

Food Policy Task Force Meeting #1
Monday, September 20, 2004
5:00 - 9:00 PM
Committee Room #1
City Hall - 453 West 12th Avenue, 3rd floor

Present:

Elected Officials: Councillor Tim Louis, Andrea Reimer (Vancouver School Board)

VFPC Members: John Bishop, Heather Pritchard, John Van Luven, Karin Schreurs, David Van Seters, Corinne Eisler, Shefali Raja, Stephen Hall, Herb Barbolet, Aron Bjornson, Brain Holl, Miriam Palacios, Carol Ranger, Graham Riches, Barbara Seed

Staff: Devorah Kahn, Mario Lee, Kristina Bouris, Wendy Mendes

Members of the public also present

Chairs: Members of the Food Policy Staff Team

Agenda:

Part I

- 5.00-5.30 Welcome and Introductions - Councillor Tim Louis
- 5.30- 6.30 Orientation to Vancouver Food Policy Council and the City of Vancouver
-orientation packages to be distributed
- 6.30-7.00 Light Dinner

Part II

- 7.00- 9.00 Inaugural Meeting
 - Update on elected official liaison positions
 - Select Chair(s)
 - Establish Committees
 - Membership Committee
 - Administrative Committee
 - Other Committees
 - Discussion on filling vacant seats
 - Establish future meeting dates

MINUTES FROM PART I OF MEETING

Review of Orientation Package

Staff reviewed the Orientation Manual and encouraged Food Policy Council members to become familiar with its contents.

MINUTES FROM PART II OF MEETING

Update on elected official liaison positions

City Council Liaisons

On December 11, 2004, Council approved the Action Plan for Creating a Just and Sustainable Food System for the City of Vancouver. The Action Plan included the establishment of a Vancouver Food Policy Council (a voluntary citizen body with formal links to the City system) with a mandate to act as an advisory and policy development body. Section 1.1a of the Action Plan states that: "To ensure strong communication with City Council, the Vancouver Food Policy Council will have two City Councillors as liaisons".

On September 14, 2004, an administrative report went forward to City Council requesting City Council appoint two members of Council as liaisons to the Vancouver Food Policy Council. Due to the fact that one of the potential City Council liaisons was away on City business, the decision was postponed until the next City Council meeting on September 28, 2004.

Vancouver Park Board and Vancouver School Board Liaisons

Official Food Policy Council liaisons have also been requested from Vancouver Park Board and Vancouver School Board. Decisions on these representatives are pending.

Select VFPC Chair(s)

Question for discussion:

VFPC Terms of Reference state that "VFPC members will appoint a VFPC chair and/or co-chair at the second meeting of the VFPC" The question of whether the VFPC wishes to choose a Chair or Chairs at the first meeting was presented. The rationale behind the TOR stipulation to choose a Chair or Chairs at the second meeting was to allow VFPC members to get to know each other better and make a more informed decision.

Discussion:

- Wait until vacancies on VFPC are filled before choosing Chair(s).
- Youth, gender, diversity issues need to be addressed. Suggestion to wait until a full Council exists before choosing Chair.
- Better to choose Chair(s) now to get VFPC up and running.
- Compromise: Choose interim Chair(s).
- A nomination process should be determined (candidates should submit a paragraph of describing why they would like to be Chair).
- Nomination and election process can be done electronically.
- Chair or Chairs should take role for one calendar year with possibility of renewal.
- Roles and responsibilities of Chair(s) should be clear. What are the expectations?
- How are roles and responsibilities different from that of Food Policy Coordinator?

ACTION

An ad hoc group will create a description of roles and responsibilities of Chair(s) and circulate to VFPC members for feedback. Ad hoc group members: Carol Ranger, Miriam Palacios, Karin Schreurs. Food Policy Coordinator will also be involved. An electronic nomination and election process will take place

before the next VFPC meeting (October 12). Results announced at next meeting. N.B.: Mario Lee came up with 6 recommended roles for the Chair(s) later in the meeting. The FPC agreed with these recommendations and the ad hoc committee struck earlier was disbanded.

Recommended role of Chair(s):

1. Chair VFPC meetings
2. Collaborate with Food Policy Coordinator to set agenda
3. Spokesperson for VFPC
4. Key liaison with elected official liaisons (City Council, Park Board, School Board)
5. Maintain contact with committees of VFPC (who may have Chairs of their own)
6. Work with staff cooperatively on emerging issues in order to empower decision making

Possibly more issues on communications to be added.

DECISION

- Anyone interested in being Chair or co-Chair should submit their name to the FP coordinator with a brief statement stating what they bring to the role.
- Nomination and election process will be held electronically.
- Results announced at next VFPC meeting (October 12)

Establish Committees

Membership Committee

Questions for discussion:

How will the VFPC fill the five vacancies? What will be the role of the Membership Committee in achieving this task? Who will make up the Membership Committee?

Discussion:

- The VFPC election process was a good one. Conduct same process to fill vacancies (i.e. election only if there is more than one candidate in each sector where vacancies exist)
- An appropriate role for the Membership Committee should be to consider the appropriate mix of people for the VFPC (sectoral and individual), contact possible candidates, and make recommendations back to VFPC to elect.
- Sources of possible candidates should include Food Policy Task Force alumni, Food Policy Council candidates who were not elected, other suggestions from VFPC or City staff.
- Authority should be given to Membership Committee to come up with 'short list' of candidates that will be voted on electronically.
- Keep vacancies if necessary. There is no need to fill all vacancies immediately. More important to attract best people.

DECISION

Membership Committee members are: **John Van Luven, Herb Barbolet, Aron Bjornson and Barb Seed.**

ACTION

Membership Committee will determine list of possible candidates to fill vacancies. List of possible candidates will be circulated to VFPC Council members electronically prior to the next meeting. Recommendations will either be ratified electronically, or if there is more than one candidate in sectors where vacancies exist, electronic voting will take place.

Administrative Committee

Questions for discussion:

What will be the role of the Administrative Committee (AC) in achieving this task? Who will make up the Administrative Committee?

Discussion:

Possible roles for AC:

- AC will not be a political body.
- If staff needs to consult VFPC on an issue in between meetings, AC can provide feedback.
- Conducts regular business of VFPC in-between meetings.
- Chairs of committees could form AC but substantive decisions are taken as a full group.
- Small group decisions are important.

DECISION

Clear roles and responsibilities are needed for AC. The decision as to whether or not an Administrative Committee is desired or necessary will be revisited once Chair(s) have been established and a work plan formulated.

Other Committees

DECISION

The decision as to the number, type and function of other committees will be revisited once Chair(s) have been established and a work plan formulated.

Discussion on filling vacant seats

Discussion took place under the agenda item "Membership Committee"

Establish future meeting dates

DECISIONS

The standing meeting date for the VFPC will be the second Tuesday of the month from 6:30 - 9:30 PM.

Work plan formulation

Discussion:

- Set a three hour morning or afternoon meeting in November for work plan.
- Staff should create a template for VFPC discussion.

Miscellaneous issues to be addressed

- Quorum issue
- Roberts Rules of Order
- Terms of service for VFPC members