

# VANCOUVER FOOD POLICY COUNCIL MINUTES

## DECEMBER 14, 2004

### Present:

**Council Members:** Carol Ranger (co-chair), John Van Luven (co-chair), Aron Bjornson, Brian Holl, Corinne Eisler, David Van Seters, Heather Pritchard, Karin Schreurs, Shefali Raja, Carole Christopher, Susan Kurbis, Sue Moen

**Liaisons:** Commissioner Eva Riccius, City Councilor Peter Ladner

**Staff:** Devorah Kahn, Shannon Bradley

### Regrets:

Herb Barbolet, Barbara Seed, Graham Riches, John Bishop, Stephan Hall, Miriam Palacios, Arran Stephens, City Councilor Tim Louis, Trustee Adrienne Montani, Trustee Andrea Reimer

1. **Introductions**
2. **Review and acceptance of the agenda**
  - 2.1 Devorah explained the process for the second half of the meeting. Following regular meeting items, 1.5 hours or more would be spent reviewing the top 9 priority areas that were identified by the VFPC on November 29, 2004. The filter will be discussed and then a re-voting will occur to choose four priorities to form the work plan. This is an opportunity to move forward in a focussed manner and to build upon the meeting on November 29, 2004.  
Agenda accepted as written.
3. **Review and acceptance of the minutes from October 12**
  - 3.1 Minutes accepted as written except with the following "editorial" changes:  
Correction of spelling of Arran Stephens name in section 5.1 under Old Business
4. **Business Arising:**
  - 4.1 How to access FPC funds: The protocol to access funds was reiterated. Ideas must be submitted in writing to Devorah which she will pass onto Jeff Brooks for decision. It has been determined that 2004 funds can no longer be accessed due to short turn around time.
  - 4.2 Membership Committee Update: Aron Bjornson reported that Spring Gillard will join the VFPC to represent the Waste Management sector.  
  
**DECISION:** Unanimous support to ratify her as member.
5. **Old Business:**  
Nothing to report
6. **New Business:**
  - 6.1 Establishing a working relationship with other CoV volunteer committees - Corinne Eisler suggested that we learn what other volunteer committees exist and move to educating some of them about the goals and work of the FPC.
    - 6.1.1 It was agreed that it is important to link with other City volunteer committees once a strategy has been developed and a work plan confirmed.

**ACTION:** Sue Moen offered to review the City of Vancouver website to collect the names and mandates of other volunteer committees.

## 6.2 Agenda Protocols - Carol Ranger

Carol reviewed the importance of having a process for creating an agenda, and then sticking to it. Discussion followed.

**DECISION:** Agreement was reached to adopt the following protocol:

Our agenda will be created on Monday, of the week prior to our mtg

Agenda protocol:

Regular route

1. Have agenda items to Devorah by the Friday, before the Monday. Devorah will send out a reminder notice a few days in advance.
2. Indicate what you would like to have happen with the item. Ie for information only, or for a full discussion with action.
3. If there is a motion to be put on the table, it should be submitted as an agenda item. It should be as developed as possible and include background information, (less than one page), that will be circulated with the agenda.

Last minute Route

4. There will be a call for additional agenda items at the beginning of each meeting. 15 minutes will be allocated at the end of the meeting to discuss all of these items.

If more time is required to deal with a late item, that is deemed urgent, this 15 minute time slot will be used to discuss how to best do that. Ie extend mtg. or call an extraordinary meeting.

The process we used with the ALR motion was reviewed. High-lighting the fact that the decision to take the motion to council was made without adequate understanding of both sides of the debate and with limited discussion.

It was noted that it is important for the VFPC to create a track record and to move forward in a clear, decisive manner. Adhering to agenda protocol will help provide the basis for due process.

Councillor Ladner spoke to the complexity of the discussion around this issue that occurred at council level.

While in fully supporting us taking the motion to council, he suggested that it may be helpful in the future, to bring possible motions or ideas under development to his attention for feedback prior to submitting them to City Council.

## 6.3 New agenda item: Distribution of Meeting Minutes

**DECISION:** Devorah will circulate meeting minutes immediately following VFPC meetings and again prior to the next meeting with the agenda. She will also review how to have minutes posted on city website.

## 7. Work Plan - continued work from November 29<sup>th</sup> meeting *Moving into action:*

There was discussion of the need to “backfill” steps taken on November 29. There had been feedback from a number of VFPC members that the end of the Nov. 29 meeting was rushed and confusing. In a post-session debriefing, the Facilitator recognized that there had been some miscommunication about top 4 items from each small group. As a result, she agreed that more processing of the gathered data was needed before sub-committees be formed. Apologies to those who had already met to discuss priorities and hopefully this work can be incorporated into the next steps.

The goal of this session was to rank the nine items that were identified as priorities on Nov. 29<sup>th</sup> and select four that VFPC members will work on for the next 2 years. Items that rank below the top four may be developed after any one or more of the top four are completed or determined not possible to continue with.

The filter was endorsed and a general discussion about the importance of all of the items ensued. Devorah reminded VFPC members that the examples written next to each item were there only as such, the prioritized item was general. Specifics of each prioritized item are to be developed by the sub-committee that will address it (the filter and top nine items are included as an appendix to the minutes).

**Determining Our Priorities:**

VFPC members were asked to select their three preferred items from the list of the nine. After 30 minutes of free-form discussion where VFPC members floated from one person or small group to another to discuss the merits of each item, voting occurred. The vote allocation result was as follows:

Number of votes	Work Area
6	Develop an institutional purchasing policy
7	Develop a food charter
1	Develop a Buy Local Campaign
6	Develop a coordinated effort to review the potential of wasted food
6	Increase urban agriculture
2	Support a Healthy School system
3	Develop a baseline assessment of the regional food system
2	Create an infrastructure for local food processing
6	Increase access to grocery stores

Since five items ranked highest a second vote took place between the 4 items with 6 votes each. Each VFPC member was asked to vote for one of the four and the following outcome occurred:

4.5	Develop an institutional purchasing policy
5.5	Develop a coordinated effort to review the potential of wasted food
1	Increase urban agriculture
2	Increase access to grocery stores

The above priorities were agreed upon and Increase Urban Agriculture was determined to be the next priority.

**Being on a Sub-Committee:**

Sub-committee parameters were discussed and the following items agreed upon:

- Regular reporting and education of the FPC on the priority and work at hand;

- Commitment to working with some staff support and minimal funds from the City of Vancouver City Council;
- Available for regular meetings;
- Develop a work plan and a time-line to share with the VFPC;
- Develop a rationale that relates to the filter;
- Outline of budget or identification of other resources required.

**ACTION:**

Devorah will meet with Wayne Roberts over the holiday season and enquire whether or not the Toronto Food Policy Council has a working template for sub-committee groups. Then it can be determined how/if the VFPC will create a standardized format for timeline/resources. Budget requirements of sub-committee work.

Individuals identified the sub-committee they would join and the 4 groups met for initial discussions to be continued in the New Year:

**Forming Sub-Committees:**

VFPC members were asked to select which priority they were most interested in working on. The remaining 30 minutes of the meeting was used for sub-committees to begin discussions about their work. Due to the up-coming holidays, it was recognized that little progress will be made on sub-committee work. As a result, a part of the January meeting will be set aside for sub-committees to continue working.

The following sub-committees with VFPC members were formed.

**Food Charter**

Carole Christopher  
Corrine Eisler  
John Van Luven

**Groceries**

Karin Schreurs

**Institutional Food Policy**

Aaron Bjornson  
Shefali Raja  
David Van Seters

**Coordinated Effort re: unused food**

Susan Kurbis  
Heather Pritchard  
Brian Holl  
Sue Moen

**ACTION:** Devorah will contact those that were absent from the session and ask them to sign up for a sub-committee.