

# **Mandate and Terms of Reference**

## **Vancouver Food Policy Council**

(Approved by City Council, November 2007)

### **Introduction:**

The Vancouver Food Policy Council (VFPC) was established by Vancouver City Council at the Standing Committee of City Services and Budgets on December 11, 2003

### **VFPC Mandate:**

The mandate of the VFPC is to support the development of a food system where food is:

- I. safe, nutritious and culturally appropriate;
- II. affordable, available and accessible to all; and
- III. produced, processed, marketed, consumed and waste products reused or managed in a manner that is financially viable, protects the health and dignity of people and has minimum impact on the environment.

### **VFPC Terms of Reference:**

- Advises Council on matters which affect the food system;
- Consults with staff and provides staff with information on matters of concern to food system constituents;
- Provides input on, monitors and contributes to City policies, programs and reports that affect the food system;
- Acts as a resource and works collaboratively with City staff on initiatives/projects to enhance the food system;
- Acts as a resource for City staff by leading public involvement processes and public forums on matters related to the food system;
- Works cooperatively with all City of Vancouver Departments, Boards and Commissions whose activities affect the food system;
- Engages in outreach and public awareness activities to communities in Vancouver on matters related to the food system;
- Acts as a conduit for feedback from community groups, organizations, other government bodies, and business on matters related to the food system in Vancouver;
- Supports groups endeavouring to initiate and develop projects to enhance the food system in Vancouver;
- Attends City-sponsored public forums to receive public input on issues of concern to people interested in the food system;
- Produces an annual work plan and budget with specific objectives each year, in consultation with its Council and Staff Liaison, for distribution to Council and CoV Departments, Boards and Commissions for information;
- Submits an annual report including expenditures to Council describing its accomplishments for the past year, including reference to each objective set out in the work plan and any arising issues to which the Committee has responded.

### **VFPC Membership:**

The VFPC may have up to 21 members. Membership is to consist of the following:

- Fourteen (14) members - two members from each of the following food system areas: a) food production; b) processing; c) access; d) distribution; e) consumption; f) waste management; and g) system-wide.
- Seven (7) seats for members-at-large.  
Members are appointed by City Council for a maximum of three years. All terms expire on the date that falls immediately before the first Monday after December 1 in the year of a civic election. A member may serve a maximum of two terms.

### **Councillor Liaison:**

- The VFPC will have one Council liaison as appointed by City Council. The Council liaison is not voting. Their role is to serve as an intermediary by communicating the advisory body's work to the rest of Council and reflect the broader context of local government to the VFPC.

### **Staff Liaison:**

- The VFPC will have one staff liaison assigned by City Council. The staff liaison provides information and advice on City programs and work that is relevant to the mandate and work plan of the VFPC. The staff liaison may assist the VFPC when it requires specific information or advice related to City programs of work, where it is reasonable and relevant to their mandate. The staff liaison receives direction from the Director of Social Planning.

### **VFPC Meeting Protocol and Frequency:**

- Operates in accordance with the City of Vancouver Procedure By-law No. 8554;
- May create independent operating procedures provided that such procedures do not conflict with the Procedure By-Law. In the event of a conflict, the Procedure By-law will apply;
- Annually elects a Chair and a Vice-Chair; and is
- Required to meet at least four times per year, on a quarterly basis, to a maximum of twelve (12) times per year. The committee normally meets ten times per year.