

## CROSS-COMMODITY ADVISORY COUNCIL

<b>Date:</b>	April 30, 2024
<b>Time:</b>	10:00 AM to 12:00 PM Lunch to follow
<b>Location:</b>	<b>In person:</b> Woodhaven Boardroom Regional District of Central Okanagan (1450 KLO Rd, Kelowna) <b>Virtual:</b> <a href="#">Join the meeting now</a> Meeting ID: 277 602 183 946 Passcode: nJnMwF

### MEETING AGENDA

#### 1. WELCOME & INTRODUCTIONS

- 1.1 Acknowledgement of Traditional Territory
- 1.2 Round table introductions

#### 2. ELECTION OF CO-CHAIRS

#### 3. ADOPTION OF AGENDA

##### **Recommended Motion**

*“THAT the April 30, 2024, meeting agenda be adopted as presented.”*

#### 4. ADOPTION OF MINUTES

- 4.1 No minutes to adopt.

#### 5. TERMS OF REFERENCE

- 5.1 Terms of Reference for Advisory Council (*page 3*)

#### 6. CCLSP STAFF REPORTS

- 6.1 Project Director (*page 8*)
- 6.2 Administration & Communications Manager (*page 19*)
- 6.3 Domestic Labour Lead (*page 24*)

#### 7. REGULAR BUSINESS

- 7.1 Stabilization Fund: Roles & Responsibilities for Application Review and Project Administration (*page 26*)
- 7.2 Stabilization Fund: Updates on Current Projects
  - a) Cross-Commodity Leadership Support Project (*page 33*)
  - b) Extension Practitioners Conference (update provided under Item 6.2)
  - c) BC Fruit Works (update provided under Item 6.3)
  - d) Global Club Access for BC Growers
- 7.3 Stabilization Fund: New Applications
  - a) Mapping of climatic suitability of grape varieties (BCWGC)
  - b) B.C. Access to Plant Material (BCFGA)

#### 7.4 Discussion of other Cross-Commodity Issues and Opportunities

### **8. OTHER BUSINESS**

8.1 Update on Labour Supply Access Research Project

8.2 Update on long-term strategy for the Okanagan-Kootenay Sterile Insect Release Program

8.3 Update on Orderly Marketing Commission

8.4 Update on B.C. Government data strategy

### **9. MEETING SCHEDULE**

9.1 Determine meeting schedule for 2024 (*page 42*)

### **10. ADJOURNMENT**

# Cross-Commodity Advisory Council

## Terms of Reference (Updated: March 2024)

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### Context

In November 2021, B.C.'s Ministry of Agriculture and Food released *The Path Forward: A Blueprint for B.C.'s Tree Fruit Industry*, also known as the Tree Fruit Industry Stabilization Plan (TFISP or the Plan). The Plan provides 19 recommendations (and a 20<sup>th</sup> that was established during implementation) intended to contribute to the long-term stability of BC's tree fruit industry and mitigate any impacts on the wine grape industry.

An industry based Steering Committee, led by the Ministry, guided the development of the Plan and the processes, engagement, and consultations that informed it. The Steering Committee and various sub-committees have been actively implementing the foundational recommendations in the Plan since January 2022.

While the work is not complete, enough progress has been made that the Ministry and industry have determined it is time to transition leadership for the ongoing implementation and sustainability of the work to industry and have endorsed a Leadership Transition Plan to fully transfer that responsibility on April 30, 2024.

The Stabilization Plan recommended a new industry agency (governed by board members from key industry associations and independent members with relevant skills) be established to provide cross-sector leadership, governance, and strategic direction. While there was not enough support from industry partners to proceed with this recommendation as stated, they have agreed to collaborate under the Cross-Commodity Leadership Support Project (CCLSP, [www.crosscommodity.org](http://www.crosscommodity.org)) to demonstrate the value of shared leadership and cooperation and determine the best long-term approach and structure to support this.

The CCLSP is managed and delivered by a Partners Table of five industry groups: the BC Cherry Association, BC Grapegrowers' Association, BC Fruit Growers' Association, BC Wine Grape Council, and Okanagan-Kootenay Sterile Insect Release Program. Two full-time CCLSP staff provide the capacity to make meaningful progress on cross-commodity issues and opportunities.

There are three types of ongoing activities associated with the Plan:

- those being led through a Cross-Commodity Leadership Support Project,
- those being led by the Ministry (e.g., outstanding decision regarding the Tree Fruit Industry Stabilization Fund), and
- those being led by an alternative industry-based approach (i.e., orderly marketing of BC apples).

These Terms of Reference outline the role of the Cross-Commodity Advisory Council (Advisory Council) for all three types of activities.

## Vision

The Vision of the Advisory Council is that British Columbia has strong and vibrant tree fruit and wine grape sectors that are world leaders in environmentally sustainable and profitable production, the agricultural lands and the people that grow food are valued by communities, and our agricultural capacity is protected for future generations.

## Mission

The Mission of the Advisory Council is to be a trusted source of expertise and knowledge for the tree fruit and wine grape sectors, providing balanced and considered advice to the Partners Table, the Cross-Commodity Leadership Support Project, and other relevant initiatives that emerge.

## Goals

The goals of the Advisory Council are:

- To provide a regular forum for inter-agency coordination and collaboration on cross-commodity issues and opportunities.
- To build and strengthen partnerships between agricultural stakeholders.
- To improve relationships and information sharing between industry and governments.
- To help to avoid competition for resources such as funding and staff.
- To raise the profile of agriculture through coordinated and consistent messaging and enhanced communications.
- To guide a process to determine an appropriate cross-commodity governance structure, including developing a funding model, and obtain industry support for its implementation.

## Function

In the short-term, the Advisory Council's responsibilities relate to ongoing activities that were initiated during implementation of the Stabilization Plan. Advisory Council members will be responsible for voting on the allocation of TFISP funds until fully committed; reviewing progress reports, final reports, and other deliverables for TFISP funded projects; and recommending payments from IAF in alignment with Contribution Agreements.

On a regular, ongoing basis, the Advisory Council will provide guidance and input on initiatives being led through the CCLSP:

- In the short term, this includes work on long-term leadership, domestic labour, extension services, and new apple varieties.
- In the longer-term, this could include work on climate resiliency, data management, local government engagement, innovation and technology, and communications. The Advisory Council will use its collective expertise to identify issues to work on together.

Occasionally and as requested and/or in the best interests of the industry, the Council will support and provide guidance to initiatives being led by other entities, including:

- Those being led by the Ministry (i.e.: data strategy, domestic apple marketing strategy, national retail code of conduct, allocation of the remaining amounts in the Tree Fruit Industry Stabilization Fund).
- The work on orderly marketing of BC apples being led through an alternative industry-based approach.

- Other relevant activities or programs managed by industry or the Ministry that emerge and are relevant to cross-commodity efforts.

While most of its work will be on cross-commodity issues, the Advisory Council may also work on commodity-specific activities, especially if those activities will reduce negative impacts on other commodities.

## **Funding and Resources**

In the short term, the work of the Advisory Council will be supported by the CCLSP, which is funded by the B.C. Ministry of Agriculture and Food's Tree Fruit Industry Stabilization Fund administered by the BC Investment Agriculture Foundation.

A thorough process must be undertaken to demonstrate the value of collaboration to industry, identify the best approach and structure for long-term cross-commodity collaboration (i.e., new organization, change mandate of existing organization, or something else), and determine the funding mechanism.

The Partners Table will lead this process with support from the Advisory Council. This work will begin as soon as practical.

Staff of the CCLSP will provide administration (agendas, minutes, etc.) and leadership for the Advisory Council.

## **Membership**

Membership of the Advisory Council will aim to reflect the perspectives of the tree fruit and wine grape industry associations, supply chains, government, consumers, and retail. Members shall be appointed for one-year terms. A member having to resign before the end of their term may nominate a successor appointee to complete their term, subject to approval by the Advisory Council.

Member organizations may include:

- BC Cherry Association
- BC Fruit Growers' Association
- BC Grapegrowers' Association
- BC Wine Grape Council
- Okanagan-Kootenay Sterile Insect Release Program
- Agriculture and Agri-Food Canada
- Ministry of Agriculture and Food
- Fruit packer organizations
- Local governments
- Grower members at large

Each member organization will be invited to designate one representative, and one alternate, to the Council. A member may opt to leave the Advisory Council at any time. A new member organization may be added to the Advisory Council if most of the members determine this would be in the best interest of the tree fruit and wine grape industries.

In addition, Partners Table members are invited to participate in all Advisory Council meetings.

Members will elect a Chair and Vice Chair from among the membership at the first regular meeting of each calendar year, or as necessary to fill a vacancy.

## Procedures

The Advisory Council will operate under the following procedures:

- The Advisory Council will meet quarterly, or at the call of the Chair.
- A majority of members must be present to constitute quorum.
- The Advisory Council will operate on a consensus basis. Members are expected to share common values respecting the importance of agriculture and have a responsibility to ensure everyone is heard and decisions are based on the best possible alternative.
- The Chair will ensure proposals and decisions being considered are well understood by everyone, that all objections or reservations have been heard before affirming that agreement has been reached or calling for a vote.
- Objections may be registered in the minutes through:
  - Reservations or Non-Support* – the member disagrees with the decision but will not stop the group from supporting it.
  - Request for Postponement* – if a member strongly objects to a decision, they may request the Chair to postpone action on the item for a time agreed to by the Advisory Council, to allow for a period of negotiation and sober second thought. Following the postponement period and additional Council discussion, the group may move forward with a decision based on majority opinion.
- Members are required to disclose real or perceived conflicts of interest with any items on the agenda at the beginning of each meeting.
- To avoid a conflict of interest, any member of the Advisory Council who brings forward an application for the TFISP fund must leave the room for discussion and decision on the application.
- The Advisory Council may form subcommittees to assess and report on specific issues.
- Members that are staff in an organization should be compensated by that organization.
- Members who are in volunteer roles in their organization (e.g., volunteer board members) will be reimbursed for their time.
- All members will be reimbursed for their travel expenses, if any, incurred if participating on the Advisory Council.

## Code of Conduct

Each members agrees:

- To represent the interests of the entire industry and not any member's organization.
- To actively support collaboration, including collaboration with governments.
- To participate fully, proactively, respectfully, and with an open mind.
- To bring concerns to the Advisory Council for discussion before addressing them elsewhere.
- To communicate within their respective organizations and networks.
- To respect timelines and honour commitments and hold each other accountable for fulfilling personal and organizational obligations (to ensure collective success).
- To support a transparent process of public communications as described in this Terms of Reference.
- To respect that some information shared in Advisory Council meetings is confidential (e.g., reflecting personal opinions) and not to be shared with others outside the group.
- To participate on or lead sub-committees, as necessary.

## Communications Protocol

The Advisory Council may communicate with the public in the following way:

- The Chair may speak to the public on behalf of the Advisory Council.
- In the absence of the Chair, the Vice Chair may speak to the public on the Advisory Council's behalf.
- The Chair may designate another member to act as spokesperson on a particular issue.
- Individual members must not communicate on behalf of the Advisory Council, except as noted above.
- Members must clarify that they are not speaking for the Advisory Council when they speak for themselves or their organization on a Council-related issue.

Advisory Council members and their organizations will play an active role in communicating within the industry and building a proactive, positive, and cooperative approach to implementation of the Advisory Council's work.

This will include helping their board of directors, staff, and members to understand, support, and participate in the work of the Advisory Council, and taking advantage of opportunities to inform producers, packers, and organizations, build public support for the work of the Advisory Council, and dispel misinformation.

## MEMORANDUM

To: Cross-Commodity Advisory Council

April 19, 2024

From: Kellie Garcia, Project Director

Subject: **CCLSP Staff Report**

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### Background Information

The [Cross-Commodity Leadership Support Project](#) (CCLSP) is a 3-year pilot funded by the Government of B.C. through the Tree Fruit Industry Stabilization Initiative delivered by the Investment Agriculture Foundation of B.C. It is providing the framework for the tree fruit and wine grape sectors to assume responsibility for key projects of the [Tree Fruit Industry Stabilization Plan](#), delve into other common issues and opportunities, and develop a long-term leadership structure to action cross-sector initiatives and support continued collaboration. The Partners Table, which includes senior staff from the BC Cherry Association, BC Grapegrowers' Association, BC Fruit Growers' Association, BC Wine Grape Council, and Okanagan-Kootenay Sterile Insect Release Program, is providing overall guidance and accountability for the CCLSP. I will give a brief presentation at the meeting to introduce our new members to the CCLSP.

### Strategic Goals and Performance Metrics

I have been working with the Partners Table to prepare a Strategic Plan for the CCLSP. While it is in draft form until we can coordinate another Partners Table meeting, I will share the following.

The Partners have developed five strategic goals for the CCLSP:

1. Leadership of the stabilization work successfully transfers from the ministry to industry.
2. Industry associations meet regularly to share knowledge and expertise and work on common challenges and opportunities.
3. Industry associations work together to define funding needs and identify and apply for grants.
4. Industry associations have the capacity to work on tasks that help their industries adapt to and thrive in changing climatic, regulatory, and market conditions.
5. Industry members are well-informed about cross-commodity challenges and opportunities and regularly provide input on priorities.

Several performance metrics have been selected for each goal. CCLSP staff are tracking those metrics and will report out annually in our Q4 progress report. This continual monitoring and evaluation will enable us to measure success, identify and remediate issues and shortcomings, track progress on goals, and measure outcomes. Sharing this information broadly with industry will establish accountability and transparency for our project and help build and maintain buy-in from the industry.

The CCLSP in its current form is funded until December 31, 2026. That gives us a good amount of time to prove value, but we should start working together now to identify the best structure for long-term cross-



commodity collaboration (i.e. new organization, change mandate of existing organization, or something else) and determine possible funding mechanisms. I will coordinate this process with the Partners Table and Advisory Council, and we can engage outside expertise as deemed necessary.

### **Report on Progress**

We have made significant progress since the CCLSP launched in September 2023. CCLSP staff are preparing quarterly reports to ensure transparency and keep all our partners and the broader industry up to date on cross-commodity efforts. The reports for September to December 2023 and January to March 2024 are attached for reference and available on the CCLSP website. I will walk through the reports at the meeting.

### **Update on Advisory Council Membership**

We have been quite successful in building our membership. Invitation letters were sent out in late March, and we received appointee names from the BC Cherry Association, BC Wine Grape Council, Okanagan-Kootenay Sterile Insect Release Program, Agriculture & Agri-Food Canada, Ministry of Agriculture and Food, BC Tree Fruits, and Consolidated Fruit Packers. We are still working to secure representatives from the BC Grapegrowers' Association and the BC Fruit Growers' Association but may have those designates before the meeting. Unfortunately, Fairview Orchards declined to participate due to a lack of time. The Advisory Council could benefit from adding "grower members at large," so please let me know who I can approach.

After more thought, I decided to wait to invite local government representatives to the Advisory Council. While I still think it is a good idea to include them in some capacity, I am concerned they may be lost in our current discussions, and it could be awkward having them weigh in on TFISI funding. I would like to continue researching policies, practices, and approaches currently being used by local governments and do some targeted engagement with local government staff this year. As you are aware, numerous regional districts and even more municipalities have tree fruit and wine grape growers within their boundaries, so we need to have an informed plan for who we should work with and how we can best work together.

### **Recommended Motion**

*"THAT the Project Director's report, dated April 19, 2024, be received."*

### **ATTACHED:**

*2023 Q4 Progress Report (Sep – Dec 2023)*

*2024 Q1 Progress Report (Jan – Mar 2024)*

# Cross-Commodity Leadership Support Project

## Progress Report for September to December 2023

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### Background

In early 2023, a coordinated effort to address leadership challenges and improve collaboration among industry organizations representing tree fruits and wine grapes was established by industry, with support from the Ministry of Agriculture and Food and funding provided from the Stabilization Fund. The Cross-Commodity Leadership Support Project (CCLSP) was officially launched at the end of August 2023 with the hiring of a Project Director.

The CCLSP is a 2-year pilot project that will provide the framework for industry to assume responsibility for key projects of the Tree Fruit Industry Stabilization Plan (e.g., labour, extension, new varieties). Ultimately, the CCLSP will help ensure there is a long-term leadership structure to action cross-sector initiatives and support continued collaboration. The Okanagan Kootenay Sterile Insect Release Program is administering the CCLSP, and the Partners Table<sup>1</sup> is providing overall guidance and accountability.

### Key Accomplishments

Significant progress was made in the first four months of the CCLSP. Work focused on:

- setting up the administrative and financial systems and staffing for the project,
- launching the Partners Table,
- working with MAF on a draft plan for transition,
- taking over management of BC Fruit Works and the New Varieties projects,
- taking over administration of the domestic labour and extension subcommittees,
- planning an extension practitioners conference, and
- completing numerous communications and relationship-building activities.

### Reflections and Lessons Learned

The TFISP has been underway for a few years (and is just the latest in a string of government to industry initiatives). The CCLSP intends to build on its successes but could also be hindered by any negative experiences associated with the process. Therefore, before developing a strategic plan for the CCLSP, it was important to better understand individual perspectives, mandates of the industry organizations, history, and relationships that may influence the focus of the CCLSP and our ability to collaborate. To do this, the Project Director worked hard to have open and honest conversations with as many key players as possible in the first couple of months on the job.

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<sup>1</sup> Partners Table member organizations are the BC Fruit Growers' Association, BC Grapegrowers' Association, BC Wine Grape Council, BC Cherry Association, and Okanagan Kootenay Sterile Insect Release Program.

This active learning and open communication were especially important when transferring the management of BC Fruit Works to the CCLSP. The BCGA managed the project in 2023 and faced several challenges, including the untimely departure of the project coordinator and difficulties engaging the subcommittee, matching branch hands, and recruiting producers to participate. Budget limitations hindered a fulsome evaluation of the project at year end. This made it difficult to determine the best course of action for 2024. After reviewing responses to the evaluation surveys (completed by 9 producers and 17 branch hands) and having many discussions with BCGA, CrewDriver staff, and domestic labour subcommittee and TFISP steering committee members, the decision was made to pause the use of CrewDriver for job matching in 2024. This unfortunately will have financial and business development implications for CrewDriver, who has been a great partner in the project and really stepped up this year after the departure of the project coordinator.

Lastly, collaborating with the ministry on the transition process has been a good opportunity to build the reputation of the CCLSP, give confidence that industry is willing and able to provide leadership on issues affecting the sector, and define how the project can provide capacity and support. It was difficult at times to navigate the level of engagement needed from the Partners Table and the TFISP steering committee and to understand who has the power and authority to decide how and when the transition will take place.

## Description of Progress

Details of progress made are provided in the table below.

Work category	Description of progress
Administration and project management	<p>Worked with SIR to set up administrative and financial systems and office space for the project.</p> <p>Hired the CCLSP Administration and Communications Manager, which included creating the job description and posting, reviewing 67 applications, interviewing 3 candidates, and onboarding Shelby Austen at the end of November.</p> <p>Launched and administered the Partners Table. Met individually with each member to discuss their vision for the CCLSP, prepared a Terms of Reference and made numerous revisions based on member feedback, and held first meeting in October.</p>
Leadership transition planning	<p>Collaborated with MAF to prepare a draft transition plan document and gathered and incorporated feedback on the document from the Partners Table and the TFISP Steering Committee.</p> <p>Engaged with the TFISP Steering Committee, including attending the August meeting, preparing and delivering updates on transition planning, domestic labour, and extension activities at the October and December meetings, and hosting the December meeting.</p>

<b>Work category</b>	<b>Description of progress</b>
Domestic labour	<p>Transitioned administration of BC Fruit Works to CCLSP. Attended numerous meetings with BCGA and CrewDriver to learn about the history, objectives, challenges, and opportunities of BC Fruit Works, prepared the 2023 final report for IAF, and prepared the 2024 funding application for IAF.</p> <p>Transitioned administration of subcommittee to CCLSP. Met individually with each member to discuss their vision for the subcommittee and for BC Fruit Works, prepared a Terms of Reference and incorporated feedback from members, and held two meetings (November and December).</p>
Extension	<p>Submitted a funding application to IAF for a conference for extension practitioners and began organizing the conference.</p> <p>Transitioned administration of subcommittee to CCLSP. Prepared a Terms of Reference and incorporated feedback from subcommittee members and held two meetings (November and December).</p> <p>Attended meetings of other extension groups to introduce the CCLSP and be “in the know” about extension activities (MAF regional extension committee, BCWGC KTT &amp; RDD committee).</p>
New varieties	Transitioned administration of new varieties project (apples) to the CCLSP.
Local government	<p>Met with the Agricultural Planner and Sustainability Coordinator at the City of Kelowna to introduce the CCLSP and discuss the city’s ag initiatives.</p> <p>Began defining possible initiatives for the CCLSP to work on related to agriculture and local governments.</p>
Communications and relationship-building	<p>Completed numerous communications and relationship-building activities, including:</p> <ul style="list-style-type: none"> <li>• Presentations to the board of directors of the BCGA, BCCA, OKSIR and BCWGC,</li> <li>• Presentation at the District of Lake Country’s water availability workshop,</li> <li>• Interview for Country Life (Tom Walker),</li> <li>• Attendance at Ag Day in Victoria,</li> <li>• Participation in 2023 drought debriefing for the Thompson Okanagan Regional Drought Response Team, and</li> <li>• Attendance at the December Okanagan Water Stewardship Council meeting.</li> </ul> <p>Developed a website for the CCLSP (<a href="http://www.crosscommodity.org">www.crosscommodity.org</a>).</p> <p>Prepared a draft communications plan for the CCLSP.</p>

## Report on Performance Metrics

Performance metrics are under development.

## Report on Expenditures

A statement of financial activity from September to December 2023 is outlined in the table below.

	<b>Budget</b>	<b>Expenses</b>	<b>Variances</b>
<b>Communications</b>	\$1,000	\$208	\$792
<b>Meetings &amp; Travel</b>	\$2,500	\$2,122	\$378
<b>Employee Expenses</b>	\$45,175	\$46,751	(\$1,651)
<b>Supplies, Software, &amp; Subscriptions</b>	\$6,500	\$3,743	\$2,757
<b>Rent</b>	\$0	\$0	\$0
<b>Contract Admin (SIR 8.5%)</b>	\$4,690	\$4,490	\$200
<b>TOTAL</b>	<b>\$59,865</b>	<b>\$57,314</b>	<b>\$2,550</b>

## Looking Ahead to Next Quarter

CCLSP work in the next quarter (Jan to Apr 2024) will focus on:

- prepare draft business and communications plans for CCLSP and bring to Partners Table for review and approval,
- work with IAF to extend contract and increase funding allocation for CCLSP,
- prepare first progress report for IAF (due Jan 31, 2024),
- assist with the transition of leadership to industry as per the Transition Plan,
- hire and onboard a Project Lead for the BC Fruit Works project and launch 2024 activities,
- organize and hold the extension practitioners conference (Feb 27-29), and
- develop scope of work for an initiative focused on local government agricultural policy and processes.

# Cross-Commodity Leadership Support Project

## Q1 Progress Report for 2024 (January 1 to March 31)

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### Background

In early 2023, a coordinated effort to address leadership challenges and improve collaboration among industry organizations representing tree fruits and wine grapes was established by industry, with support from the BC Ministry of Agriculture and Food and funding provided from the Stabilization Fund. The Cross-Commodity Leadership Support Project (CCLSP) was officially launched at the end of August 2023 with the hiring of a Project Director.

The CCLSP is a 3-year pilot project that will provide the framework for industry to assume responsibility for key projects of the Tree Fruit Industry Stabilization Plan (e.g., labour, extension, variety access). Ultimately, the CCLSP will help ensure there is a long-term leadership structure to action cross-sector initiatives and support continued collaboration. The Okanagan-Kootenay Sterile Insect Release Program is administering the CCLSP, and the Partners Table<sup>1</sup> is providing overall guidance and accountability.

### Key Accomplishments

Significant progress was made in the first quarter of 2024. Key accomplishments include:

- Planned and delivered the second annual Extension Practitioners' Conference,
- Hired and onboarded a Project Lead for BC Fruit Works,
- Prepared a joint letter to Agriculture & Agri-Food Canada outlining local research needs and concerns on behalf of the Partners Table,
- Obtained endorsement of the Leadership Transition Plan and moved forward on the actions outlined in the plan,
- Obtained endorsement of a Terms of Reference for the new Cross-Commodity Advisory Council, with the first meeting to take place in April, and
- Launched a Cross-Commodity Innovation and Technology Committee with a first meeting to take place in April.

### Reflections and Lessons Learned

People working in the tree fruit and wine grape sectors have a lot going on and are facing numerous challenges. Growth of the CCLSP inevitably adds more to the plates of some of these people, particularly the senior administrators of the industry associations. As we launch the Advisory Council and run the three committees currently under the CCLSP, we need to recognize the meeting fatigue many are feeling

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<sup>1</sup> Partners Table member organizations are the BC Fruit Growers' Association, BC Grapegrowers' Association, BC Wine Grape Council, BC Cherry Association, and Okanagan Kootenay Sterile Insect Release Program.

and do our best to enlist different people to participate on each group. This approach will not only spread the workload, but also help us to tap into a broad range of perspectives, expertise, and experience.

Members of the Partners Table and the TFISP Steering Committee have shown great dedication to the cross-commodity work and their efforts are paying off. Trust is being built and relationships are growing strong, bringing many successful collaborations this quarter. The five industry associations signed off on a Terms of Reference for the Partners Table, prepared a joint letter to AAFC, attended the Building Bridges conference together, and signed an MOU committing to using a common events calendar. The Steering Committee adopted the Leadership Transition Plan, approved a Terms of Reference and membership for the new Advisory Council, and supported extension of the CCLSP until the end of December 2026.

## Description of Progress

Details of progress made are provided in the table below.

Work category	Description of progress
Administration and project management	<p>Met with the Partners Table in February to sign and approve the Terms of Reference and review the draft CCLSP Strategic Plan prepared by the Project Director.</p> <p>Met individually with the new OKSIR General Manager, Michelle Cook, to welcome her to the Partners Table and discuss her vision and participation with the CCLSP.</p> <p>Secured funding (with approval from the TFISP Steering Committee and Partners Table) to extend the CCLSP to December 2026.</p>
Leadership transition planning	<p>Collaborated with MAF to finalize the transition plan document and obtain approval from the Partners Table and the TFISP Steering Committee.</p> <p>Attended three TFISP Steering Committee meetings and delivered updates on transition planning, domestic labour, and extension activities.</p> <p>Worked with the TFISP Steering Committee to prepare and approve the Terms of Reference and membership list for a new Cross-Commodity Advisory Council. The first Advisory Council meeting will be held in April.</p>
Domestic labour	<p>Hired the BC Fruit Works Project Lead, which included creating the job description and posting, interviewing applicants, and onboarding Shamore Watson at the beginning of March.</p> <p>Worked with new Project Lead to launch BC Fruit Works for 2024.</p> <p>Worked to expand membership of the domestic labour committee and held a meeting in January.</p>

Work category	Description of progress
	Attended CAHRC Labour Market Research presentation in March, organized by the Ministry of Agriculture and Food.
Extension	<p>Held the second annual Building Bridges conference for tree fruit and wine grape extension practitioners. Thirty-one people attended, representing independent consultants, private companies, government, industry associations, and more. The event consisted of a social mixer, a commodity specific roadmaps workshop, and various presentations ranging from how to use AI in the workplace to motivating on-farm change with your client. A <a href="#">summary report</a> for the conference was prepared by CCLSP staff.</p> <p>Held an extension committee meeting in January.</p> <p>Attended the BC Wine Grape Council R&amp;D &amp; KTT meeting in January.</p> <p>Developed a collaborative extension calendar for use on the CCLSP website. Site visitors can add events by visiting <a href="http://www.crosscommodity.org/events-calendar">www.crosscommodity.org/events-calendar</a>.</p>
Innovation & Technology	<p>Established a committee to address specific objectives and projects focused on Innovation and Technology. Membership was built to include representatives from tree fruit and wine grape industry associations, growers, and private companies.</p> <p>Drafted a Terms of Reference to review with committee members at the first meeting, which will be held in April.</p>
New varieties	Finalized contract with consultant for the Global Club Access for BC Growers project and attended the kick off meeting in February.
Local government	Began researching existing local government bylaws, policies, community plans, and relevant contacts to make connections and determine how CCLSP can best collaborate with municipalities to support local agriculture.
Communications and relationship-building	<p>Completed numerous communications and relationship-building activities, including:</p> <ul style="list-style-type: none"> <li>• Gave two interviews for Country Life in BC.</li> <li>• Attended the BCIA Okanagan Branch Annual General Meeting.</li> <li>• Attended the Southern Interior Horticulture Show.</li> <li>• Attended and presented at the BC Cherry Association Annual General Meeting.</li> <li>• Attended the BCFGAs Annual General Meeting.</li> <li>• Attended the Decoding Drought Management session in Lake Country.</li> <li>• Attended the Irrigation and Food Security event hosted by the Lake Country Farmers Institute.</li> <li>• Attended the Environmental Flow Needs conference hosted by the Okanagan Basin Water Board.</li> </ul>



Work category	Description of progress
	<ul style="list-style-type: none"> <li>Participated in the Food Systems Planning Focus Group in Kelowna hosted by Kwantlen Polytechnic University.</li> <li>Participated in the BC Provincial Disaster and Climate Risk and Resilience Assessment workshop.</li> </ul> <p>Developed an <a href="#">infographic</a> to explain TFISP progress over the last 3 years and introduce the CCLSP.</p> <p>Provided an article on the CCLSP for the BC Cherry Association newsletter.</p> <p>Prepared and delivered a letter to Agriculture &amp; Agri-Food Canada outlining local research needs for apples, cherries, and wine grapes on behalf of the BCCA, BCFG, BCGA, BCWGC and OKSIR.</p>

## Report on Performance Metrics

CCLSP staff are working with the Partners Table to develop appropriate performance metrics for the project. That said, several have been confirmed and are already being tracked. A full analysis of the metrics will be done annually and included in the Q4 progress report.

## Report on Expenditures

A statement of financial activity from January 1 to March 31, 2024, is outlined in the table below.

### CCLSP General Operating Expenses

	Annual Budget	Q1 Expenses (Jan to Mar 2024)	Budget Remaining
Communications	\$4,500	\$216	\$4,284
Meetings & Travel	\$7,500	\$2,040	\$5,460
Employee Expenses	\$207,550	\$46,083	\$161,467
Supplies, Software, & Subscriptions	\$5,500	\$2,985	\$2,515
Rent	\$2,600	\$0	\$2,600
Contract Services	\$10,000	\$0	\$10,000
Contract Admin (OKSIR 8.5%)	\$20,200	\$4,362	\$15,838
<b>TOTAL</b>	<b>\$257,850</b>	<b>\$55,686</b>	<b>\$202,165</b>

### CCLSP Administered Projects

	Annual Budget	Q1 Expenses	Budget Remaining
BC Fruit Works (Domestic Labour)	\$162,540	\$3,620	\$158,920
Extension Practitioners' Conference	\$36,750	\$33,131	\$3,619
Global Club Access Project	\$48,000	\$0	\$48,000
<b>TOTAL</b>	<b>\$247,290</b>	<b>\$36,751</b>	<b>\$210,539</b>

## Looking Ahead to Next Quarter

CCLSP staff will focus on the following tasks in the second quarter of 2024.

- Finish all actions outlined in the Leadership Transition Plan to ensure a successful transition by April 30.
- Finalize the CCLSP Strategic Plan and gain approval from Partners Table.
- Launch and administer the Cross-Commodity Advisory Council.
- Work with industry to identify more projects that can be supported by the TFISP fund, assist with funding applications, and provide project administration and management support for approved projects.
- Build relationships and identify how CCLSP can best support industry by continuing to give presentations and attend events and field tours.
- Develop scope of work for an initiative focused on local government agricultural policy and processes.

## MEMORANDUM

To: Cross-Commodity Advisory Council April 17, 2024

From: Shelby Austen, CCLSP Admin. & Comms. Manager

**Subject: CCLSP Staff Report**

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### **Background:**

This report highlights the main activities I have worked on since starting as the CCLSP Administration and Communications Manager on November 27, 2023. Upon starting, I worked closely with the Okanagan-Kootenay Sterile Insect Release Program and the Regional District of Central Okanagan to establish administrative and financial systems for the project. Once these systems were in place, I developed templates for administrative procedures such as expense tracking, remuneration, and meeting processes (agendas, minutes, memorandums, etc).

### **Committee Updates:**

Currently, all committees are operating at full capacity, and I have arranged remuneration for all volunteer members. As CCLSP staff, we are now responsible for overseeing the Cross-Commodity Advisory Council and three committees focusing on extension, domestic labour, and innovation and technology. All committees meet quarterly, and their respective minutes are available on the CCLSP website under the "Our Work" section.

#### Extension

This committee consists of 17 members representing various sectors, with Evan Esch from the Okanagan-Kootenay Sterile Insect Release Program serving as the industry co-chair. We have met four times since the CCLSP took over the committee and have discussed topics related to the Building Bridges conference, the collaborative extension calendar, and extension priorities for 2024. During each meeting, members also provide roundtable updates to ensure everyone is up to date on the latest initiatives in each sector.

#### Domestic Labour

This committee currently has 10 members, but we are actively looking to expand. Our current industry co-chair is Tyrion Miskell from the BC Grapegrowers' Association, and the committee has met four times since the CCLSP took over. The committee is focusing on two main initiatives: BC Fruit Works and the Labour Supply Research Project with Kwantlen Polytechnic University that will be launched soon. The meetings are also an opportunity for members to share their current experiences and challenges with labour supply and bring new ideas forward.

#### Innovation & Technology

This committee was launched in March 2024 and already has 18 confirmed members, though we are still building out our membership. Our first meeting was held on April 23 and an industry co-chair was not yet elected. The committee reviewed and adopted the Terms of Reference and did some brief introductions. We had some very engaged conversations about project eligibility and the committee decided to put

together a one-pager to outline both eligibility and priorities based on the group discussion. Some priorities mentioned included the BC Decision Aid System, drone technology for spraying, winter protection sprays, and more. The committee will reconvene in June to discuss these items further.

### **Communications Updates:**

In late February, CCLSP staff planned and hosted the second annual Building Bridges conference, aimed at tree fruit and wine grape extension practitioners. Thirty-one participants from various sectors, including industry associations, independent consultants, and government agencies, were in attendance. The conference featured a social mixer, a workshop on commodity-specific roadmaps, and a series of presentations. Following the event, the roadmaps developed by each group were transcribed and analyzed to identify cross-commodity extension priorities. Following the event, I developed a comprehensive [summary report](#) to distribute to attendees.

Using stakeholder feedback, I created an infographic to illustrate TFISP's progress over the last three years and introduce CCLSP to people who were not familiar with the initiative. In addition, I have been working closely with a website developer to increase the functionality and user experience of the [CCLSP website](#) by migrating it to WordPress format. The upgrade primarily aims to help site visitors access resources and use the collaborative extension calendar.

By request from industry, we also drafted and delivered a joint letter to Agriculture and Agri-Food Canada, outlining local research needs for apples, cherries, and wine grapes on behalf of CCLSP partners (BCCA, BCFG, BCGA, BCWGC, and OKSIR). To write this letter, we heavily engaged with the Partners, committee members, and other stakeholders to ensure we captured a collective representation of interests from industry. The letter is attached for reference.

### **Recommended Motion**

*"THAT the Administration & Communications Manager's report, dated April 17, 2024, be received."*

### **ATTACHED:**

*Joint Letter to AAFC*

Rachid El Hafid  
Director – Research, Development and Technology  
Science and Technology Branch,  
Agriculture and Agri-Food Canada  
4200 HWY 97  
Summerland, BC V0H 1Z0

March 27, 2024

## **RE: Research Priorities for the Tree Fruit and Wine Grape Sectors**

---

Dear Dr. El Hafid,

Thank you for your presentation of Agriculture and Agri-Food Canada's [10-Year Strategic Plan for Science](#) at the 2024 Building Bridges Extension Conference in Penticton. Tree fruit and wine grape industry associations have collaborated to write this letter because we believe regional context should greatly influence decisions made about staffing and areas of research at AAFC. This is particularly true at the Summerland Research and Development Centre, which is in the heart of the Okanagan and has provided great value to our industries over the years. This letter gives our perspective on specific expertise needed at the Centre and outlines the current research needs of the tree fruit and winegrape sectors.

### **Priorities for Areas of Research**

#### *Climate Change Resilience*

Over the last few years, extreme heat and cold events and wildfires have had devastating effects on wine grapes and soft fruits. We recognize that all sectors of the economy need to contribute to mitigating the impacts of climate change. However, we feel the focus of research at AAFC should be on working to make the tree fruit and wine grape sectors more resilient and able to adapt to these challenges, rather than placing the burden of climate change mitigation on producers. Tree fruits and wine grapes, as perennial polycultures, are some of the most sustainable AND productive farming systems. While there is room for these industries to continue to climate change mitigation, existing contributions must be recognized, and further contributions cannot be made at the cost of the survival of the industries.

We would like to see the following climate change-related research prioritized at AAFC:

- Local research into suitability of various regions for tree fruits and wine grapes, and which varieties are tolerant to both extreme heat and extreme cold.
- Ongoing funding of the cherry breeding program, with a focus not only on late varieties, but also improved hardiness.
- Establish a grape breeding program for locally adapted cultivars selected for winter hardiness, disease resistance, and wine quality.
- Smoke taint research including prevention, mitigation, and detection.
- Irrigation water management.

#### *Pests and Diseases*

Two key services are offered under AAFC's pest management programs – Minor Use Pesticides and Pesticide Risk Reduction. Both services must work in tandem to provide the support producers require. The rapid deregistration of existing

pest management tools, including not only pesticides but also environmentally friendly control tactics like mating disruption for oblique banded leaf roller (an important pest of apples and cherries) is making pest management increasingly more challenging. While minor use work continues, there is a growing gap in the risk reduction arm of the program. Researchers are needed not only to support minor use trials, but to focus on the use pattern of pesticides (and other tools) through work on the pillars of Integrated Pest Management (monitoring, phenology models, resistance management, economic thresholds, and autocidal control methods like SIR). This research is needed for insects, diseases, and weeds across all commodities. The number of existing pest management tools that are being removed is outpacing the replacement with new tools and strategies, leaving farmers with fewer and fewer options.

Tree fruit and wine grape sectors are also facing escalating challenges in pest and disease management stemming from, climate change, the invasion of new species, maximum residue levels and other trade barriers. It is our understanding that several local AAFC entomologists have retired or are retiring soon. **We urge you to fill these positions with research scientists who are proficient in Integrated Pest Management, insect ecology, microbial ecology, and plant pathology as soon as possible.** While classical biological control remains a viable strategy for pest management in the long term, it is crucial to acknowledge that developing deliverable solutions within this framework takes years and necessitates compatibility with a robust IPM program.

Specific research priority areas related to pest and disease management include:

- IPM for the following:
  - Apple Clearwing Moth
  - Brown Marmorated Stink Bug
  - Oblique Banded Leaf Roller
  - Spotted Wing Drosophila
  - Western Cherry Fruit Fly
- Improvement/expansion of the application of sterile codling moth and research into sterile insect techniques for other key pests such as spotted wing drosophila. (The Okanagan-Kootenay Sterile Insect Release program could be a useful partner for this research.)
- Monitoring, modelling, and education for new emerging pests and diseases that are not yet in BC orchards and vineyards, including apple maggot, European cherry fruit fly, and spotted lantern fly.
- Insect vectors of plant diseases, including Grape Mealy Bug for Little Cherry Virus-2 and Little Leaf Hoppers for Western X-Disease.
- Trunk and viral diseases for wine grapes.
- Cover crops across commodities.
- Little Cherry disease.
- Crown Gall disease.

#### *Post-harvest Methods*

Proper post-harvest handling and storage methods are critical to maintaining the high quality of fruit from the time of harvest until its arrival in Canadian and international markets. A former Research Scientist at the SuRDC who specialized in postharvest physiology and phenomics in fruit crops completed numerous research projects that have been invaluable to the industry. He retired in 2021 and we are not clear if his position was filled after his departure. If not, we strongly recommend that a Research Scientist with a similar background and focus be brought on staff as soon as possible.

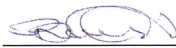
Your consideration and support in addressing these pressing research priorities would greatly contribute to the resilience and longevity of the tree fruit and wine grape industries. Please do not hesitate to contact any of the undersigned for further information.

Sincerely,

**Partners Table Members  
Cross-Commodity Leadership Support Program**

  
\_\_\_\_\_

Kate Durisek  
Executive Director  
BC Wine Grape Council

  
\_\_\_\_\_

Beth Cavers  
General Manager  
BC Cherry Association

  
\_\_\_\_\_

Melissa Tesche  
General Manager  
BC Fruit Growers' Association

  
\_\_\_\_\_

Michelle Cook  
General Manager  
Okanagan-Kootenay Sterile  
Insect Release Program

  
\_\_\_\_\_

Tyrion Miskell  
Executive Director  
BC Grapegrowers' Association

## MEMORANDUM

To: Cross-Commodity Advisory Council April 18, 2024

From: Shamore Watson – Labour Project Lead – BC Fruit Works

Subject: **CCLSP Staff Report**

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### **Background Information:**

I am the new Project Lead for [BC Fruit Works](#), hired on March 6, 2024. My background is in Human Resources, with a focus on developing HR policies, fostering cross-functional relationships, and managing immigration initiatives to bridge skill gaps and drive organizational success.

BC Fruit Works, first piloted in 2022, is a collaborative effort between the BC Cherry Association, BC Fruit Growers' Association, BC Grape Growers' Association, BC Tree Fruits Cooperative, and BC Ministry of Agriculture and Food. Our objective is to facilitate connections between tree fruit and wine grape growers in the BC Interior and domestic farm workers and provide HR support and resources to orchards and vineyards. In past years, BC Fruit Works partnered with CrewDriver to facilitate job matching between growers and workers. We are pausing the use of the CrewDriver application in 2024 and instead are exploring new avenues to enhance engagement and communication between BC Fruit Works and our stakeholders. As we prepare for the 2024 season, BC Fruit Works anticipates the path ahead, fully cognizant of the unique challenges of the industry due to widespread crop damage and other obstacles. Nonetheless, we remain committed to supporting the community every step of the way.

This report provides an overview of the activities I have undertaken since being with BC Fruit Works. My efforts have focused on determining the 2024 project approach, website updates, marketing recruitment, job matching strategies, human resource material development, and industry engagement.

### **2024 Project Approach:**

We are shifting towards a service-driven approach focused on relationships to ensure a quality experience. We are proactively reaching out to industry partners to identify specific labour needs for the upcoming harvest season. Our plan is to support current needs while laying the groundwork for future demands.

### **Industry Familiarization and Strategy Review:**

I have dedicated significant time to understanding the industry landscape and key stakeholders. I have reviewed previous BC Fruit Works project outcomes to inform our strategic decisions moving forward.

### **BC Fruit Works Website Updates:**

I conducted a comprehensive review of the website, identifying necessary updates in formatting, content, and third-party language plugin requirements. We aim to complete these updates within the next two weeks, with basic operational updates already implemented.

### **Marketing Recruitment Campaign:**

I have developed a marketing plan aligned with the project's mandate. We have shortlisted marketing companies, including T2 Marketing and Magnolia Marketing, based on their respective strengths. We are



currently awaiting responses to some of my queries about the final budget breakdown from T2 Marketing before finalizing our partnership decision. The social media campaigns are set to commence in the first week of May.

**Job Matching Strategy:**

I explored numerous CRM solutions and job matching algorithms but ultimately decided against them due to implementation time and complexity. Instead, producers will be manually matched with workers based on predetermined criteria outlined in signup forms. We have established a detailed process for identifying matches, communication, screening, and hiring confirmation.

**Human Resource Material Development:**

I initiated a review of existing resources for inclusion on the website. Once the review is complete, I will source and format missing HR material for the producer navigation tab.

**Industry Engagement:**

I have begun communication with partners and producers from previous years to establish rapport. Our team is conducting ongoing research and networking efforts to identify industry events and key contacts.

**Recommended Motion**

*“THAT the Domestic Labour Lead’s report, dated April 18, 2024, be received.”*

## MEMORANDUM

To: Cross-Commodity Advisory Council April 23, 2024

From: Project Director

**Subject: Stabilization Fund: Roles and Responsibilities for Application Review and Project Administration**

### Background:

With the transition of leadership for the Tree Fruit Industry Stabilization Plan recommendations to industry has also come a transfer of some of the duties associated with administering the fund. I have outlined the new process below in comparison to the pre-transition process.

	THEN (pre-transition)	NOW (post-transition)
Applicants and ultimate recipients	<ul style="list-style-type: none"> <li>Industry associations and other groups were the applicants and ultimate recipients of funding and entered into Contribution Agreements with IAF.</li> </ul>	<ul style="list-style-type: none"> <li>No change. IAF will make payments directly to the ultimate recipient.</li> </ul>
Project identification and application development	<ul style="list-style-type: none"> <li>Subcommittees were required to identify projects, prepare and endorse applications, and bring them forward to the Steering Committee.</li> <li>The Steering Committee did not develop applications.</li> </ul>	<ul style="list-style-type: none"> <li>Committees will have an important role in generating project ideas and can provide input on applications, but their endorsement is not required.</li> <li>The Advisory Council will also identify projects and develop applications.</li> <li>CCLSP staff will be the overall coordinator - working with everyone to identify and develop projects that align with TFISP goals and priorities.</li> </ul>
Recommendations for funding	<ul style="list-style-type: none"> <li>Steering Committee reviewed funding applications endorsed and brought forward by the subcommittees and provided recommendations for funding to IAF.</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Council will review funding applications using the attached due diligence checklist and provide recommendations for funding to IAF.</li> <li>CCLSP staff will ensure Advisory Council members have the information they need to make an informed decision on the applications.</li> </ul>
Preparation of progress and final	<ul style="list-style-type: none"> <li>Sub-committees were responsible for preparing project progress and</li> </ul>	<ul style="list-style-type: none"> <li>CCLSP staff will help recipients prepare their progress and final</li> </ul>

reports	final reports and submitting to the Steering Committee.	reports and will bring them to the Advisory Council for review and endorsement.
Recommendations for payment	<ul style="list-style-type: none"> <li>Steering Committee reviewed progress and final reports and made recommendations for payments to IAF.</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Council will review progress and final reports and make recommendations for payments to IAF.</li> </ul>
Liaison with IAF	<ul style="list-style-type: none"> <li>Ministry of Agriculture and Food staff was the liaison between the Steering Committee and IAF.</li> </ul>	<ul style="list-style-type: none"> <li>The CCLSP Project Director will be the liaison between the Advisory Council and IAF.</li> </ul>
Project management and administrative support for funded projects	<ul style="list-style-type: none"> <li>Limited support was available from IAF and MAF.</li> </ul>	<ul style="list-style-type: none"> <li>CCLSP staff are available to provide administrative and/or project management support for TFISP funded projects.</li> </ul>

I have attached a draft Due Diligence and Review Template for the Stabilization Fund to be used by the Advisory Council when reviewing and recommending applications. It is based on the template that the Steering Committee used pre-transition, with modifications to reflect the changes listed in the table above. We will review this template together at the meeting and I can revise it as needed based on your feedback. It is important that we have a good foundation for our decision-making. Ultimately, this modified process gives more leadership and autonomy to industry.

I've also attached the appendices from our new MOU with IAF so you can get a better understanding of how the CCLSP has committed to supporting industry with the TFISP fund. This new agreement is a solid step forward on Goal 3 of the CCLSP: Tree fruit and wine grape industry associations work together to define funding needs and identify and apply for grants.

### Recommended Motion

*"THAT the Project Director's memo titled Stabilization Fund: Roles and Responsibilities for Application Review and Project Administration, dated April 23, 2024, be received."*

### ATTACHED:

*Due Diligence and Review Template*

*Appendices 1 & 2: Excerpts From MOU with IAF and OKSIR*

## Due Diligence and Review Template for the Stabilization Fund (DRAFT)

*This form is to be completed by the CCLSP Project Director in consultation with the Cross-Commodity Advisory Council.*

### 1) Project Overview

Organization Name	
Project Number (IAF only)	
Project Title	
Total Project Costs	
Total Funding Requested	
TFISP Recommendation Targeted	

### 2) Applicant Eligibility Assessment

Applicant is Eligible:	Yes	No
Legal agricultural industry association or entity.	<input type="checkbox"/>	<input type="checkbox"/>
Has the resources to execute the project as described, including: <ul style="list-style-type: none"> <li>Project management resources (staff, consultant, industry)</li> <li>Financial management capacity</li> <li>History of past project reporting and execution with IAF (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Notes / Comments (if any)		

### 3) Project Due Diligence

All required information to assess project:	Yes	No
Relevant fields completed and sufficient detail provided given the scope or scale of the project.	<input type="checkbox"/>	<input type="checkbox"/>
Planned activities serve to support the TFISP Recommendation targeted.	<input type="checkbox"/>	<input type="checkbox"/>
Timeline appears reasonable for scope of work proposed.	<input type="checkbox"/>	<input type="checkbox"/>
All project activities and costs eligible:		
Planned activities/costs eligible for TFISP funding	<input type="checkbox"/>	<input type="checkbox"/>
Planned activities/costs appear reasonable and realistic	<input type="checkbox"/>	<input type="checkbox"/>
Planned activities/costs support implementation of the TFISP targeted recommendation	<input type="checkbox"/>	<input type="checkbox"/>

All required information provided to assess project deliverables and key performance indicators:	<b>Yes</b>	<b>No</b>
Project deliverables are reasonable and realistic given proposed activities.	<input type="checkbox"/>	<input type="checkbox"/>
Performance plan provides detailed and reasonable near, to medium-long term performance indicators.	<input type="checkbox"/>	<input type="checkbox"/>
Key performance indicators are measurable and timebound.	<input type="checkbox"/>	<input type="checkbox"/>
Notes / Comments (if any)		

#### 4) Recommendation

	<b>Yes</b>	<b>No</b>
Funding recommendation (yes or no)	<input type="checkbox"/>	<input type="checkbox"/>
Date (mm/dd/yy)		
Notes / Comments (if any)		

## APPENDIX 1

### Tree Fruit Industry Stabilization Fund: Roles and Responsibilities for Project Administration

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#### Background

To help facilitate implementation of the TFISP, IAF will engage the Okanagan-Kootenay Sterile Insect Release program (OKSIR) as a dedicated contractor to manage the projects, including utilizing activity-related costs to coordinate and support the Advisory Council. They will manage approved projects, ensuring they are reported on and completed in a timely manner and are on target with the TFISP goals.

#### Tree Fruit Industry Stabilization Initiative: Responsibilities and Commitments

1. **OKSIR** responsibilities and commitments include:
  - a. Engage with industry stakeholders to solicit and develop new projects applications.
  - b. Project manage contracted projects throughout their lifecycle, including final reporting.
  - c. Work with the Advisory Council to provide recommendations for IAF to make payments to recipients.
2. **Ministry of Agriculture and Food** responsibilities and commitments include:
  - a. Provide direction on use of funds via MOU that is in place with IAF.
  - b. Ensure all funding acknowledgements are in place and approved.
  - c. Coordinate internal resources and expertise for project input or support as required.
  - d. Facilitate engagement of the Ministry's executive team and the Minister of Agriculture and Food, as required.
3. **Investment Agriculture Foundation** responsibilities and commitments:
  - a. Work with OKSIR to support final development and review of project applications.
  - b. Approve projects, project changes (activities and financial), and project payments.
  - c. Prepare and administer legal funding agreement(s) for approved projects including:
    - preparing agreements with project applicants.
    - preparing and administering payments to project applicants.
    - managing contract amendments.
    - closing out contracts and making final payments.
  - d. Prepare annual financial report for the Tree Fruit Industry Stabilization Fund.
  - e. Manage initiative funds and prepare annual financial reports for MAF.

## APPENDIX 2

### Tree Fruit Industry Stabilization Fund: OKSIR Statement of Work

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#### Conditions of Contract:

1. Only responsibilities and activities detailed in this statement of work are authorized. Any additional responsibilities or activities require prior approval by IAF.
2. Contractors must not make commitments regarding TFISP on behalf of IAF, Ministry of Agriculture and Food, or any other group without prior approval from IAF.

#### Deliverables and Deadlines:

Responsibility	Details
Advisory Council Secretariat	<ul style="list-style-type: none"><li>• Work with IAF to develop terms of reference (TOR) for the Advisory Council.</li><li>• Provide secretariat support, such as:<ul style="list-style-type: none"><li>○ Establishing agendas, setting regular meetings dates, and sending out meeting schedulers etc.</li><li>○ Preparing and pre-circulating meeting materials at least 3 business days in advance.</li><li>○ Managing meeting logistics whether in-person or electronically).</li></ul></li><li>• Attend Advisory Council meetings to understand context and linkages between projects and provide advice on project structure and management.</li><li>• Prepare records of decisions from Advisory Council and provide necessary information to include in the Minutes (prepared and circulated within 5 business days).</li></ul>
Project Development	<ul style="list-style-type: none"><li>• Work with industry stakeholders and the Advisory Council and its committees to identify and develop projects that align with TFISP goals and priorities.</li><li>• Identify and conduct due diligence on eligible project proponents, e.g., associations and entities that are legally able to enter into legal funding agreements and have been determined to have sufficient management and financial capacity/resources to carry out the project(s).</li><li>• Use the IAF Application Template, or similar, to develop detailed project proposals that include:<ul style="list-style-type: none"><li>○ alignment with the TFSIP priorities, and support long-term industry goals</li><li>○ achievable milestones</li><li>○ budget/financials</li><li>○ clear timelines</li><li>○ critical project risks, if applicable</li><li>○ final deliverables</li></ul></li></ul>

Responsibility	Details
Project funding recommendations	<ul style="list-style-type: none"> <li>• Review project/funding proposals with the Advisory Council.</li> <li>• In consultation with the Advisory Council, prepare and submit prioritization and funding recommendations to IAF.</li> <li>• Work with IAF staff to finalize contract preparation including managing any conditions associated with approvals.</li> </ul>
Project monitoring and reporting	<ul style="list-style-type: none"> <li>• Monitor and submit progress and final reports for each project to Advisory Council, including: <ul style="list-style-type: none"> <li>○ milestones</li> <li>○ budget/financials</li> <li>○ timelines</li> <li>○ critical project risks</li> <li>○ final deliverables</li> </ul> </li> <li>• Make project change recommendations (financial and activities) to the Advisory Council and IAF for approval prior to implementation.</li> <li>• Ensure all communications materials related to projects and the stabilization plan have proper funding acknowledgements in place and are provided to MAF for final approval.</li> <li>• Work with IAF to prepare annual reports to be provided to MAF.</li> </ul>

#### **Out of Scope:**

The following duties and responsibilities are outside the scope of this Statement of Work:

- Provide approvals for templates used for applications and due diligence and communications materials related to projects and the plan.
- Manage the TFISP fund and prepare financial reports.
- Prepare and administer legal funding contracts for approved projects.
- Prepare and administer payments.

#### **Confidentiality:**

Contractors will be asked to sign the confidentiality waiver and will take steps to ensure all private information provided by clients will be held securely.

#### **Council Costs and Expenses:**

Costs associated with the Cross Commodity Advisory Council may be billed directly to the program.

Eligible expenses include:

- Meeting room rental associated with Cross Commodity Advisory Council meetings.
- Reasonable catering costs associated with Cross Commodity Advisory Council meetings.
- Subcontractor costs which have been pre-approved.
- Honorariums (to be determined in consultation with IAF).
- Other costs as agreed to by both OKSIR and IAF.

#### **Subcontractors:**

Any subcontractors to be qualified and pre-approved by IAF.



## MEMORANDUM

To: Cross-Commodity Advisory Council April 19, 2024

From: Project Director

Subject: **CCLSP Progress Report and Financial Summary for the Investment Agriculture Foundation**

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### Background Information:

The CCLSP is funded to December 31, 2026, through the Ministry of Agriculture and Food Stabilization Fund administered by the Investment Agriculture Foundation (IAF). A first payment of \$149,730 was received by OKSIR upon signing of the contribution agreement in June 2023. A second payment of \$225,000 is pending receipt of a progress report and financial summary to March 31, 2024, and recommendation for payment by the Advisory Council. The report and financial summary we have prepared for IAF are attached for your review and approval.

### Recommended Motion

*“THAT the Cross-Commodity Leadership Support Project progress report and financial summary be approved and that a recommendation for release of payment in the amount of \$225,000 be provided to the Investment Agriculture Foundation.”*

### ATTACHED:

*CCLSP Progress Report for IAF*  
*CCLSP Financial Summary for IAF*



# Project Report

Project #: IAF-202403-0994

(Please refer to Project Reporting Guidelines when completing this report)

## Section 1: Cover Page

Project Title:	Cross-Commodity Leadership Support Project
Recipient:	Okanagan-Kootenay Sterile Insect Release Program
Report Type:	<input checked="" type="checkbox"/> Progress Report <input type="checkbox"/> Final Report
Reporting Period:	September 1, 2023, to March 31, 2024

### TRANSMITTAL NOTICE:

I \_\_Kellie Garcia\_\_ certify that the information contained in this report is accurate and that this project is being carried out/has been carried out in compliance with the terms of the Contribution Agreement and its Schedules. If this is a Final Report, I certify that the project is complete and that a full accounting of project revenues and expenses is enclosed. *I certify that I am authorized to represent and sign on behalf of the organization.*

Duly Authorized  
Representative of the  
Recipient

Kellie Garcia

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)



*(Please refer to Project Reporting Guidelines when completing this report)*

## Section 2: REPORT ON PROGRESS

### SUMMARY OF PROJECT PROGRESS:

In the initial months of the CCLSP, significant progress was achieved through various coordinated efforts. At the beginning, work primarily focused on establishing administrative and financial systems (in collaboration with the Okanagan-Kootenay Sterile Insect Release Program and the Regional District of Central Okanagan), staffing the project, and creating reporting systems and templates for each new committee and/or communication initiative. Efforts were also directed towards fostering collaboration, demonstrated by the launch of the Partners Table and joint work with the Ministry of Agriculture and Food on the transition plan. Additionally, assuming management responsibilities for BC Fruit Works and the Global Club Access project, as well as overseeing domestic labour and extension subcommittees, marked key advancements. CCLSP staff actively engaged in communication and relationship-building activities including drafting a communications plan, creating and maintaining a website, delivering presentations to various stakeholders, conducting media interviews, and participating in industry events. CCLSP staff also successfully planned and hosted the second annual Extension Practitioners' Conference, which featured a commitment to professional development for industry staff.

Significant milestones also included hiring and onboarding a Project Lead for BC Fruit Works and preparing a joint letter to Agriculture and Agri-Food Canada outlining local research needs. Obtaining endorsement for the Leadership Transition Plan and Terms of Reference for the new Cross-Commodity Advisory Council were also notable achievements to ensure strategic support. Finally, the launch of a Cross-Commodity Innovation and Technology Committee reflected ongoing efforts to foster collaboration and bring new technical advancements to the sector. To document all achievements and ensure transparency with stakeholders, CCLSP staff have committed to releasing quarterly budget and progress reports and posting all documentation on the CCLSP website.



(Please refer to Project Reporting Guidelines when completing this report)

## Section 2: Report on Progress (Continued)

Activities			Status	
Due Date	Proposed	Delivered (Please add comments if necessary)	In Progress	Complete
May 31/23	Finalize project framework	Launched Partners Table (BCCA, BCFG, BCGA, BCWGC, OKSIR) and signed TOR. Partners meet quarterly for updates and decision making on key activities.		X
Jun 30/23	Prepare to hire staff	Job descriptions created, posted, and interviews were held.		X
Jul 31/23	Hire staff	Hired Kellie Garcia (Project Director) and Shelby Austen (Admin. & Comms. Manager).		X
Dec 30/24	Operations	Staff drafted both a Strategic Plan and Communications Plan. CCLSP assumed management and administration of committees for extension, domestic labour, and a new committee was launched for innovation and technology. CCLSP transferred leadership from MAF to industry and launched the Cross-Commodity Advisory Council to replace the TFISP steering committee.	X	
Dec 30/24	Evaluation of impact	An independent evaluation of impact will be completed in late 2024.	X	

Project Deliverables			Status	
Due Date	Proposed	Delivered (Please add comments if necessary)	In Progress	Complete
NA	Functioning Team	Worked with OKSIR/RDCO to set up and maintain administrative and financial reporting processes. CCLSP assumed responsibility of various committees (extension, domestic labour, TFISP SC) and launched the innovation and technology committee and the Cross-Commodity Advisory Council. Terms of Reference were prepared for each committee, and all meet quarterly. Took over management of additional projects (BC Fruit Works and Global Club Access for BC Growers).	X	



# Project Report

Project #: IAF-202403-0994

(Please refer to Project Reporting Guidelines when completing this report)

On-going	Regional Collaborative (Cross-Commodity) Extension Network and Strategy	Developed a collaborative extension calendar for use by growers and practitioners on the CCLSP website. Planned and hosted the second annual conference for tree fruit and wine grape extension practitioners. Developed a final report from the conference to identify cross-commodity extension priorities for 2024.	X	
On-going	Communications & Relationship Building	Created a CCLSP website and worked with a web developer to increase functionality of the common extension calendar for use by site visitors. Developed an infographic to summarize TFISP progress over the last 3 years and introduce CCLSP to the public. Prepared and delivered a letter to Agriculture and Agri-Food Canada outlining local research needs on behalf of CCLSP partners.	X	
On-going	Local Government Engagement	Began researching existing local government bylaws, policies, and community plans to make connections and determine how CCLSP can best collaborate with municipalities to support local agriculture.	X	
Dec 30/24	Independent Report	An independent evaluation of impact will be completed in late 2024.	X	
Dec 30/26	Decision	Decision to continue inter-agency collaboration and if yes, in what format.	X	

Due Date	Indicators of Success		Status	
	Proposed	Delivered (Please add comments if necessary)	In Progress	Complete
Apr 30/24	Transition of leadership from MAF to industry (CCLSP)	Chair and administer (agendas, minutes, remuneration, project tracking) all committees (extension, domestic labour, innovation & technology) and Cross-Commodity Advisory Council. Coordinate with stakeholders and the Advisory Council to approve, submit, and oversee project applications eligible for TFISP funding. Manage BCFW and Global Club Access for BC Growers. Assist with industry communications. Create and manage collaborative extension calendar.	X	



# Project Report

Project #: IAF-202403-0994

*(Please refer to Project Reporting Guidelines when completing this report)*

On-going	Initiate work in additional/new areas (irrigation, local government, innovation & technology)	Launched a cross-commodity innovation and technology committee and approved terms of reference. Began researching local government bylaws and policies to determine how CCLSP can collaborate to support local agriculture.	X	
On-going	Functioning team	CCLSP staff are working with industry partners to assume responsibility of cross-commodity issues.	X	
On-going	Satisfied participants	Organizations continue to participate and communicate positive impacts due to collaboration.	X	
Dec 30/24	Independent Report	An independent report will be completed to demonstrate effectiveness of approach.	X	
On-going	Satisfaction of participating organizations.	CCLSP staff are working closely with industry associations to increase their capacity.	X	
On-going	CCLSP Website Analytics	Website analytics are being used to determine traffic to the CCLSP website and quantity of events added to the collaborative extension calendar by site visitors.	X	
On-going	Extension Roadmaps	The commodity specific roadmaps developed at the extension practitioners conference were cross analyzed to determine key issues common across commodities and tangible ways to solve them. Progress made on these issues will be tracked.	X	



*(Please refer to Project Reporting Guidelines when completing this report)*

## REACH AND COMMUNICATIONS:

*(Please indicate how you've shared information about this project and who have you shared it with)*

Information about the CCLSP has been shared by:

- CCLSP website
- Partner newsletters (industry associations)
- Media outlets (Country Life in BC, Orchard and Vine, etc)
- Presentations at various industry events and meetings (Ag Day, SIHS, extension conference, partner AGMs, decoding drought sessions, EFN conference, etc).

CCLSP communications have been shared with the following:

- CCLSP Partners and their memberships (BCCA, BCFG, BCGA, BCWGC, and OKSIR)
- CCLSP committee and advisory council members
- BC Ministry of Agriculture and Food
- Agriculture and Agri-Food Canada
- Investment Agriculture Foundation of BC
- Local government representatives
- Lake Country Farmers Institute
- General public

## FINAL COMMENTS:

*(Please indicate what you have accomplished and how your project has impacted the sector or industry)*

### Summary:

The CCLSP has made significant progress since its inception. Industry organizations are working closer than ever to make progress on key issues that affect all commodities, to strengthen the sector, rather than duplicating efforts. Collaborating with both the ministry and industry partners has provided an excellent opportunity to enhance the reputation of the CCLSP. It has instilled confidence in the industry's capability to lead on sector-related issues and has allowed for a clear example of how the project can offer capacity building and support.

### Lessons Learned:

TFISP efforts have been ongoing for several years, and the CCLSP aims to build upon its successes. However, potential obstacles may arise from any negative experiences associated with the process. To ease this, the Project Director diligently held open and honest discussions with as many key stakeholders as possible during the transition. This active learning and open communication proved particularly crucial during the transfer of management of other initiatives, such as BC Fruit Works, where previous administrators encountered numerous challenges and budget constraints hindered a comprehensive evaluation in 2023. With time, collaboration, and the recruitment of additional staff, BCFW is now on a promising trajectory for 2024.



*(Please refer to Project Reporting Guidelines when completing this report)*

People working in the tree fruit and wine grape sectors have a lot going on and are facing numerous challenges. Growth of the CCLSP inevitably adds more to the plates of some of these people, particularly the senior administrators of the industry associations. As we launch the Advisory Council and run the three committees currently under the CCLSP, we need to recognize the meeting fatigue many are feeling and do our best to enlist different people to participate on each group. This approach will not only spread the workload, but also help us to tap into a broad range of perspectives, expertise, and experience.

### Next Steps:

Members of the Partners Table and the various committees have shown great dedication to the cross-commodity work and their efforts are paying off. Trust is being built and relationships are growing strong, bringing many successful collaborations already in 2024. The five industry associations signed off on a Terms of Reference for the Partners Table, prepared a joint letter to AAFC, attended the Building Bridges conference together, and signed an MOU committing to using a common events calendar. The Steering Committee adopted the Leadership Transition Plan, approved a Terms of Reference and membership for the new Advisory Council, and supported extension of the CCLSP until the end of December 2026.

In the remaining months of 2024, CCLSP aims to complete the actions outlined in the Leadership Transition Plan by April 30 for a smooth transition. CCLSP staff seek to finalize the CCLSP Strategic Plan, gain approval from the Partners Table, and expand the Cross-Commodity Advisory Council. Working closely with industry, they aim to identify and support more projects eligible for TFISP funding, assist in funding applications, and provide project administration and management support. Building on existing relationships, CCLSP plans to actively engage with stakeholders through presentations, event participation, partner communications, and field tours to better understand industry needs. Moreover, they aim to develop the scope of work for an initiative focused on local government agricultural policy and processes, while also conducting an independent evaluation to assess the impact of their efforts.



# Cross-Commodity Leadership Support Project

## Project and Expenditures Report

Reporting Period: September 1, 2023 to March 31, 2024

Project Number: IAF-202403-0994

Project Outputs / Expenditure Areas	Budget Cash Costs							Actual Cash Expenditures							In-Kind	
	Salaries	Equipment & Supplies	Travel	Consultant	Other	Admin.	Total Cash	Salaries	Equipment & Supplies	Travel	Consultant	Other	Admin.	Total Cash	Budget	Actual
<b>1. Project Coordination</b>																
1 Employee Salaries & Expenses	\$669,000.00	\$4,175.00			\$14,550.00		\$687,725.00	\$90,183.04	\$609.85			\$1,438.68		\$92,231.57		
1 Contract Services				\$30,000.00			\$30,000.00				\$0.00			\$0.00		
<b>Section Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$717,725.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$92,231.57</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2. Communications</b>																
2 Communications Expenses					\$14,500.00		\$14,500.00					\$616.27		\$616.27		
<b>Section Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$14,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$616.27</b>	<b>\$0.00</b>	<b>\$616.27</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>3. Other Expenses</b>																
3 Meetings & Travel		\$14,500.00	\$10,500.00				\$25,000.00		\$1,783.74	\$2,305.34				\$4,089.08		
3 Office Expenses		\$23,600.00			\$7,800.00		\$31,400.00		\$9,918.31					\$9,918.31		
<b>Section Subtotal</b>	<b>\$0.00</b>	<b>\$38,100.00</b>	<b>\$10,500.00</b>	<b>\$0.00</b>	<b>\$7,800.00</b>	<b>\$0.00</b>	<b>\$56,400.00</b>	<b>\$0.00</b>	<b>\$11,702.05</b>	<b>\$2,305.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,007.39</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Administration</b>																
4 OKSIR Administration						\$67,033.00	\$67,033.00						\$9,082.69	\$9,082.69		
<b>Section Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,033.00</b>	<b>\$67,033.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,082.69</b>	<b>\$9,082.69</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$38,100.00</b>	<b>\$10,500.00</b>	<b>\$30,000.00</b>	<b>\$22,300.00</b>	<b>\$67,033.00</b>	<b>\$855,658.00</b>	<b>\$0.00</b>	<b>\$11,702.05</b>	<b>\$2,305.34</b>	<b>\$0.00</b>	<b>\$616.27</b>	<b>\$9,082.69</b>	<b>\$115,937.92</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total:</b>							<b>\$855,658.00</b>							<b>\$115,937.92</b>		

## MEMORANDUM

To: Cross-Commodity Advisory Council April 23, 2024

From: Project Director

**Subject: Proposed meeting schedule for 2024 and 2025**

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### Background:

The Terms of Reference for the Advisory Council indicates that we will meet quarterly, but this is open to discussion. It would be good to decide on a set schedule so CCLSP staff can send out calendar invites well in advance. We need to consider a few things when scheduling our meetings: high demands on many of our members during the growing season, meeting schedules for our committees, availability of the RDCO Board Room and of CCLSP staff, and vacation/down-time (i.e. we probably don't want to schedule right before or after Christmas or in the middle of the summer). Given these factors, I propose we meet in mid-January, early-April, late-June, and late-November. Tuesday mornings work well with the RDCO board room schedule. If we decide to only meet four times a year, I'd like to propose that we block off 3 hours for each meeting because I think we may need that much time to cover anything. (If agendas are light, we can change the start time to 10:00 AM.)

For 2024, we could meet at 9:00-12:00 on **June 25** and **November 26**. For 2025, we could meet at 9:00-12:00 on **January 14, April 8, June 24, and November 25**.

### Recommended Motion

*"THAT the Advisory Council adopts the proposed meeting schedule for 2024 and 2025 and directs CCLSP staff to send out calendar invites to members."*