



Powell River Food Policy Council DRAFT Terms of Reference

1. Vision

The Powell River Food Policy Council was formed to bring key food system stakeholders together to build the capacity of the region for food security. Food security here means that all members of the community obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes community self-reliance and social justice. Recommendations for how to achieve increased community food security are outlined in the [Powell River Community Food System Assessment Final Report](#) (2016) and will guide the work of the Food Policy Council.

2. Purpose

The Powell River Food Policy Council will:

1. Develop a regional Food Strategy that is integrated with existing policy and planning frameworks
2. Foster coordination between sectors in the food system in carrying out the work identified in the Food Strategy
3. Support existing programs and services that address local needs
4. Be a forum for discussing local food issues and increasing capacity for the community to be involved in food system decisions
5. Evaluate and advocate for policy to support food security*
6. Provide community leadership on food system issues

*This means that the Food Policy Council would investigate and recommend best practices to guide decisions in support of the Food Strategy's vision, and community food security in general. This does not mean it controls policy or has regulatory powers of any kind. Rather, it will engage and inform policy-makers, and build awareness and trust, to support changes in policy and planning in organisations throughout the community.

3. Activities (These are in alphabetical order, not order of importance, and show the scope of the Food Policy Council's work. It is not expected that all of these things would be happening all the time).

Advocate – Identify policy changes and planning decisions that support goals and advocate for their implementation;

Communicate – Engage with the community on relevant and timely issues through the sharing of information and involvement in working groups;

Coordinate – Identify and prioritise issues, opportunities and needs in the Powell River food system and support the creation and implementation of initiatives to address them;

Educate – Provide evidence-based research and the most current knowledge on local food systems issues;

Evaluate – Establish benchmarks and targets for achievement of mission/goals and monitor and report on progress of implementation;

Resource – Align and seek community resources to support the mission and goals of the Food Policy Council;

Research – Facilitate, or conduct research on emerging local food system priorities where information gaps exist;

Network – Build new partnerships and facilitate networking between existing and emerging food system stakeholders in the Powell River region.

(Adapted with permission from: Middlesex London Initial Food Policy Council Terms of Reference, 2016)

4. Membership

The Food Policy Council is intended to be broadly consultative, but also action-oriented and of a manageable size of 14-18 members. Members are expected to serve based on their capacity to advance the purpose of the FPC as part of a collaborative effort toward shared goals, and not as individual representatives of organisational interests.

Members will be invited to sit on the Council from the following groups, for a term of a minimum of one year:

- City of Powell River Council
- City of Powell River Planning Staff
- Division of Family Practice
- Powell River Agricultural Farmers' Institute
- Powell River Community Futures
- Powell River Food Bank
- Powell River Food Security Project
- Powell River Open Air Market
- Powell River Regional District Board of Directors
- Powell River Regional District Planning Staff
- PREP Society

- School District 47
- Texada Agriculture Group
- Tla'amin Nation
- Vancouver Coastal Health
- Vancouver Island University
- Two seats will also be reserved for interested and qualified community members*.

*A process for recruiting community members will be established by the Council within the first two meetings.

Other groups/individuals may be identified and recruited as necessary but the number of sitting members will not exceed 18.

5. Administrative home and governance model

5.1 Administrative home

The Food Policy Council is funded by the partner organisations to initially operate as an activity of the Food Security Project (a VCH-funded project of PREP Society). At current funding levels, the FSP Coordinator is able to facilitate the Council's development and activities for approximately 10 hours per week until June 30, 2018 (The Food Policy Council Coordinator role is outlined in Section 6), to be reviewed by the Council at that time.

5.2 Governance model

It is proposed that the Powell River Food Policy Council operate using the model below, comprising two kinds of involvement.

1: Food Policy Council Member

Roles and Responsibilities:

In collaboration with other members of the FPC:

- Attend and be prepared for meetings (read minutes and other documentation)
- Take informed positions on food issues and advocate for change (including speaking to media when appropriate)
- Foster relationships to advance the work of the Council
- Communicate the work of the FPC to member group/organisation, and vice versa
- Develop a Powell River Food Strategy that address issues highlighted by the Community Food System Assessment report
- Determine the process for the formation of working groups to carry out the specific tasks identified by the Food Strategy
- Oversee governance and structure (planning, Terms of Reference, accountability, monitoring and evaluation, etc.)
- Assist with identifying potential sources for funding
- Attend FPC related events

2: Working Group Participant

Working Groups will be established to address specific issues and projects, based on the priority activity areas outlined in the Food Strategy. Working Groups will be composed of at least one Council member and additional non-Council participants as necessary. Each Group will have one Food Policy Council member to liaise with the Council and report on progress being made. They will be struck as needed by the Council.

For example, a Working Group might be struck to address key issues relating to local distribution from growers to retailers; another might focus on diversion of fresh food from the waste stream to services. Clear, measurable outcomes, as outlined in the Strategy, will guide these Groups in achieving tangible results.

Roles and Responsibilities:

- Educate self and others with regard to topic area (this includes identifying gaps in information/knowledge)
- Carry out action on project area and achieve results
- Monitor and report on progress (with FPC member)

Council will determine additional Terms of Reference for each Working Group as needed.

5.3 Structure

Whether the FPC needs an executive committee is to be decided. For now, the Coordinator will assume or delegate the roles of Chair and Recorder for each meeting.

The Coordinator will also provide the contact point for the public and media, and will facilitate the flow of information via the most appropriate FPC member/s.

5.4 Term

Member organizations will be asked to appoint a sitting member, for a minimum of one year.

5.4 Decision-making

Decisions of the Council will be made by consensus. Diverse views are welcomed and will be important for realizing the aims of the Council.

Dissent on a proposed policy or course of action shall be based on how a given proposal would impair the Council's ability to meet its stated vision and purpose, not on personal preference or bias.

Members may consent "with reservations" and such reservations will be noted in the minutes. Members who offer reasoned dissent to a proposal are also expected to offer modifications, or other alternatives to the proposal to enable the Council to move forward.

Should the Council be repeatedly unable to achieve consensus on a given matter, a super majority of 75% will be required for a proposed policy or action to proceed.

5.5 Meetings

The Food Policy Council will meet a minimum of 6 times per year. A schedule of meeting times for the forthcoming year will be determined within the first two meetings, based on the availability of the Council members. The venue is to be decided but will be centrally located. It is proposed that a portion of each meeting be open to the public.

6. Funding and other resources

The FPC is currently funded by the contributions of member organisations until June, 2018. The majority of this initial funding is to support the Food Security Project Coordinator in establishing an effective, well-resourced and sustainable Council. The Coordinator's role is to:

1. Organize and facilitate an initial meeting of potential Council members, at which a review of the Roundtable Discussion (models and Terms of Reference for a FPC) would take place;
2. Resource and lead the Council in reviewing the CFSA report (and other documentation) and establishing the Food Strategy;
3. Research best practices, centralise resources and provide support for the Council in undertaking tasks outlined in the Strategy;
4. Assist in the establishment of Working Groups as needed for the completion of specific tasks;
5. Enable communication networks between Council, other food system stakeholders and the wider community, and engage additional input into Council activities as necessary;
6. Oversee the monitoring of progress in terms of Strategy objectives and timelines;
7. Lead fund raising activities to secure ongoing support for Council viability;
8. Build and maintain an environment of trust and collaboration to allow Council to work effectively on advancing community food security initiatives.

7. Monitoring and evaluation of progress

A key element of the Council's work is to monitor and evaluate progress towards identified key objectives, as outlined in the Food Strategy. This will be done in an ongoing manner as each Working Group reports on its activities, but will also be undertaken in a more comprehensive way each year in the form of a review of the Food Strategy.

8. Communication and reporting

The minutes from Council meetings will be publicly available on a FPC website (this will be the Food Security Project website until another one is developed). It is suggested that City and

Regional District also provide links to FPC documents on their websites.

The Council will prepare an annual report on its achievements, which will also be available on the website.

The Coordinator is the main point of contact for communication.

9. Updating Terms of Reference

It is recognised that these Terms of Reference may have to be adapted as the Council develops, achieves key objectives, and faces changing conditions.

The FPC will evaluate the need for updating these Terms at least once every two years.

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