



October 15, 2019

Dear Farmers Institute Representative:

The Honourable Lana Popham, Minister of Agriculture, is inviting all Farmers' Institutes in British Columbia to participate in a full day event on **November 29, 2019** at the **Four Points by Sheraton Vancouver Airport**, 8368 Alexandra Rd, Richmond. The hotel is near the Vancouver International Airport.

Each Farmers' Institute in the province is welcome to send one representative. Travel, accommodation and meal costs for that representative will be reimbursed by the Ministry of Agriculture.

The event is intended to provide an opportunity for Farmers' Institutes to interact directly with each other and discuss areas of common interests, challenges and opportunities. We'll start the day off at 8:30 AM with arrival/sign-in and then move into the formal part of the day at 9:00 AM and wrap-up by 3:00 PM. The final agenda will be forthcoming but is expected to include the following topics:

- Agricultural Land Reserve (ALR) and Agricultural Land Commission (ALC)
- Ministry of Agriculture Programming updates
- Discussion session with the Honourable Lana Popham, Minister of Agriculture

Registration requires two steps from you:

1. **Hotel Guest Rooms** -- A block of guest rooms has been set aside at the Four Points by Sheraton Vancouver Airport, at \$139 plus tax under the block **FARM** for the night of Thursday, November 28 to help with your travel plans. Some of you may also need a room for the night of November 29 depending upon your flight connections. If you need a room, please contact the Four Points by Sheraton Reservations Department directly at 1 (888) 236-2427 or (604) 214-0888. Please reference the name of the meeting "BC Farmers' Institutes Event". **You must book your hotel room by November 7.** Rooms will be released after that date.
2. **Registration for the Event** -- simply visit the [BC Farmers Institute Registration Page](#) or contact Lesley.I.Edwards@gov.bc.ca, or 1-250-828-4510 to register. We'll need to know your name, contact information and the Farmers' Institute you will be representing. **You must register by November 20.**

If your Farmers' Institute has not filed its most recent annual report and financial statement, please do so prior to registering for this event. Event space may be reserved for representatives from Institutes which have done so. You can send electronic versions of the annual report and financial statement to AgriServiceBC@gov.bc.ca. A template annual report and financial statement is available at <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/business-market-development/farmers-and-womens-institutes> for your convenience.

With respect to reimbursement of your travel, accommodation and meal costs I'll send more information closer to the event but please keep copies of all your receipts and mileage to enable the reimbursement process.

If you have any questions, don't hesitate to contact me by email or phone as noted above.

Sincerely,

Chris Zabek
Superintendent of Farmers' Institutes