

# **Food Policy Council For Kingston, Frontenac and Lennox & Addington Framework Report**

## **Our Vision**

As stated in the Kingston, Frontenac and Lennox & Addington (KFL&A) Food Charter of November 2012:

“Kingston, Frontenac and Lennox & Addington are healthy, food secure communities where:

- Food is recognized as a basic human right
- A just food system ensures all members of our community have access to adequate, healthy, safe, affordable and culturally appropriate food
- An ecologically and economically sustainable food system thrives
- A strong relationship exists between our rural and urban communities which supports and advocates for our regional food system”

## **Our Purpose**

The Food Policy Council (FPC) is an independent body accountable to the community with the following four purposes:

- To serve as a forum for discussing food issues
- To assess the community food system in KFL&A
- To inform and influence food and food related policies and programs
- To conform to the vision and values set out as collective commitments in the Food Charter

## **Food Policy Council Authority and Boundaries**

The primary focus of the Food Policy Council is food related policy. It will study and recommend principles, intentions and rules to guide decisions in support of the KFL&A Food Charter’s vision, which will be the Food Policy Council’s central guiding document.

The Food Policy Council may identify alternatives, encourage new behaviours and work with decision-makers to implement procedures and protocols supportive of a secure and sustainable community food system.

As appropriate within its policy mission, the FPC may help others to propose legislation or design and implement projects that address deficiencies in the short or long term.

Through this work it is expected that the Food Council will foster coordination between the sectors of the food system and provide education and overall guidance on community food system solutions for government, institutions, agencies, business and the public.

## **Membership**

Members must endorse the KFL&A Food Charter and the Vision and Purpose of the Food Policy Council. The FPC will be comprised of members who live and/or work in KFL&A area. The FPC will include a maximum of 16 voting members who provide guidance, direction and decision making and will include a broad range of skills and experience across sectors. FPC members will commit to a two-year renewable term.

The composition of the committee may include, but is not limited to, representatives from municipal government, social justice, agriculture, food providers, retail, economic development, community organizations and interested community members.

Any member who misses three meetings consecutively without providing the Chair with a substantial reason in advance of said meetings will be deemed to have resigned. New members will be sought when Council vacancies occur.

Members are expected to be respectful of the various needs and viewpoints of the community and when speaking on behalf of or within the context of the Council, to confine themselves to evidence-based findings.

### **Meetings**

The Council will schedule meetings monthly for the first two years at a consistent time. This schedule can be adjusted more or less frequently at the call of the Chair but not less than quarterly. Meetings will be scheduled for a two hour period but can be adjusted to meet the agenda. A quorum of members (50%+1) must be present for an official meeting to be held.

Task groups and subcommittees will set their own meeting schedule in order to achieve their goals and report back to the Council as required by the Council. Membership on these task groups and subcommittees will be determined by the Council and can include non- Council members.

All Council meetings are open for observation to interested stakeholders. Non-members wishing to speak at or present to the FPC, must contact the Chair and make arrangements to be on the agenda. Decisions about the appropriateness or timing of the presentation will be made by the Chair with input from the FPC when deemed necessary.

### **Decision Making Process**

Prior to policy recommendations and decisions being made, FPC members will determine an appropriate strategy to engage community stakeholders to inform policy development and contribute to a shared understanding of the issues. Whenever possible, items requiring recommendations and decisions will be included in the agenda to ensure proper notification (one week minimum).

FPC will strive to arrive at decisions using a consensus process. Consensus is achieved when, following a clear statement of the proposal and a period of discussion and reflection, all members are willing to support a decision, with record of any issues identified.

When unanimous agreement does not occur, a vote will be held where a majority will be considered to be two-thirds (2/3) of members present are in support of a motion/proposal (includes tele/video conferencing). Decisions are clearly stated in the notes of the meeting and forwarded by the recorder to the appropriate body.

### **Pecuniary Interest & Confidentiality**

Members agree to identify and will self declare possible or perceived pecuniary interests. A member of the FPC has a pecuniary interest in a matter if the member or the member or a closely connected person (agent, business partner, family or employer) could make a financial profit from or be adversely affected by a decision of the Council. The member should leave the meeting and not be party to a discussion or voting on the matter. Members agree that any statements made "off record" will not be recorded or shared outside of the group.

## **Roles and Responsibilities of Members**

The roles and responsibilities of the Food Policy Council are summarized in the following eleven (11) points:

1. Develop and implement a work plan with short and long term activities for the FPC based on the KFL&A Charter that ensures a consultative, consensus-oriented approach.
2. Undertake tasks as agreed upon in order to complete work plan.
3. Carry out focused research as needed to inform work plan activities.
4. Convene appropriate stakeholders to facilitate discussion about, and improvement to, our food system.
5. Report to the community on an annual basis at a minimum.
6. Prepare through required and optional readings to participate in an informed way in discussions.
7. Share the responsibility of participating in FPC sub-committees/task groups or community based committees in order to achieve specific project tasks as decided by the FPC.
8. Represent the Council in policy work with other stakeholders or while serving as liaison to partners.
9. Document key messages for reference and communication purposes.
10. Respond to requests for information or policy advice relating to the food system.
11. Attend a minimum of 75% of meetings scheduled within a given calendar year and inform the Chair if they are unable to attend.

## **Responsibilities of Chair**

The role of Chair will be elected by the Council by a vote of members and may rotate between members as needed. Responsibilities of the Chair are summarized in the following six (6) points:

- Set agenda and post on FPC website, noting decision items that are pending for the upcoming meeting
- Determine the appropriateness and respond to requests from non-members to present to the FPC
- Chair meetings ensuring meetings are run on time and on track
- Ensure that appropriate meeting facilities and equipment are available as required
- Ensure a quorum of members are present at scheduled meeting
- Speak on behalf of the Council, or may delegate that responsibility as appropriate.

## **Responsibilities of Recorder/Treasurer**

The roles of recorder and treasurer have been initially combined into one position but can be divided into two positions if determined appropriate and approved by the FPC. The Recorder/Treasurer will be elected by the Council by a vote of members. The Recorder/Treasurer is responsible for keeping a written record of meeting items as identified in the meeting agenda including the topic, key discussion points, recommendations, decisions and action items and persons responsible for action and meeting attendance. They will forward the minutes of meetings to FPC members in a timely matter and post minutes on website after FPC have approved them. In addition they are responsible for updating the work plan on a regular basis and providing information for the FPC website when it is launched. The Recorder/Treasurer will also be responsible for accounting and reporting of all funding received for the FPC. All official records of the FPC will be housed at Public Health.

*Terms of Reference may be reviewed within the first year of the new Council and thereafter as warranted.*