused on a small number of key priorities.
 - c. Identify the full range of feasible actions to the Municipality.
 - d. Address funding and deployment of the Municipality's Agricultural Reserve Fund
 - e. Define metrics for plan monitoring and evaluation.
 - f. Comprehensive implementation plan, including:
 - i. Clearly defined role for the AgAC
 - ii. Table of action items and prioritization
 - iii. Details for each action item such as approximate cost, resources, timescales, lead parties
 - iv. Identify, quantify and recommend various funding mechanisms.
- 6) Preparation/assistance with drafting funding applications either:
- a. Early in the process for plan development, and/or:
 - b. Later in the process for implementation of plan action items.

Resources:

MNC 2001 SAP

CVRD Regional Resources document

... etc.