



BRITISH COLUMBIA AGRICULTURE COUNCIL

AGRICULTURE ENVIRONMENT FUNDS

STRATEGIC PLAN

The Agriculture Environment Partnership Initiative is an Agri-Food Futures Fund program created by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture, Food and Fisheries. The program is administered by the BC Agriculture Council for BC Investment Agriculture Foundation.

The Agriculture Environment Sustainability Initiative is an Agriculture and Agri-Food Canada created fund to encourage sustainable production practices. It is facilitated through trust agreement with the BC Investment Agriculture Foundation and managed by the British Columbia Agriculture Council.



Agriculture and
Agri-Food Canada

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Agroalimentaire Canada



Ministry of Agriculture,
Food and Fisheries

Agriculture Environment Funds

Strategic Plan

Introduction

The concept for an Agriculture Environment Partnership Initiative (AEPI) evolved out of the increasing pressure on agriculture from environmental interests. The expectations of the public about dealing with impacts on the environment of all resource industries have intensified in recent years. Agriculture in British Columbia, which takes place primarily in valley bottoms along rivers and streams, and productive prairies and plateaus, has been particularly impacted. Not only are there issues of agricultural impacts on fish and wildlife habitat, but from adjacent urban dwellers keenly aware of how food is being produced and impacts of farm practises on the environment. A number of initiatives have been undertaken, but none offering the potential for continuity and comprehensiveness of the AEPI.

While the AEPI was developed provincially, the Agriculture Environment Sustainability Initiative (AESI) began as a national initiative Agriculture and Agri-Food Canada that encouraged the provinces and territories to deliver a program customized to their own circumstances that focused on sustainable production practices. In British Columbia the decision was made to deliver the AESI funds through the structure set up for the AEPI.

These joint industry government agriculture environment initiatives are intended to assist in the resolution of issues faced by government and industry such as:

- Increased pressure on governments to enact new environmental regulations
- Greater public expectations regarding environmental stewardship on farms
- Greater economic impact from non-compliance
- Ongoing programs and research have identified actions that need to be taken
- Increased cost to farmers to achieve public benefits/expectations unreasonable in many instances
- Limited ability of farmer to pass on increased costs for public good
- Long standing wildlife conflicts aggravated by wildlife adapting to agricultural crops
- Public expectation to have more wildlife for viewing or hunting
- Fewer tools available to farmers to effectively control wildlife impacts

There are benefits to both farmers and the general public from resolution of the main issues or constraints, such as:

- Technological innovation

- Integrated pest management that can ensure continued and new access to markets
- Advances in sustainable production
- Cooperative enhancement of environmental values on farms
- Innovative ways to manage impacts of wildlife on agriculture
- Public awareness of agriculture's positive contribution to the environment
 - providing habitat
 - new environmentally friendly farm practises
 - potential for enhanced riparian areas
- Farmers awareness of environmental goals and how they can contribute

The benefits cannot be achieved by the industry without the support and involvement of industry organizations, private and public funds, and regulatory agencies.

The AEPI is into its second year of operations, having received funding commitments from BC Investment Agriculture Foundation as an Agri-Food Futures Fund project. The original "Strategic Plan 2001-2002" was accepted with the application for funding by the BC Agriculture Council.

The AESI was approved by Agriculture and Agri-Food Canada as a supplement to the AEPI that focussed only on the sustainable production components of the AEPI. Wildlife conflict and on-farm capital related proposal would not be considered eligible for AESI funds.

The following is a description of the AEPI and AESI principles, objectives, program management, and activities.

Principles

1. A financially viable and stable agricultural industry is a prerequisite for achieving environmental goals in the farming and ranching areas of the province.
2. Compliance with environmental laws and regulations and due diligence are the responsibility of farmers and ranchers.
3. Voluntary actions on the part of farmers and ranchers, over and above those required to comply with laws and regulations, are an important part of achieving environmental objectives.
4. The program must be structured in a way that encourages and supports on-farm stewardship activities.

5. Conserving and enhancing environmental values in the agricultural areas of British Columbia is a shared responsibility between the agriculture industry and the citizens of the province and Canada.
6. The program will contribute to co-operative and non-confrontational resolution of conflicts between agricultural and environmental objectives.
7. Effective partnerships between agriculture interests and environmental agencies need to be developed and fostered and are an important part of achieving the objectives and outcomes of the program.
8. The program shall be governed by the objectives and principles of the Canada – British Columbia Framework Agreement on Agricultural Risk Management.

Objectives

1. To ensure programs contribute to the economic health of the industry as well as contributing to environmental goals.
2. To assist farms and ranches in British Columbia to comply with environmental regulations and standards.
3. To expedite voluntary actions on the part of farmers and ranchers that enhance environmental values in the agricultural areas of the province.
4. To implement measures to effectively minimize the impacts of wildlife on agricultural operations
5. To establish mechanisms that allow for long-term, sustained funding of agriculture/environment programs and deal with any on-going impacts of environmental projects in farming areas.
6. To encourage effective communication that provides agencies and citizens with an understanding of the important contribution agriculture makes in conserving and enhancing environmental values and that provides farmers and ranchers with an understanding of the needs of the environment.
7. To support development of policy, tax and regulatory framework that effectively contribute to conservation and enhancement of both agricultural and environmental resources.
8. To implement monitoring systems for evaluating environmental health so that future programs can be targeted towards the most critical issues.

Funding Sources

The primary funding source for the AEPI is the Agriculture and Agri-Food Futures Fund (AFFF), which will provide up to \$15 million over three years. The Management Committee for the Agriculture Environment Initiatives will also administer the \$990,000, three-year, Canadian Adaptation and Rural Development program Agriculture Environmental Stewardship Initiative (AESI) funds on behalf of the BC Investment Agriculture Foundation and Agriculture and Agri-Food Canada.

The federal and provincial government will be contributing to the Wildlife Damage Compensation Program activities under a federal-provincial companion program agreement. It is expected that the agreement will provide \$1 million per year (included in the overall funding of \$15 million over three years) for a three year, pilot program. The BC Ministry of Agriculture, Food and Fisheries will administer this agreement under direction from the Agriculture Environment Management Committee of the BC Agriculture Council.

The agriculture industry is expected to cost share the various activities proposed under the AEPI and AESI initiatives. The level of cost sharing varies depending on the specific activity type proposed. The BCAC has also expects other stakeholders to provide funding in support of activities contained in the strategic plan.

Program Management

Management Committee

A Management Committee (MC), comprised of industry representatives chosen by the BC Agriculture Council and ex-officio representatives from the BC Investment Agriculture Foundation, British Columbia Ministry of Agriculture, Food and Fisheries and Agriculture and Agri-Food Canada, manages the Agriculture Environment Initiatives. The MC has the final authority on all strategic decisions including the approval of all projects subject to compliance with the terms of funding established by AFFF and AESI. The MC, through its annual plan, establishes program and investment priorities.

Program Co-ordinator

Under direction of the MC, the Program Coordinator has the responsibility for day-to-day administration of the program. Duties include: developing of fund materials, handling public enquiries, co-ordinating the preparation of applications for presentation to the MC, contract management, program planning and reporting. The British Columbia Ministry of Agriculture, Food and Fisheries

provides supporting resources to assist with program administration and delivery primarily through MAFF Liaisons assigned to approved projects.

Role of Supporting Agencies

In addition to the BCAC, the BC Investment Agriculture Foundation, the BC Ministry of Agriculture, Food and Fisheries and the Partnership Committee, many other groups provide support to the program. The commodity sector associations play a similar role. Provincial, federal and other agencies may provide additional technical review and feedback if needed by the MC. Where appropriate the MC may require co-operation with other agencies for joint project funding. Finally these groups may provide support during the evaluation phase.

Application and Approval Process

Applications are expected to be submitted by farm organizations or other groups with strong linkages to the agricultural community. Applications from other groups or individuals are encouraged to have demonstrated support from farm organizations. This does not preclude the possibility that the MC may take the lead in initiating and approving projects seen to be necessary to meet any of the strategic priorities.

The MC will review and make decisions on all applications for funding. Decisions will be based on criteria in agreements between the British Columbia Agriculture Council and the BC Investment Agriculture Foundation, the federal and provincial governments and criteria established by the MC. Considerations include importance of the issue to the industry and the environment, amount of funding from other sources, and expected effectiveness of the proposal for dealing with agricultural/environmental issues.

Record of decisions/Appeals

All decisions of the MC regarding application approval or rejection will be recorded along with members present and abstentions. Applicants not approved will have access a process of consultation with the MC Chair and reconsideration by the MC.

Monitoring

The MC will ensure that procedures are in place to ensure the accountability of successful applicants in the use of approved funds. This will include a requirement for periodic progress reports and may involve a compliance audit to ensure procedures for appropriate use of program funds are in place. Successful applicants are advised that non-performance may result in withdrawal of support and return of previously advanced funds.

Performance Measurement Framework

The AFFF purpose is “To maintain viability and productivity of British Columbia farm and agri-food operations as they strive to integrate the changing environmental values of society and to adopt stewardship practices that are appropriate and responsible.”

The AFFF outcomes for the environment state, “Outcomes will be measured primarily in terms of the levels of adoption of appropriate environmental stewardship practices, and the degree to which sensitive environmental issues are recognized and mitigated, while maintaining profitability of British Columbia farm and agri-food operations.

The outcomes of the Agriculture Environment Initiatives will be largely determined by the success and type of projects that are proposed and approved. The BCAC and the MC manage the monitoring and administration components proactively.

The expected outcomes for AEPI and AESI funds closely mirror the broad outcomes expected for the AFFF and AESI. The table below outlines those expected outcomes as they relate to the objectives of the program. Program administration is listed separately, reflecting the internal nature of objectives. Efficiency and effectiveness of management processes are the primary objectives for this component.

The major benefits expected from the implementation of the program are:

- Enhanced rate of adaptation of technological innovation related to sustainable production practises.
- Increased rate of implementation of on farm measures taken to protect environmental values
- Enhanced public image and support for agriculture
- Reduced level of conflict between agriculture and environmental interests
- Enhanced viability of farm operations

Other outcomes include:

- Continued economic development while maintaining the environmental health of the natural resources managed and used by agriculture
- Reducing the economic impact of wildlife damage to agricultural while maintaining British Columbia’s commitment to wildlife values.
- Enhancement of the ability of the British Columbia agri-food sector to meet the demands of a greener global market.

Achieving Desired Outcomes

| Desired Outcomes | Indicators |
|---|--|
| To ensure programs contribute to the economic health of the industry as well as contributing to environmental goals. | Reduced wildlife impacts Wildlife damage compensation paid Value of protected crops Use of conservation tillage |
| Farms and ranches in compliance with environmental regulations and standards | Adequate manure storage Appropriate animal density for sensitive areas Stream buffering Environmental farm plans in place Reduced complaints and conflicts |
| Voluntary actions on the part of farmers and ranchers that enhance environmental values in agricultural areas | Riparian area enhancement that minimizes impacts of agricultural operations Streams with enhanced riparian areas |
| Long-term, sustained funding of agriculture/ environment programs | Partnership Initiative included in extension of Safety Net Agreement |
| Agencies and citizens provided with an understanding of the important contribution agriculture makes in conserving and enhancing environmental values. Farmers and ranchers provided with an understanding of the needs of the environment. | Public supportive of agriculture's role in environmental protection and enhancement |
| Policy, tax and regulatory framework that effectively contribute to conservation and enhancement of both agricultural and environmental resources. | Acceptable regulatory and support program in place |
| Monitoring systems for evaluating environmental health so that future programs can be targeted towards the most critical issues. | Projects approved and in place to monitor environmental health indicators |

Program Administration

| Desired Outcomes | Indicators | 1-year Target | 3-year Target |
|--|--|----------------------|----------------------|
| Minimum funding for program administration | ratio of project funding to administration funding | < 10% | 5% |
| Timely response to applications | time between contact from proponent to decision | 4 month maximum | 3 month maximum |
| Projects within budget and on schedule | budget schedule | 75% | 90% |
| Projects achieve approved results | deliverables in place | 80% | 95% |

Activities

The AEPI and AESI are intended to further the environmental sustainability of the agri-food sector in British Columbia. This will be realized by providing funds to support a range of activities. The following section provides details on the types of activities the Fund could support. Although, comprehensive the list of activities is not intended to be limiting. Other activities, not discussed in this section could be funded.

| *Funding Allocation Targets | | | |
|---|-------------------------------------|---------------------|------------------|
| Program | Sub-program | AEPI | AESI |
| Awareness and Education | General Education and Awareness | \$100,000 | |
| Stewardship | Agriculture Stewardship Initiatives | \$7,500,000 | \$450,000 |
| Area Plans and Implementation | Plans | \$100,000 | |
| | Implementation | \$500,000 | |
| Wildlife Damage Prevention Mitigation and Compensation | Mitigation and Prevention | \$3,000,000 | |
| | Compensation | \$3,000,000 | |
| Research | | \$100,000 | \$400,000 |
| Monitoring | | \$200,000 | \$90,000 |
| Administration | | \$500,000 | \$50,000 |
| Totals | | \$15,000,000 | \$990,000 |
| * These allocations are based on the initial priorities and targets for the funds, and the expenditures experienced in the first year of operation. | | | |

Awareness and Education

Allocation: \$100,000 (AEPI)

Objectives:

1. To increase producer and public knowledge and understanding of issues and approaches related to agricultural and environmental sustainability. This sub-program is included in recognition of the value of education about an issue in order for effective, reasoned resolution.
2. To encourage establishment of community-based processes that will build increased awareness and improve the understanding by agriculture and other community stakeholders of the importance and the ways of resolving agricultural and environmental issues including noxious weed management and control methods in a cooperative and environmentally sensitive manner.

Funding Limitations: \$10,000 per application for groups.

\$ 1,000 per individual applicant for technology transfer visits to support travel costs.

Cost Sharing:

Up to 100% for groups proposing awareness or educational initiatives.

50% for technology transfer focussed travel.

Other support expected from individual or other groups

Environmental Stewardship

Allocation: \$7,500,000 (AEPI); \$450,000 (AESI)

General Objectives:

1. To encourage the development, evaluation, transfer and adoption of practical management practices and technologies that sustain soil and water productivity over the long term, protect fisheries and wildlife resources and improve compatibility between agriculture and the environment.
2. To encourage farms and ranches in British Columbia to comply with environmental regulations and standards
3. To facilitate establishment of a provincial Environmental Farm Planning program

Example activities could include:

- 1) Demonstration: to conduct on-farm projects that evaluate and demonstrate stewardship practices.
- 2) Extension: to prepare and present education and information material on stewardship practices.
- 3) On-farm Investigations: to conduct on-farm investigations of aspects of resource stewardship.
- 4) Technology Evaluation: to investigate and import technologies that may have practical application in British Columbia.
- 5) Equipment Development and Acquisition: to provide group members and area producers with access to equipment needed to demonstrate new approaches to resource conservation and environmental stewardship.
- 6) Program development: to develop program outlines and conduct pilot projects related to environmental farm planning

Funding Limitations:

Maximum of 80% from the program on projects up to \$50,000 per year and \$150,000 in total. To the extent that individual benefits can be identified, the maximum funding limits will be reduced accordingly.

Up to 100% for Management Committee initiated program development projects related to a strategic priority at their discretion.

Cost Sharing:

- The Partnership Initiative MC encourages all applicants to access funds from other sources in addition to the Partnership Initiative. Certain on-farm works require a funding partner before there can be any expenditures from the Partnership Initiative. Partners are generally required where the funds are to support voluntary activities that have the primary purpose of environmental conservation and enhancement.
- Funding partners are generally not required where activities are required to bring the operation into compliance with laws and regulations or there are no obvious funding partners that have an interest in the benefits to be derived from the activities

On-Farm Objectives:

The focus of this sub-program is to encourage the adoption of environmentally sustainable practices on a voluntary basis. This sub-program recognizes the important and essential role that producers play in environmental stewardship and in evaluating and promoting the adoption of conservation practices.

Example activities could include:

- 1) Riparian Management: assist farmers and ranchers to improve riparian areas.
- 2) Wildlife: encourage adoption of practices to benefit wildlife such as cover crops and hedgerows.
- 3) Nutrient Management: assist farmers and ranchers to make on-farm changes to bring operations into compliance with the Code of Agricultural Practice for Waste Management. For example increase manure storage capacity, implementation of nutrient management plans, movement of manure from regions of excess to regions where it can be used as a fertilizer.
- 4) Soil Management: assist farmers and ranchers to implement conservation measures such as zero tillage, winter cover cropping and grassed waterways.
- 5) Water Conservation and Protection: provide funding to encourage use of water conserving irrigation practices such as scheduling equipment, water meters and back flow prevention devices.
- 6) Pest Management: provide assistance for adoption of pest management and control methods that are environmentally sound and are based on an integrated approach.
- 7) Farm Environmental Plans: to assist farmers and ranchers to prepare voluntary farm environmental plans.

Applicants can apply for funds to develop, deliver and administer on-farm stewardship programs. Individual producers will apply to these organizations for funds to support on-farm projects.

Cost-share:

- up to 25% of eligible costs of implementing results of farm audits up to a maximum of \$20,000 per project from the program
- up to 80% of costs of contracted services to assist with preparing individual farm audits to a maximum of \$2,000

The cost share funding for on-farm works is generally to assist farmers and ranchers to implement results of farm audits. Certain works, identified by the MC, can be supported without the need for a farm audit.

The Agriculture Environment Initiative MC encourages applicants to access funds from other sources in addition to the AEPI and AESI. Certain on-farm works require a funding partner before there can be any expenditures from the Agriculture Environment Initiative. Partners are generally required where the funds are to support voluntary activities that have the primary purpose of environmental conservation and enhancement. Funding partners are generally not required where:

- activities are required to bring the operation into compliance with laws and regulations
- there are no obvious funding partners that have an interest in the benefits to be derived from the activities

Area Planning and Implementation

Allocation: \$600,000 (AEPI)

Objectives:

1. Planning activities to increase compatibility between agriculture and other citizens and between agriculture and the environment. Watershed plans, stream recovery plans, wildlife management plans, and other products of multi-interest planning processes provide strategic direction for achieving the parallel goals of environmental conservation and enhancement, agriculture growth and development and capability between agriculture and other land uses.

Eligible activities could include:

- preparing for and attending planning sessions, information collection, analysis and reporting

2. Realizing agricultural benefits identified in area based plans

Eligible activities could include:

- Regional Off-farm Drainage System Improvements: develop or rehabilitate channels and pumps for the benefit of both farmers and fisheries resource.
- Stream Recovery Measures: implement measures identified in stream recovery plans so that fisheries needs are met and more water can be made available for agriculture.
- Off-farm Water Conservation: assist with area or regional needs to facilitate implementation of water conservation strategies.

Allocations:

Objective # 1 \$100,000

Cost-share: up to 100% of costs to a maximum of \$5,000 for each planning initiative

Objective # 2 \$500,000

Cost-Share:

- up to 10% of entire project costs to a maximum of \$100,000 for the agricultural portion of the project
- All projects must have funding partners that contribute at least an equivalent amount of funding and must meet the needs of agriculture.

Wildlife Damage Prevention, Mitigation and Compensation

Objectives:

1. to support planning activities aimed at increasing compatibility between agriculture and wildlife
2. to assist farmers and ranchers with the costs of on-farm damage mitigation measures such as fencing elk from hay storages, fencing deer out of orchards, predator control, netting fruit crops to prevent starling damage.
3. on a pilot basis, to evaluate effectiveness of compensation for unavoidable impacts from wildlife. Effective prevention and control measures will minimize or eliminate the need for compensation.

Prevention and Reduction of Wildlife Impacts

Allocation: \$3,000,000 (AEPI)

Cost Sharing

- Objective # 1 up to 100% of the costs attributed to the agricultural component of a planning activity to a maximum of \$10,000
- Objective # 2 up to 33% to a maximum of \$25,000 for preventative or mitigative measures
- Objective # 3 up to 70% of a verified loss, minimum claim of \$500, maximum of \$15,000 per farm per type of loss

Pilot Wildlife Damage Compensation:

Allocation: \$3,000,000 (MAFF allocation to AEPI)

The Agriculture Environment Management Committee has approved three pilot projects for compensation of wildlife damage partially assist for losses beyond the control of the farmer or rancher. It is expected that individuals will implement all reasonable preventative measures before being eligible for compensation. Regional or provincial prevention or mitigation plans should be in place or in process. Funds for the pilot projects must flow through the BC Ministry of Agriculture Food and Fisheries and are subject to meeting the requirements of the Canada-BC Wildlife Damage Compensation Companion Agreement.

The priorities are where:

- governments are targeting increased wildlife populations or eliminating options for mitigating the losses
- mitigative measures are in place but not fully effective
- compensating losses will not be a disincentive to implement preventative measures

The Management Committee has initially considered proposals to evaluate compensation for:

- Cattle losses from wild predators – province-wide program that is coupled with prevention, mitigation and wildlife population management measures.
- Wild ungulate damage to unharvested forage and crops – a regionally based program that is coupled with prevention, mitigation and wildlife population management measures.
- Waterfowl damage to commercially grown unharvested crops – a regionally based program that is coupled with prevention, mitigation and wildlife population management measures.

| Type of Loss/Damage | Mitigation Requirement | Payment Parameters |
|--|--|---|
| Cattle losses from wild predators | Individual producers abide by principles of good husbandry to minimize predator losses Provincial commitment to reduce impacts of problem predators | Minimum Claim \$500 Compensation level 70% Maximum claim per year \$15,000 |
| Wild ungulate damage to unharvested forage and grain crops | Regional damage prevention and reduction measures and wildlife population management programs in place Allow access for hunting where legal and effective | <u>Individual:</u> Minimum Claim \$500 Compensation level 70% Maximum claim per year \$15,000 A maximum per acre may be established <u>Region:</u> Flat rate or determined regionally in conjunction with expenditures on prevention or reduction strategies. |
| Waterfowl damage to commercially grown unharvested crops | Regional damage prevention and reduction measures and wildlife population management programs in place Allow access for hunting where legal and effective | <u>Individual:</u> Minimum Claim \$500 Compensation level 70% Maximum claim per year \$15,000 A maximum per acre may be established <u>Region:</u> Flat rate or determined regionally in conjunction with expenditures on prevention or reduction strategies. |

Research

Allocation: \$100,000 (AEPI); \$400,000 (AESI)

Objective:

This sub-program funds research projects that deal with clearly identified gaps and priorities in the understanding of environmentally sustainable production practices and agriculture/environment interactions.

Example activities could include: economically and environmentally sound production practices; holistic ecosystems-based management practices; interactions between agriculture and wildlife; integrated pest and fertilizer management; technologies to support the three "R's" of reducing, reusing and recycling in the agri-food sector; criteria for assessing environmental sustainability of programs; the impacts of environmental problems on the agri-food sector.

Funding Limitations

Cost share up to 90% of a project to a maximum of \$50,000

Monitoring

Objectives:

1. To collect physical and chemical data on soil and water parameters, air quality, fish and wildlife numbers and health, data on farm practices and other relevant information. The data and information would be used to better understand the impacts of agricultural practices on the environment.
2. To develop the necessary information and data upon which to base decisions to resolve long-standing or emerging issues.

Allocation: \$200,000 (AEPI); \$90,000 (AESI)

Funding Limitations

Cost-share up to 25% of entire project costs up to \$10,000

Potential Measurable Outputs

Key indicators identified and mechanism to track them established.

Administration and Evaluation

Objectives:

1. Coordination of an effective and efficient application adjudication process
2. Establishment of a program operation that is open and accountable
3. Implementation of an evaluation process for the program (AESI)
4. Operation of the Management Committee and the Program Coordination

Allocation: \$500,000 (AEPI); \$50,000 (AESI)

Communications and Reporting

Communications about the Agriculture Environment Partnership Initiative is targeted at the agriculture industry, relevant government agencies and other funding partners. Objectives of the communications initiatives are to:

- Ensure awareness of availability of the Partnership Initiative and its objectives to potential applicants
- Inform targeted parties of approved projects and progress in meeting program objectives
- Inform public of initiative and commitment of the agriculture industry in meeting environmental goals

Successful applicants will be asked to take reasonable steps to identify the Agriculture Environment Partnership Initiative or Agriculture Environment Sustainability Initiative and all sponsoring agencies in their activities and reporting.

Annual Report

Annual Reports are completed and submitted by the Chair of the Management Committee to the BC Agriculture Council, Investment Agriculture Foundation and the Provincial and Federal Ministers of Agriculture. The report contains:

- Projects and initiatives funded
- Progress in achieving objectives of the fund
- Identification and rationale for variances to the Work Plan
- Financial status and financial statement

The reports are submitted within 90 days of the end of the calendar year

Conflict of Interest

In cases where a Management Committee member either individually sponsors or is reasonably perceived to be a major or singular beneficiary of a project application, the member may speak to clarify the proposal or respond to questions, but must excuse themselves from the evaluation discussion and decision. The onus is on members to identify situations in which they are in a potential conflict of interest to the Chair at the commencement of the meeting. Such instances shall be recorded in minutes of the meetings.

Successful applicants proposing to implement projects where they in turn will be adjudicating applications will be required to agree to the same guidelines.

Appendix
Program Flow Chart

