



COUNCIL POLICY

Effective Date

Section: Corporate

Title: Food Action Committee
- Terms of Reference

The purpose of this policy is to establish the terms of reference for an advisory committee of Council titled 'Food Action Committee'.

1.0 POLICY STATEMENT

The purpose of the Town of Oliver's Food Action Committee hereinafter referred to as (FAC) is:

- a) To assist Town of Oliver staff and the municipal consultant to steer the development and implementation of a Food Security Plan for Oliver.
- b) To provide recommendations to Oliver Council for the Food Security Plan development and implementation.

2.0 MEMBERSHIP

- a) The FAC shall consist of member representation from the following local stakeholders:
 - i) Council (two members)
 - ii) Town Planner
 - iii) Corporate Officer
 - iv) Food Producer (farmer, community supported agriculture)
 - v) Food Bank Volunteer
 - vi) Public Health Dietitian
 - vii) Community Services (food programs such as community kitchens, community gardens)
 - viii) Waste Management Coordinator
 - ix) Business Owner (restaurant, local grocer,)
 - x) Education (School District, College or Post Secondary)
 - xi) Farmer's Market
 - xii) Chamber of Commerce
 - xiii) Member at Large

The advisory committee may form sub-committees or working groups or seek other ad hoc members/technical experts, where necessary, to provide guidance for planning relating to a specific Food Security issue or process.

A consultant (hired by and reporting to the Town of Oliver) will also attend FAC meetings as a non-voting member.

3.0 APPOINTMENT

- a) The Town will advertise that the Town is seeking representation from local stakeholders.
- b) Council will review all applications and appoint members to the Committee for the three-year term of the FAC.
- c) Council may remove, by an affirmative vote, any member of the FAC from their duties at any time.
- d) FAC members shall serve without remuneration.

4.0 Roles and Responsibilities of Food Action Committee Members

- a) Contribute relevant expertise and experience, and participate in committee activities/tasks;
- b) Provide knowledge of, and linkage to their respective organizations, networks, sectors, and communities;
- c) Participate in regular meetings, as determined.
- d) Follow process for consensus, confidentiality and conflict of interest

5.0 ACTIVITIES AND OUTCOMES OF THE FOOD ACTION COMMITTEE

- a) Work in collaboration with the consultant, the FAC activities include:
 - i) creating an evaluation plan (process and outcome)
 - ii) creating a “live” work plan document to track progress
 - iii) reviewing past Oliver Healthy Living Coalition work (Healthy Communities Initiative Gap Analysis) and UBC student reports (Environmental Scan) to validate and expand on information as needed
 - iv) taking a food systems approach to investigating a range of systems in the Oliver area

- v) establishing priorities and measurable goals for the Food Security Plan through community engagement (advisory meetings, workshops/forums, focus groups, surveys, presentations)
 - vi) researching best practices from other communities including food action plans (i.e. Kamloops, Nelson, Revelstoke) and work done by other Food Policy Councils ().
- b) Input from stakeholders and community engagement as well as results of food systems and best practices research will be documented and formatted by the consultant to form the basis for the Food Security Plan.
 - c) Draft Food Security Plan will be reviewed and presented for feedback.
 - d) Final draft of the Food Security Plan will be presented to Council in early 2018.
 - e) Additional community engagement and capacity building by partner organizations to address policy and system changes in the community to meet the priorities recommended in the Food Security Plan.

6.0 PROCEDURE

- a) The meetings of the FAC shall be called by the Secretary for the FAC or the Chairperson, and shall be held regularly on the day and time agreed to by FAC members.
- b) The Chief Administrative Officer for the Town of Oliver may request a special meeting.
- c) The meetings shall take place in the Council Chambers unless otherwise agreed to by the FAC.
- d) At all meetings of the FAC, five (5) members of the FAC, which must include a council member, shall constitute a quorum.
- e) The Secretary of the FAC shall record the minutes of all meetings of the FAC.
- f) Meetings of the FAC shall be conducted and held in accordance with Council Procedure Bylaw 1074, 2004.

7.0 Election and Duties of the Food Action Committee Chairperson

- a) The FAC shall, at its first inaugural meeting, and at its first meeting following the appointment of new FAC members, elect one (1) of its members to be the Chairperson of the Food Action Committee.

- b) The FAC may elect one (1) of its members to be Vice-Chairperson, who shall preside at meetings in the absence of the Chairperson. If a Vice-Chairperson is not elected, in the absence of the Chairperson, FAC members shall, prior to the meeting, elect a member to preside at that meeting.
- c) The Chairperson shall have the same voting rights as the other members of the FAC, and in the case of an equality of votes for and against the question, the question is resolved in the negative and the chair shall so declare.

8.0 Appointment and Duties of the Food Action Committee Secretary

The secretary of the FAC shall be appointed by the Chief Administrative Officer for the Town of Oliver, and the duties of the Secretary shall be as follows:

- a) Prepare the agenda for each meeting of the FAC.
- b) Record the minutes of all meetings and proceedings of the FAC.
- c) Ensure that a permanent record of adopted FAC meeting minutes is kept.
- d) Mail or deliver all notices of meetings and the Agenda of matters to be considered at each meeting of the FAC.
- e) Provide each member of the FAC with a copy of the Minutes of previous meetings for review and adoption.
- f) On behalf of the FAC, receive all correspondence, write all letters prepare all reports to Council, and carry out other necessary secretarial duties related to the administration and function of the FAC.