

Charlottetown Food Council

Terms of Reference

Where The City of Charlottetown has committed that a Food Council be established to recommend to City Council policy, programs, and initiatives related to food and community, and to undertake or support the development and implementation of these policies, programs and initiatives;

The Food Council will be established and operate under the terms and responsibilities as follows:

1. INTERPRETATION

In this document:

“Food Council” refers to a working group developed with the purpose of improving the existing food system through food related education, policy recommendations, and program development.

“Food System” refers to food production, processing, distribution, consumption, and disposal as well as all of the inputs and outputs related to each of these activities.

“Food Security” is defined as the condition in which “everyone has physical and economic access to enough nutritious, safe, culturally appropriate food to be healthy and active”

A “Food Charter” is a value or vision statement and/or series of goals to describe what a community wants their food system to look like. It is a non-binding reference document that guides food related policy and projects.

“City Council” refers to the Charlottetown City Council

2. FUNCTION

The Food Council will actively support the development of a healthy food system within Charlottetown and will:

1. Advise and make recommendations to the Mayor and Council on food system related issues;
2. Analyze, influence, and create policy through multi-sector and strategic approaches while supporting and initiating ongoing consultation; and

3. Act as a resource for the community, City Councilors, and municipal departments, in conjunction with the office of the City's Sustainability Officer, in food matters;
4. Initiate the development and establishment of a Charlottetown Food Charter that;
 - a. Includes a vision statement or list of values to guide policy and programs related to food
 - b. Provides a definition of a healthy food system
 - c. Is non-binding but serves as guiding framework for decision-making that affects Charlottetown's food system
5. Create or support existing programs and services that address the needs of the community, including helping with fundraising, program design and execution, and education; and
6. Report to the Environment & Sustainability Standing Committee of Council at least once per year on the Food Council's actions and how they have contributed to the achievement of the Integrated Community Sustainability Plan's (ICSP) goals (under the Food theme) and provide an update on the state of food security in Charlottetown.

3. APPOINTMENTS TO THE BOARD

The Food Council is to be composed of no less than six (6) and no more than eight (8) members. Potential Food Council members must submit an application and all appointments to the Food Council will be selected on the basis of their experience working within the food system, striving for a balance of representation from all the components within the food system. Food Council members will be appointed by City Council at the recommendation of the Environment & Sustainability Committee who will thoroughly review all applications. The Environment & Sustainability Committee shall appoint the Chair of the Board based on staff recommendation.

Food Council members are selected based on their individual qualifications in the following areas:

- Professional and/or community work reflecting their skills, knowledge, and experience with the food system
- A good understanding and lived experience in at least one aspect of community food security that allows them to contribute to progressive and innovative policy and program development within Charlottetown's Food System
- A genuine interest in sustainability and the development of a food charter and policy for Charlottetown that supports a sustainable food system vision.

4. ROLES & RESPONSIBILITIES

Food council members

- Active participation the work of the Food Council and a commitment to attend meetings on a regular basis
- Accountability to other Food Council members and to the community
- Communicate appropriately with respect and clarity of intentions

Chair/Co-chair

In additional to the general roles and responsibilities, the chair(s) are expected to:

- Preside at meetings
- Facilitate dialogue among all members during and between meetings
- Liaise with City Staff and keep them informed on committee actions and issues
- Act as a default spokesperson on behalf of the Food Council

1. Meeting Frequency & Location

Members of the Food Council will meet at least bi-monthly with additional meetings at the discretion of the members. Sub-committees may be established that meet more frequently. Communication between meetings expected as necessary to coordinate meetings and delegate responsibilities.

Meetings of the Food Council must be held in a public, accessible location and the meeting details (date, time, location, and agenda) must be posted at Charlottetown City Hall and on the City of Charlottetown website at least 24 (business) hours in advance of meeting.

2. Time Commitment

Outside of regular Food Council meetings, members should expect to spend an additional 2-4 hours per month at minimum on emails, research, and other Food Council related work and communications. Preparation time for all meetings is required.

3. Term Length

Appointed members of the Food Council will have a term length of two years, after which they must re-apply. A member may hold their seat for a maximum of four years consecutively and after an interval of two years they may re-apply.

4. Ending Membership & Interim Vacancy

If a Food Council member chooses to step down or is no longer able to fulfill their role and responsibilities they must provide notice to the remaining members of the Food Council at the next scheduled meeting.

In the case of an interim vacancy, the City of Charlottetown staff liaison to the Food Council will thoroughly review eligible applications and make a recommendation to the Environment & Sustainability Committee on the selection of the interim member.

The filling of an interim vacancy occurs for the remaining term of office. If this time is shorter than a year however, it does not count toward the term of office as referred to in section 4.3 above.

5. Attendance

Food Council members are expected to attend each meeting and fully participate in, and contribute to, the work of the Food Council.

If a member is absent for three (3) consecutive meetings (including Council meetings and subcommittee meetings) within a calendar year, whether excused or unexcused, the Chair will be notified and will make a recommendation to the Council regarding that member's inclusion in the Food Council going forward.

Members of the Food Council shall be compensated as per the City of Charlottetown's Committee Resident Member Stipend Policy.

5. DECISION MAKING

1. Voting

Each Food Council member is entitled to have one vote in person or by proxy as described below.

1.1 Voting by proxy

Food council members may submit their one vote by written or verbal proxy, provided that the nature of the matter upon which they are voting is understood and clearly specified by the person giving the proxy.

2. Simple Majority Vote

The vote of a majority of the Food Council members constitutes the action of the board.

3. Quorum

In order to ensure a broad range of perspectives are represented, no less than half of the Food Council member's required for a quorum.

6. FUNDING

The City of Charlottetown will cover the costs of meetings and stipends for members. Attendance will be taken at each meeting and stipends will only be granted to members that attend the monthly meeting. Costs of meetings should be limited to any required printing of materials. Meals will not be provided unless regular meetings take place during meal times.

The Food Council can make recommendations on projects and programs to the Environment & Sustainability Committee that require funding and can submit annual budget requests. The Food Council should also seek grant funding from both public and private sources to support the implementation of projects, but all funding applications would need to be approved by the Environment & Sustainability Committee prior to submission. Municipal departments may also choose to sponsor Food Council initiatives that align with their work.