

**BY ELECTRONIC EMAIL**

August 3, 2016

**RE: Questions submitted regarding the Vancouver Island Agency Application Process**

1. *Are we expected to follow the guidelines set out in Part XIV of the General Orders related to “Designating New Agencies” not “Reviewing of Existing Agencies”? With the only exception being that other Agencies will not be able to intervene during the hearing process?*

**Answer:**

Please note that the Agency Application Process document incorrectly referenced part IV of the General Order. The reference should have been to part XIV. The document is now corrected and has been reported on our website.

Applicants are expected to follow the Application Process and Application Minimum Criteria as stated in the **Agency Application Process document** published and circulated Monday July 11<sup>th</sup>, 2016. The minimum criteria are developed based on the requirements of part XIV of the General Order and have been adapted for this Vancouver Island Agency Application Process. All applicants are to refer to the Agency Application Process document for all information and criteria related to this activity. Applicants are not to reference the General Order. The panel will refer to the Agency Application Process document when assessing the application against the minimum criteria.

Applications are only reviewed by the five member panel. Each application is reviewed independently of other applications and must meet minimum criteria to qualify for further evaluation. Qualified applications are assessed by the panel using the evaluation criteria explained in the Agency Application Process document. Other Agencies are not privileged to the details of the application and are not able to intervene in the review process. The panel provides recommendations to the Commission. The Commission then votes on acceptance of the recommendations. The only information made public from an application is the executive summary submitted by the applicant.

The Agency Application Process document is titled ‘*Van Isl 2017 Agency Application Process*’ and can be found on our website at <http://www.bcveg.com/news.asp> under REGULATORY REVIEW INFORMATION. A copy has also been attached to this notice.

2. *Concern that the panel will assess applications measured against each other rather than assessed on an application's own merit. Also, in reference to PART XIV section 9 part (c) of the General Order, how can you assess a conflict of interest if all three agencies are under review?*

**Answer:**

Applications will be assessed on their own merits and in light of the vision for Vancouver Island. For example, the VMC may receive three applications that meet minimum criteria and stand on their own merits. The panel will apply the evaluation criteria and need to determine if each serves a purpose in achieving the Vision. This would include an assessment on how each business and marketing plan fit together in light of the vision.

The **minimum criteria** developed for this agency application process was developed based on Part XIV of the General Order and does not include an assessment of conflict of interest. Applicants must refer directly to the Agency Application Process document for all criteria that is related to this activity.

The panel will assess qualified applications using the **evaluation criteria** provided in the Agency Application Process document. Applicants should make sure that their applications provide the necessary detail to satisfy the evaluation criteria that will be used by the panel to evaluate the application.

Detail on the evaluation criteria that the panel is looking for in an application is stated on pages 7 and 8 of the Agency Application Process document. Applications will be assessed on how well they:

- Contribute to the vision for regulated vegetables on Vancouver Island
- Promote collaboration among industry members towards achieving sound marketing policy objectives and the vision for Vancouver Island
- Demonstrate good governance and ability and capacity to meet all requirements in the Agency Accountability Framework
- Carry out sound business planning and show opportunities for potential future growth
- Demonstrate how they meet market demands and strengthen competitive position in the Vancouver Island region

3. *Can we adjust the due date for applications? This is our busiest time of the year, the application criteria requires significant time and resources to comply. It will be extremely difficult to meet the deadline.*

**Answer:**

The applicant should submit a letter addressed to the General Manager that requests an extension, provides a reason(s), and suggests a new due date that is workable.

4. *Can an applicant apply to market regulated crop(s) it currently does not have authority to market and how does an applicant get in touch with producers that may want to support the applicant in its submission?*

**Answer:**

Applicants can apply to market any group of regulated crops. If the applicant currently has agency status in 2016 for storage crops they can submit an application for 2017 that includes the intention to market regulated storage and greenhouse vegetables. There is no restriction on the regulated product mix that an applicant wishes to market.

Producer information remains confidential with the Commission. A notice can be sent out to all producers informing them of a prospective applicant. At this time the Commission assumes that there will be an application submitted from each of the current agencies located on Vancouver Island. They are:

*Island Vegetable Co-Op Association  
Vancouver Island Produce Ltd.  
Vancouver Island Farm Products Inc.*

Any producer interested in inquiring on these agency's intentions regarding their application are encouraged to contact the agency directly. This information is located on the BCVMC website or can also be acquired from the BCVMC office.

Any applicant wishing to advertise their intentions with current producers can also do so through the Commission. The General Manager will need to approve the notice prior to circulation to the producer database.

Yours truly,



Andre Solymosi,  
General Manager

Enclosure: