

# Ontario Soybean and Canola Committee (OSACC)

## Terms of Reference

### 1. Mission

To promote research, development and extension knowledge sharing throughout the soybean and canola sector of the agriculture and food system in Ontario.

To conduct or coordinate soybean and canola trials which can be used to provide performance information to growers and/or variety registration recommendations to CFIA.

To provide advice from the soybean and canola sector to provincial and federal institutions involved in agriculture and food research in these sectors.

### 2. Membership

The members of the committee shall be from research and service departments of branches/divisions of federal or provincial governments; university; and grower, industry or rural organizations, or other stakeholders with the understanding that the proposed member's organization will cover the costs associated with the member's position (i.e., cost of travel, etc.). All other individuals with a valid interest in the soybean and/or canola sector may attend meetings as observers, with permission of the appropriate Chair.

Currently the Ontario Soybean and Canola Committee (OSACC) is composed of members from the following groups:

Canadian Grain Commission (CGC)  
Canadian Seed Trade Association (CSTA)  
CSTA Researchers  
Kemptville Campus of the University of Guelph (KCUG)  
Ontario Agricultural College, University of Guelph (OAC)  
Ridgetown Campus of the University of Guelph (RCUG)  
Ontario Seed Growers Association (OSGA)  
Ontario Soil and Crop Improvement Association (OSCIA)  
Grain Farmers of Ontario (GFO)  
Ontario Canola Growers' Association  
Canadian Certified Crop Advisor Association (Ontario)  
Ontario Ministry of Agriculture, Food and Rural Affairs  
Research Centre, Harrow - Agriculture & Agri-Food Canada (GPCRC)  
Research Centre, Ottawa - Agriculture & Agri-Food Canada (ECORC)  
Variety Registration Office - Canadian Food Inspection Agency (VRO)

## **2.1 Voting Member Institutions (each group with one voting delegate)**

Chair (as needed to break a tie)  
Grain Farmers of Ontario (GFO)  
Ontario Canola Growers' Association  
Ontario Soil and Crop Improvement Association (OSCIA)  
Ontario Seed Growers Association (OSGA)  
Canadian Seed Trade Association (CSTA)  
Canadian Certified Crop Advisor Association (Ontario)  
Canadian Grain Commission (CGC)  
Ontario Ministry of Agriculture, Food and Rural Affairs  
Agriculture & Agri-Food Canada researchers  
University of Guelph researchers  
Soybean coordinators  
Canola coordinator

## **3. Committee Operation**

The committee operates using normal parliamentary procedures. Quorum is set at 50% of voting members.

The committee has two elected officers. The OSACC Chair and Secretary shall normally serve for a four year term and are elected from among members of the committee.

### **3.1 Research Sub-Committee**

Currently this is a committee of the whole, meeting once per year, which functions:

to invite research personnel to information meetings where progress in research can be presented;  
to assess and suggest priorities for new research and service programs and recommend which programs presently underway should be continued, expanded or terminated, and to communicate research priorities where appropriate;  
and, to supply the above information to the OMAFRA Research Advisory Network, as requested.

### **3.2 Variety Sub-Committee**

The Variety sub-committee has a Chair and Secretary, who are elected and normally serve for a four year term.

For each crop there is a Crop Coordinator, who coordinates variety trials, and a treasurer. The two positions are commonly held by one individual per crop. There

is no specified term for these positions as long as the incumbent retains the support of the Committee.

The Crop Coordinator for each crop develops and updates guidelines for the operation of variety trials, including fee schedules, and submits same to the sub-committee for approval.

The Variety sub-committee Chair reports results of variety trials, recommendations for trial guidelines, and any other work of the sub-committee to the main committee for approval.

The variety sub-committee has the following voting members

Chair (as needed to break a tie)  
Grain Farmers of Ontario (GFO)  
Ontario Canola Growers' Association  
Ontario Soil and Crop Improvement Association (OSCIA)  
Ontario Seed Growers Association (OSGA)  
Canadian Seed Trade Association (CSTA)  
Canadian Grain Commission (CGC)  
Ontario Ministry of Agriculture, Food and Rural Affairs  
Agriculture & Agri-Food Canada researchers  
University of Guelph researchers  
Canola coordinator  
Soybean coordinators

### **3.3 Ad Hoc Sub-committee**

An Ad Hoc sub-committee can be formed by the Chair, with the support of the committee, to address a specific issue or carry out a task for OSACC.

## **4. Duties of Members**

### **4.1 Chair**

Work to recruit appropriate committee representatives. These representatives should be recruited from all segments of the respective industry and/or sector.

Set committee meeting date, place and agenda; determine if a quorum is present; and ensure that meetings are conducted respectfully and expeditiously, following normal parliamentary procedures.

### **4.2 Secretary**

Send meeting notification to members.

Generate committee minutes and distribute to members.

Communicate research priorities where appropriate.

#### **4.3 Members**

Committee members shall attend meetings called by the Chair. Members should prepare a short document summarizing their organization's view about the research and service needs of their industry/sector for presentation at the annual meeting.

Adapted by the Committee on: 25 January 2013