

## Greenhouse Vegetable Advisory

### Terms of Reference

#### A. Purpose

The Greenhouse Vegetable Advisory is a working group of the BCVMC whose role it is to support timely and informed decision-making by the Commission based on industry knowledge and expertise.

#### B. Mandate

The Advisory provides non-binding recommendations to the Commission on:

- Industry regulatory matters referred to it by the Commission to review and examine;
- Industry regulatory matters not referred to it by the Commission to review and examine; and
- Changes to the BCVMC General Order where the matter has specific reference or application to the greenhouse vegetable sector.

#### C. Objectives

1. Solicit input from industry experts.
2. Engage industry stakeholders in meaningful ways.
3. Demonstrate that the Commission is responsive to industry concerns.
4. Build knowledge and capacity within the industry.
5. Develop potential Commissioner candidates through a greater understanding of the Commission's mandate and work.

#### D. Key Outcomes

Non-binding recommendations to the Commission.

#### E. Membership

1. **Composition** - The Advisory shall consist of a maximum of 5 greenhouse producers, up to 1 industry stakeholder, 2 Commissioners, and 2 Agency representatives (from 2 different Agencies) for a maximum of 9 persons. A minimum of 1 Commissioner shall be appointed. A Commissioner is to serve as the Chair. If there is more than 1 Commissioner on the Advisory, the Chair will be selected by the Advisory members. If no qualified Commissioner can be appointed to the Advisory, the Commission will appoint a Chair.
2. **Representation** - The Commission is to appoint qualified Commercial Greenhouse Producers, Agency representatives, industry stakeholders, and Commissioners to serve on the Advisory. The selection criteria are outlined in the Advisory Member Appointments; Merit-Based Selection Criteria document. To the fullest extent possible the Commission will appoint members so there is regional representation.
3. **Alternates** – Agency, producer, and stakeholder members may register up to one alternate to attend a meeting in their absence. Alternates require prior approval by the Commission and are to be registered as occasional substitutes for the appointed advisory member.
4. **Terms** – Two-year staggered terms for 50% of the Advisory.

#### F. Meetings

1. **Attendance** to meetings in-person is preferred. Due to distance and time constraints, participation by tele-conference is expected to be a common occurrence.

2. **Decision-making** - The Advisory is to work in a collegial manner and aim to make decisions reached by consensus than by vote tally. In the event of a tie vote the Chair of the Advisory shall cast the deciding vote.
3. **Frequency:** Meetings will occur a minimum of bi-annually and can be held at any location that suits the needs of the Advisory, including through electronic communication (e.g., teleconference, Teams, Zoom).
4. **Notice:** Notice of meetings and distribution of meeting materials will occur at least ten business days (two weeks) in advance of each meeting. Typically, the meetings will be 'working sessions' focused on fact-finding, discussion and action assignments. Registered Alternates will not be provided with the meeting notice and materials unless the appointed member has advised the Commission that their alternate will attend.
5. **Quorum:** 3 greenhouse vegetable producers, 1 Agency representative, and 1 Commissioner.
6. **Meeting Notes:** Notes of meetings ('what we heard' document), including recommendations and action assignments will be made available to the Commission and other Committees, saved in a location to be determined.

## **G. Expense Policy**

Other than Commissioners, members will not be compensated for time. Out of pocket expenses may be covered but are subject to Commission policy and pre-approval.