

ATTACHMENT A

Draft CV Food Policy Council Terms of Reference- May, 2019

Draft Vision:

By 2040, across the Comox Valley Regional District our food system will be economically viable and ecologically sustainable; our community will grow, harvest, process, preserve, and distribute the majority of food for its members while eliminating waste. All members of the Comox Valley will have access to, and the knowledge to prepare healthy local foods and have access to enough nutritious, safe, ecologically sustainable, and culturally appropriate food at all times.

Format:

The Comox Valley Regional Food Policy Council (CVFPC) is a Hybrid Model with Indirect Links to Government (Category 3 in Municipal Food Policy Entrepreneurs by MacRae and Donahue, 2013, pg. 10

http://www.ensser.org/fileadmin/files/2013_MacRae%26Donahue.pdf.

These food policy initiatives are a hybrid of civil society organizations and government (not an official committee of Comox Valley Regional District) with significant linkages to local government via departments and government staff, with financial support from a mix of sources.

This format allows us the benefit of blending municipal and civil society organization resources (i.e. funding, additional regional and national support) and expertise, and allows for a more flexible agenda.

Examples of communities that use this model are Kamloops, BC and Hamilton, ON and Squamish BC

<http://www.squamishfoodpolicycouncil.com/>. And Kamloops website here: <http://kamloopsfoodpolicycouncil.com/>

- The Food Policy Council is its own entity (not a committee of a municipal or regional government)
- The Food Policy Council provides input to all 4 municipal/regional governments and staff about issues of concern (and to K'òmoks First Nation if requested)

- The Food Policy Council considers any matters which may be referred to the Policy Council by local, regional or K'òmoks First Nation
- The Food Policy Council may take positions on policy initiatives from other levels of government within the mandate of the Policy Council

The proposed goals of the CVFPC support the processes and goals outlined in the CVRD BOD Priority Chart for 2019/2022. The CVFPC is interested in providing input into the Regional Growth Strategy and the Comox Valley Sustainability Strategy

Planning, reporting and outreach:

The Policy Council:

- Produces an annual work plan with specific objectives by no later than April of each year, in consultation with CVRD and local government representatives.
- Submits an annual report to municipal, regional governments and other stakeholders describing its accomplishments for the year, including reference to each objective set out in their annual work plan and any arising issues to which the Policy Council has responded
- Works co-operatively with other agencies whose activities affect constituent communities, including initiating and developing relevant projects.
- Acts as a resource for staff doing public involvement processes and civic events.
- Exchanges information with the constituent communities and the general public about relevant programs and issues of interest
- Engages in outreach to disseminate information and encourage participation from constituent communities
- May supports groups developing projects to enhance the food system

Membership:

- Members must endorse the vision, priorities and goals of the Council and have skills, knowledge, experience or a genuine interest in at least one area of food system. Areas of focus include but are not limited to: Food Security, Local Food Economy, Food Literacy and Food Systems Education.

Membership Structure:

LUSH Valley will have one staff position to help coordinate and administer the Council.

The CVFPC will include a minimum of 10 and no more than 18 members that represent diversity across the food system, as well as local government representatives. Each member is asked to commit to a 2 year term on the Council.

- Komoks First Nation (1 position)
- CVRD Director (1 position)
- City of Courtenay (1 position)
- Town of Comox (1 Position)
- Village of Cumberland (1 position)
- Food distributor/larger food retailer (1 position)
- Mid Island Farmers Institute (1 position)
- Comox Valley Farmers Institute (1 position)
- Community (This could include a member of CVEDS and/or members of the planning community and/or individual from seniors organization up to 4 positions)
- Vancouver Island Health Authority or Community Health Network (1 position)
- Youth (1 positions)
- Food Charity (1 positions)
- Local food business (1 position)
- School District 71 or NIC (1 position)
- Lush Valley (1 position)

The Council's membership should reflect the Comox Valley's diverse population, including, but not limited to, ethno-racial, faith, gender, mental ability, physical ability, literacy/educational level, age, sexual orientation, rural/urban residency and socioeconomic circumstances.

Meeting frequency:

The Policy Council meets at *_(location TBD)_*, but not more than 12 times a year.

Currently, the Policy Council meets on *(date TBD)* of each month at *(time TBD)* pm in the.

Members of the public are welcome to attend the meetings.

Time commitment

Outside of meetings, members should expect to spend at least 2 hours on email and other correspondence, report writing, and background reading. Preparation time for all meetings is required.

Attendance requirement

Members may miss no more than four consecutive meetings without obtaining leave of absence from the Policy Council. Membership will be terminated following the fourth such absence.