

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 for soybeans and canola, also variety registration recommendations to CFIA in the case of canola.

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, and contribute as appropriate.

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

Seeds Canada

Ontario Agricultural College, University of Guelph (OAC)

Ridgetown Campus of the University of Guelph (RCUG)

Winchester and New Liskeard Crop Centres

Ontario Seed Growers Association (OSGA)

Ontario Soil and Crop Improvement Association (OSCIA)

Grain Farmers of Ontario (GFO)

Ontario Canola Growers' Association

Certified Crop Advisor Association (Ontario)

Ontario Ministry of Agriculture, Food and Rural Affairs

Harrow Research and Development Centre - Agriculture & Agri-Food Canada

Ottawa Research and Development Centre - Agriculture & Agri-Food Canada

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)
Seeds Canada
Canadian Certified Crop Advisor Association (Ontario)
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 one elected officer, the OSACC Chair. Secretary and Soybean coordinator/treasurer are paid positions. These positions are renewed annually.

3.1 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.

Determine if a quorum is present; and ensure that meetings are conducted respectfully and expeditiously, following normal parliamentary procedures.

4.2 Secretary

Coordinate meeting dates with chair, members, location and agenda.

Send meeting notification to members.

Keep an up-to-date email list of all interested in soybeans and canola.

Generate committee minutes and distribute to members.

Communicate research priorities where appropriate.

4.3 Soybean Co-ordinator/Treasurer

Manage webmaster to develop, modify and monitor Gosoy.ca database and website programs to interface with seed sponsors and coordinators for soybean entry applications, trial information and annual trial agronomic performance data reports.

Coordinate updates to annual OSVT Guidelines with OSACC members, zone Coordinators and committee members.

Communicate to zone Coordinators and seed sponsors planting and monitoring of trial plot and harvesting conditions.

Treasurers will maintain records of all financial income and expenses, year end reports of OSACC entry fee allocations and maintain required account co-signers.

Manage bank accounts, HST/GST, entry fee invoices and collections. Manage committee, banking and operational expenses for OSACC and zone Coordinators.

Provide committee with annual financial and auditors report.

4.4 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.

Members will vote for changes to OSACC terms of reference and guidelines as required.

Updated and approved by the Committee members on: January 2023.

Version 2 of Version 1, January, 2013.