Winnipeg Food Council Terms of Reference

INTERPRETATION

1. In this document:

"Board" means the Winnipeg Food Council;

"Citizen" means a person, other than a Councillor, who is an inhabitant of and is entitled to vote in the municipal elections of The City of Winnipeg;

"Citizen Member" means those members of the Board appointed under Section 7 hereof;

"Council" means the council of The City of Winnipeg;

"Councillor Member" means a member of the Board appointed under Section 7 (5) hereof;

"Organizational Meeting of Council" means that meeting of Council held in November each year as set out by Procedure By-law No. 50/2007.

"Mayor's Designate" Means a Councillor designated by the Mayor to act in his/her capacity.

AUTHORITY

2. The Winnipeg Food Council shall be a Citizen Advisory Committee, established by Winnipeg City Council and reporting to the Executive Policy Committee (EPC).

FUNCTION

3. The Food Council's Function is to:

A. Advise the Mayor and Council on food system related issues;

B. 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

C. 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:

i. Include policy directions identified through community engagement, focused research, innovative initiatives, and other actions to identify proven practices;

ii. Include evaluation and implementation components; and

iii. Be operationalized in partnership with the Winnipeg Public Service, the local food movement, businesses, community agencies, stakeholder groups, and private citizens.

D. Like other citizen committees working with cross-departmental issues impacting all citizens (namely the **Human Rights Committee of Council** ~~**Access Advisory Committee, the Citizen Equity Committee,**~~ and the Winnipeg Committee for Safety), the Winnipeg Food Council will be required to submit for **the** Executive Policy Committee's approval:

i. 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;

ii. An annual workplan, which includes proposed committee activities and action items; and

iii. 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.

ACTIVITIES

4. Food Council activities will be determined in two ways:

A. Through Council/Committee of Council directive; and

B. Through the creation of an annual workplan, which will include proposed committee activities, and should detail how activities align with committee or Food Strategy objectives and indicators.

RESPONSIBILITIES

5. Food Council Responsibilities are as follows:

Responsibilities Related to City Council

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

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

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

Responsibilities Related to City Departments

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

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

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

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

Responsibilities Related to the Public

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

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

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

Responsibilities Related to Winnipeg Food Council Members

A. 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 programming.

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

C. 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.

CHAIRPERSON

6. The Winnipeg Food Council will be led by a Chairperson and Vice-Chairperson.

A. The Chairperson shall be appointed by Council at the annual Organizational Meeting of Council.

B. The Winnipeg Food Council shall appoint the Vice-Chairperson at the next regularly scheduled meeting following the annual Organizational Meeting of Council**, or the meeting following the vacancy of the Vice-Chair.**

C. The role of the Chairperson is:

i. To approve agenda items for meetings;

ii. To call meetings to order;

iii. To maintain order;

iv. To state all motions, to put them to a vote and announce the results of voting;

v. To represent the Food Council at public functions when necessary.

D. The role of the Vice-Chairperson is to fill in for the Chairperson when required.

COMMITTEE COMPOSITION

7. A. The Winnipeg Food Council membership shall not exceed 12 Members (11 voting members and one non-voting member), and will include the following:

i. The Mayor of Winnipeg or designate;

ii. One City Councillor (can also serve as the Mayor's designate);

iii. One representative nominated by the Province of Manitoba (non-voting);

iv. One member from health sector (dietitian, community health worker, public health professional) nominated by the Winnipeg Regional Health Authority;

v. Two members involved with food production (efforts should be made to represent a diversity of producers; e.g. rural, urban, small scale, large-scale);

vi. One member from food businesses (retailers, farmers' markets, food entrepreneurs, wholesalers, etc.);

vii. One member from research sector (Universities, research alliances, etc.);

viii. One member from community groups or networks connected to food issues (e.g. food access, food skills, resource networks, etc.); and

ix. Up to three citizen members at large with specific skills, experience and interests to increase diversity and add value to particular initiatives. Members at large will be selected based on their ability to add expertise and perspectives related to specific food sectors, initiatives, geographies (e.g. inner city, links to rural Manitoba) or demographics (e.g. industry, food bank, businesses, education, Social enterprise, associations, food waste management, etc.).

B. The Winnipeg Food Council's membership must reflect Winnipeg's diverse population and should include (but not be limited to) representation from:

i. Indigenous communities;

ii. Newcomers and refugees;

iii. People with disabilities;

iv. Youth (aged 18-30);

v. Elders and seniors; and

vi. Those with lived experience of food insecurity.

C. Membership should consist of individuals with the following qualifications:

i. Professional or community work that reflects their interest in municipal food issues;

ii. Skills and experience in specific areas (such as community food security, project evaluation and strategic planning) that allow them to contribute to policy development and influence change;

iii. Ability to help the Winnipeg Food Council establish and build relationships and partnerships with specific sectors, networks, and demographics;

iv. Ability to work effectively within a diverse group to collaboratively address a common goal, understand the complexity involved with inter-sectoral work, are able to use their unique skills and expertise to adapt to evolving priorities and group dynamics, and are willing to work within City of Winnipeg systems and protocols to address municipal issues; and

v. Ability to attend monthly meetings on a regular basis, and participate in working group meetings as needed.

APPOINTMENTS

8. A. Committee appointments will be made in accordance with the City's policy on citizen appointments to Boards and Commissions. Nominations shall be solicited from the Winnipeg Food Council. **The Chair shall submit final recommendations to Council through the Executive Policy Committee.**

B. The initial terms of office for the following members shall expire December 31, 2018:

i. One citizen-at-large member

ii. Representative appointed by the Province of Manitoba

iii. Representative from the Winnipeg Regional Health Authority

iv. Representative from the research sector

v. Representative from a community group or network

C. The initial terms of office for the remaining members shall expire December 31, 2019:

i. Two citizen-at-large members

ii. Representatives involved with food production

iii. Representative involved with food business

D. Following the initial terms of office, as the terms for positions expire, Council shall appoint members in alternate years for two-year terms.

E. The Councillor member**(s)** shall be appointed annually at the Organizational Meeting of Council.

F. No member shall serve more than three consecutive terms. **For greater certainty, a "term" includes both full, two-year tenures, as well as shorter terms assumed due to vacancies.**

MEMBERSHIP CHANGES – RESIGNATIONS, REPLACEMENTS, VACANCIES

9. A. Members may resign at any time by giving written notice to the Chair of the Food Council and the City Clerk's Department.

B. Missing three **regularly scheduled** meetings a year without prior discussion and approval from the Chairperson is deemed equivalent to a resignation.

~~**C. Recommendations from the Winnipeg Food Council Chair to fill mid-term vacancies shall be submitted to Council through Executive Policy Committee for appointment for the remaining portion of any term of office.**~~

C. ~~**D.**~~ **Mid-term** vacancies ~~**shall**~~ **may** be filled using resumés on file from the annual Boards and Commissions recruitment process**, or recommendations from the current membership, at the discretion of the Chair. Final recommendations shall be submitted to Council through the Executive Policy Committee for appointment.**

D. ~~**E.**~~ **Current members who are eligible and interested in applying for additional terms must re-apply through the City of Winnipeg Boards and Commissions application process. For greater certainty, memberships do not automatically renew.**

SUB-COMMITTEES AND WORKING GROUPS

10. A. The Winnipeg Food Council may form sub-committees, working groups and/or advisory committees as it deems necessary, to undertake tasks requiring in-depth work on behalf of the Winnipeg Food Council or to inform, provide advice, and bring additional perspectives to the group (e.g. traditional knowledge, people with lived experience of food insecurity).

B. Sub-committees, working groups and advisory committees should include participants who are not Winnipeg Food Council members. Each sub-committee or working group shall have at least one Winnipeg Food Council member, responsible for bringing forward issues and requests from the sub-committee or working group and providing regular progress updates to the Winnipeg Food Council.

C. If requested, the Administration may provide Public Service participation/support/expertise to the sub-committees, working groups, or advisory committees.

MEETINGS

11. A. All Winnipeg Food Council meetings are open to the public, and are governed by Council's Procedure By-law No. 50/2007.

B. It is expected that the Winnipeg Food Council shall meet a minimum of five (5) times annually**, including regular and special meetings.**
Amended by Council 19 June, 2018

C. Meetings may be called by the Chair or Vice-Chairperson, or at the request of any three Winnipeg Food Council members.
Amended by Council 19 June, 2018

D. Meetings are only to be held at locations accessible to members and guests with disabilities.

VOTING

12. A. Voting is by majority rule **of members in attendance.**

B. A tie vote means that a motion or decision is defeated.

C. A member who may be in a conflict of interest situation is required to declare the conflict and refrain from voting and participating in the discussion with respect to that particular issue.

SUPPORT

13. A. **The Winnipeg Public Service will provide the ~~Food Council's budget will support an independently contracted~~ Winnipeg Food Council Coordinator,** who will support the Winnipeg Food Council and liaise with the Public Service as needed.

B. A staff member of the City Clerk's Department is assigned to clerk the Winnipeg Food Council meetings.

C. Staffing support from Winnipeg's Urban Planning Division will be assigned as needed to support the Winnipeg Food Council.

BUDGET

14. A. The Winnipeg Food Council will operate with a budget equal to that of other committees working with cross-departmental issues impacting all citizens (namely ~~**Access Advisory Committee, the Citizen Equity Committee,**~~ **the Human Rights Committee of Council** and the Committee for Safety). Pending approval, this amount would be included in the 2018 operating budget, and be reviewed annually thereafter.

B. The draft budget shall be prepared by the Winnipeg Food Council Coordinator for consideration by the Winnipeg Food Council, who shall make a recommendation and submit (along with an annual report) to **the** Executive Policy Committee for approval. Expenses to be covered by the budget include (but are not limited) those related to:

i. Public consultations;

ii. Strategy development;

iii. Production, printing and distribution of materials;

iv. Website development and maintenance;

v. Attending conferences and workshops as approved by the committee; and

vi. Membership in relevant organizations.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

15. All official correspondence and media communication from the Winnipeg Food Council shall be communicated by the Chairperson or Vice-Chairperson.

AMENDMENTS

16. The Winnipeg Food Council may submit suggested amendments or updates to the Terms of Reference to Council for approval.