

# **Terms of Reference of the Proposed Farmers' Agricultural Institute Fall Fair Working Group**

(February 2017)

## **SECTION 1 - MISSION STATEMENT**

The Fall Fair is an annual event which will support small scale farming with a focus on non-commercial values, including education, inclusion and community. We work in partnership with other agricultural organizations and community groups to promote traditional skills and work to preserve rural arts. We seek to raise the status of agrarian life and provide direct marketing opportunities and spark the local economy.

## **SECTION 2 – FALL FAIR DOCUMENT – INTENDED AUDIENCE**

- General Public
- City of Powell River
- Powell River Regional District
- Paradise Exhibition Park Society
- Other governmental and non-profit bodies as required
- Farmers' Institute members

## **SECTION 3 – FALL FAIR WORKING GROUP COMPOSITION AND GOVERNANCE**

The Fall Fair Working Group operates under the auspices of the Powell River Farmers' Institute on behalf of the community of the Regional District of Powell River. The Fall Fair Working Group membership to include:

- President of the PRFAI (as observer)
- minimum of three members of the FI

The Working group will elect its own Chair, who will be responsible for reporting on behalf of the group to the Board of Directors of the Farmers' Institute as well as to the Farmers' Institute as a whole.

The Working group will operate the Fall Fair under the criteria designated by the BC Association of Agricultural Fairs & Exhibitions (BCAAFE) and will be responsible for maintaining the liaison with that organization.

The working group will request the participation or consultation of others as deemed necessary and reserves the right to hire and fire managers and staff at their discretion.

Should the Working Group be in receipt of funds, a treasurer will be assigned reporting to the treasurer of the Farmers' Institute and responsible for reporting on the disposition of funds while the Working Group determines the allocation of said funds.

## **SECTION 4 – FALL FAIR OBJECTIVES**

The fall fair, is to be led by the Farmers' Institute on behalf of the community. It is in keeping with the strategic plan which emphasized the need for diversification in farming, and will continue to:

- a) provide an annual event where local farmers and craftspeople may offer their products and services to the community.
- b) provide leadership in the agricultural sector. Examples of such leadership in the past include but are not

limited to; providing a venue for speakers and information on GE free zones, herbicide- and pesticide-free crops, food safety, environmental issues, water resource management, agricultural sustainability, food security for Powell River, and historical data regarding agriculture.

- c) provide a destination for people to socialize, entertain guests and increase public awareness regarding issues that concern the agricultural community. The average British Columbia resident is two generations removed from the family farm. Meat regulations, quota systems, agribusiness and other forms of corporate agriculture threaten further distancing. The Fall Fair educates the public, once a year, focusing on locally harvested produce. This annual exposure to fresh produce and sustainable methods will highlight the best our region has to offer and give our farmers the opportunity to connect with their consumers.

## **SECTION 5 – TIMELINES**

A Fall Fair Operations and Policy Manual is being assembled from historical records, Input from the BCAAFE and notes from the working group each year. This committee will continue to:

1. Define and maintain the Fall Fair Operations & Policy Manual– determination of the steps, processes and resources required.
2. Conduct the annual Fall Fair– Execute the steps, and processes as previously defined.
3. Report periodically to the PRFAI on the status of the above.

## **SECTION 6 – RESPONSIBILITIES**

Board of Directors of the Farmers' Agricultural Institute:

- to provide oversight and support to the Fall Fair Working Group.
- to safeguard the integrity judging of the exhibition entries by following the directives and guidelines of the BCAAFE.

Fall Fair Working Group;

- Develop and maintain:
- Location and conditions of fall fair
- Determine and document all processes required to fulfil the objectives
- Report regularly to the PRFAI as to progress, issues, and risks
- Maintain minutes and progress reports for presentation to the PRFAI Board of Directors

Fall Fair Treasurer, if required

- Act as an independent observer/reviewer of expenditures
- Report to PRFAI Board of Directors on the expenditure of any funds.

Fall Fair Members

- Attend the Fall Fair to sell their products and services as per guidelines

## **SECTION 7 – AMENDMENTS**

This document to be reviewed annually by the Fall Fair Working Group. Changes to be presented to the PRFAI Board of Directors.