# Winnipeg Food Council

# 2022 Workplan and Operating Budget

## A. 2022 Workplan

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|---|---|
| | Agriculture and Food Strategy |
| | Community Gardens and Urban Agriculture |
| | Food Waste |
| | Other Winnipeg Food Council Activities |

Where subcommittees have lead responsibility over specific activities, the responsibility is indicated in the "Activities" column with *RP* for Research and Policy subcommittee, and *DC* for Development and Communications subcommittee.

| **Directive**<br>From Terms of Reference | **Activities** | **Target Delivery** | **Details** |
|---|---|---|---|
| Initiate City of Winnipeg Agriculture and Food Strategy TOR 3(3) | Compile City of Winnipeg Food System Snapshot Report<br>*RP* | Q3 | - To complete the first project phase of the City of Winnipeg Agriculture and Food Strategy, work with the community, public and private sector, and use the Winnipeg Food Atlas in conducting an environmental scan that will:<br>  ○ collect baseline data,<br>  ○ determine food system related gaps and strengths,<br>  ○ develop key performance indicators<br>- Analyse data and compile report<br>- Disseminate and promote report |
| Initiate City of Winnipeg Agriculture and Food Strategy TOR 3(3) | Seek out collaborative opportunities to work with private and public sectors to support the work of the Winnipeg Food Council<br>*DC* | Ongoing | - Identify and apply for additional sources of funding and in-kind resources in collaboration with the private sector and community-based organizations<br>- Explore funding opportunities through Federal National Food Policy, Federation of Canadian Municipalities, Province of Manitoba, etc.<br>- Continue collaborations with researchers and academics to support the development of an Agriculture and Food Strategy |

| **Directive**<br>From Terms of Reference | **Activities** | **Target Delivery** | **Details** |
|---|---|---|---|
| Monitor City progress of implementing Winnipeg Food Council recommendations<br>TOR 5(i)<br>Foster connections between City departments to improve service<br>TOR 5(g)<br>Initiate City of Winnipeg Agriculture and Food Strategy<br>TOR 3(3) | Support the development and operation of a City of Winnipeg inter-departmental food systems working group<br>*RP* | Ongoing | - Monitor the development of an inter-departmental food systems working group, (per EPC 2020NOV18)<br>- Support the operations of a City of Winnipeg food systems working group<br>- With the inter-departmental working group, support the creation, implementation and evaluation of an Agriculture and Food Strategy |
| Support the work of the community<br>TOR 3(2) | Promote and support the Winnipeg Urban Growers network<br>*DC* | Ongoing | - Promote and support the Winnipeg Urban Growers community garden and urban agriculture network, connecting community garden organizers to enable problem solving, joint funding applications, data collection, etc. in support of the operations of community gardens |
| Enhance local food security and increase food literacy<br>TOR 3(2)<br>Foster connections between City departments to improve service<br>TOR 5(g) | Enhance the City of Winnipeg community garden policy<br>*RP* | Q3 & Q4 | - In recognition of the Council-declared “Year of the Garden”, advocate for the development of a community gardens strategy through the 2023 budget process |
| Support the work of the community<br>TOR 3(2) | Provide small community-based grants | Ongoing | - In recognition of the Council-declared “Year of the Garden”, provide small grants from the Winnipeg Food Council budget to support community gardens and urban agriculture initiatives |

| **Directive**<br>From Terms of Reference | **Activities** | **Target Delivery** | **Details** |
|---|---|---|---|
| Support the work of the community<br>TOR 3(2)<br>Promote involvement between the City and the community<br>TOR 5(j) | Support the development and operations of community gardens and other community based urban agriculture projects<br>*RP* | Q1, Q2 & Q3 | - Work with City Councillors and community groups to establish and develop community gardens and urban agriculture projects across the city via:<br>o Liaising between interested groups and the public service<br>o Connecting new growers with established garden organizers<br>o Identifying funding opportunities<br>o Advising on methods for soliciting community interest<br>o Providing feedback on site design |
| Assist the City in responding to food-related issues within its jurisdiction<br>TOR 5(h) | Support household food waste reduction and diversion<br>*DC* | Ongoing | - Continue working with the public service to support the household food waste reduction behaviour change campaign<br>- Use social media platforms and website to communicate the impact of household food waste and waste reduction tips<br>- Advise on campaign content in collaboration with the public service and Love Food Hate Waste Canada<br>- Support as needed the Residential Food Waste Collection Pilot Project |
| Advise Mayor and Council<br>TOR 3(1)<br>Foster connections between City departments to improve service<br>TOR 5(g) | Provide feedback and support for recommended program and policy changes<br>*RP* | Ongoing | - Advise and work with the public service in understanding urban agriculture within the context of green infrastructure<br>- Research and provide feedback to the public service on how to facilitate urban agriculture on public lands<br>- Support the creation of an inventory of public lands suitable for food production |
| Encourage multi-sector approaches, foster coordination and networking<br>TOR 3(2) | Collaborate with other levels of Government<br>*RP* | Ongoing | - Participate in engagement sessions for development of the new federal, provincial and territorial governments policy framework and programming for the agriculture and agri-food sector (formerly the Canadian Agriculture Partnership)<br>- Continue dialogue with the Provincial government on opportunities for urban agriculture |

| **Directive**<br>From Terms of Reference | **Activities** | **Target Delivery** | **Details** |
|---|---|---|---|
| Advise Mayor and Council<br>TOR 3(1) | Keep informed about municipal food related issues and opportunities and advise as appropriate<br>*DC, RP* | Ongoing | - Keep informed of food-related items on Committee agendas, City consultations, etc. and provide input where applicable.<br>- Advise on strategies, reports and policies as needed, using a food systems lens<br>- Keep informed of food-related activities and issues in the community<br>- Maintain and update social media and website regularly to highlight events and activities to elected officials and the public as appropriate |
| Promote involvement between the City and the community<br>TOR 5(j)<br>Support the work of the community<br>TOR 3(2) | Connect with the public on food systems issues, support and raise awareness of community-led initiatives<br>*DC* | Ongoing | - Collaborate with community organizations in hosting events, conducting research, and advocacy<br>- Encourage community participation on Subcommittees<br>- Increase awareness of the Winnipeg Food Council through networking and outreach<br>- Explore ways to support and enhance Winnipeg's reputation as a city that has great food and a great food system |
| Advise Mayor and Council<br>TOR 3(1)<br>Support ongoing consultation<br>TOR 3(2) | Host and participate in consultation processes<br>*DC* | Ongoing | - Both City-led and other<br>- Solicit feedback from citizens and community organizations on possible food policy recommendations and programs through various channels |
| Encourage multi-sector approaches, foster coordination and networking<br>TOR 3(2) | Connect with other networks, organizations, and councils with common priorities<br>*DC* | Ongoing | - Maintain connections with Canadian Municipal Food Policy Network and the North American Food Policy Network<br>- Maintain and build additional relationships with municipal Food Policy Council members, and Food Strategy administrators across Canada<br>- Connect with community organizations addressing food issues |

| **Directive**<br>From Terms of Reference | **Activities** | **Target Delivery** | **Details** |
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| Keep informed of other city's food policy initiatives, current best practices, and food policy organizations<br>TOR 5(m) | Commit to continual learning and regular communication to enhance Council function<br>*DC* | Q1; & Ongoing | - Engage in learning opportunities by undertaking occasional training as budget allows<br>- Invite presentations at Food Council meetings to raise awareness of related activities, programs, and initiatives<br>- Use benchmarking and evaluative tools to monitor the impact of the Winnipeg Food Council<br>- Monthly General Update for Food Council members to advise and update on current issues and initiatives |
| Annual reporting<br>TOR 3(4)(a) | 2021 Annual Report | Q1 | - Compile Annual Report for reporting to the Executive Policy Committee |
| Annual reporting<br>TOR 3(4)(b)(c) | 2022 Workplan and operating budget | Q1 | - Present annual workplan and operating budget to Executive Policy Committee and Council |
| Annual reporting<br>TOR 3(4)(b)(c) | 2023 Workplan and operating budget | Q4 | - Present annual workplan and operating budget to Executive Policy Committee and Council |

## B. 2022 Operating Budget

| 2021 Winnipeg Food Council Budget Summary | | |
|---|---|---|
| **Item** | **Budget Line** | **Budget Allocation** |
| 1 | Support the development of a City of Winnipeg Agriculture and Food Strategy | $8,000.00 |
| 2 | Small grants to support community gardens and urban agriculture initiatives, in recognition of the Council-declared "Year of the Garden" | $7,000.00 |
| 3 | Education and training | $600.00 |
| 4 | Graphic design and printing services | $550.00 |
| 5 | Meeting expenses | $500.00 |
| 6 | Memberships and subscriptions | $230.00 |
| | **Total:** to be paid from the City of Winnipeg 2022 Budget | **$16,880.00** |

# C. Terms of Reference Directives

Directives in the Workplan are taken from the "Function" and "Responsibilities" sections of the Winnipeg Food Council Terms of Reference.

**FUNCTION**

3. The Food Council's Function is to:

(1) Advise the Mayor and Council on food system related issues;

(2) Support the work of the community on food issues, enhance public health and local food security, and increase food literacy and access to food by encouraging multi-sector and strategic approaches, fostering coordination and networking, and supporting ongoing consultation; and

(3) Initiate the development of and support the implementation, maintenance and evaluation of a City of Winnipeg Agricultural and Food Strategy to address municipal food security and food system issues. The City of Winnipeg Agricultural and Food Strategy will:

(a) include policy directions identified through community engagement, focused research, innovative initiatives, and other actions to identify proven practices;

(b) include evaluation and implementation components; and

(c) be operationalized in partnership with the Winnipeg Public Service, the local food movement, businesses, community agencies, stakeholder groups, and private citizens.

(4) Like other citizen committees working with cross-departmental issues impacting all citizens, the Winnipeg Food Council will be required to submit for Executive Policy Committee's approval:

(a) An annual report, which includes a review of work done over the previous year by the Food Council and updates on the progress of City departments in implementing Winnipeg Food Council recommendations;

(b) An annual workplan, which includes proposed committee activities and action items; and

(c) An operating budget detailing projected expenditures and revenue sources for the upcoming calendar year, to be endorsed by the Food Council and approved by the Executive Policy Committee.

**RESPONSIBILITIES**

5. Food Council Responsibilities are as follows:

Responsibilities Related to City Council

c. Review and offer advisory input into process, policy and programs regarding food issues.

d. Receive referrals from Council or its Committees for review and recommendation.

e. Recommend through Executive Policy Committee areas of research or work to be undertaken by the Winnipeg Public Service.

Responsibilities Related to City Departments

f. Support the creation, implementation and evaluation of an Agricultural and Food Strategy.

g. Foster connections within and between City departments, identifying potential efficiencies and opportunities for improved service.

h. Assist the City of Winnipeg to respond to food-related issues within its jurisdiction by using a food systems approach.

i. Monitor progress of City departments in implementing Winnipeg Food Council recommendations.

Responsibilities Related to the Public

j. Promote communication and involvement between the City and the community.

k. Enhance and connect food-related initiatives from various sectors.

l. Engage citizens, industry, other levels of government, and community groups on food issues as required.

Responsibilities Related to Winnipeg Food Council Members

m. Winnipeg Food Council members shall keep informed about:

i: other cities' food policy initiatives

ii. current best practices in multi-sectoral approaches to issues; and

iii. individuals and organizations who deal with food policy and programing.

n. Members are expected to attend meetings regularly, be punctual, prepared, respectful, engaged, open to others' opinions, and willing to work together.

o. Members will also be expected to participate in working groups if applicable, and commit approximately 5-6 hours/month to regular and working group meetings, material preparation, and other tasks if applicable.