

Tri-Cities Food Council Terms of Reference 2020-2022

Background: As described in Canada's Food Policy, food systems are "integral to the wellbeing of communities, including northern and Indigenous communities, public health, environmental sustainability, and the strength of the economy." (3)¹ A food system is understood as "the production, harvesting, processing, distribution, consumption and waste management of food... [and] can occur at multiple geographical levels, including (but not limited to) provincial, bio-regional, and community levels. It can include social, economic, and biophysical processes that influence food systems." (19)² Building a healthier, resilient food system that supports all residents requires collaborations at the national, provincial and local levels.

In 2019, in recognition of the value of cross-sector partnership, members of the Tri-Cities Healthier Community Partnership put out a call of interest to establish a partnership to work collaboratively to improve community food security and strengthen the local food system. The City of Port Moody's 2016 Resolution to form a Food Security Task Force, and previous policy-related work in this area led by local stakeholders catalyzed the formation of the Tri-Cities Food Council (TCFC).

With support from the Cities of Port Moody, Port Coquitlam, Coquitlam and the Village of Anmore, and key stakeholders, the TCFC works collaborative to enhance our local food system to support a healthy, vibrant community.

Purpose: The TCFC provides leadership and works collaboratively to support and strengthen a resilient, sustainable local food system where all residents can access safe, nutritious, affordable and culturally appropriate food in a dignified manner. The group brings together knowledge, expertise and connections to share information, align efforts, and catalyze the ongoing development of policies, programming and partnerships for a thriving, equitable Tri-Cities food system.

Goals: The work of the TCFC is guided by the following strategic, interconnected goals:

- Access: Expand access to healthy, affordable, and culturally appropriate food for all residents in a dignified manner
- Food Culture: Promote and celebrate a Tri-Cities food culture where residents feel connected to and interact with the local food system, and where local food traditions, skills, initiatives and eating together is valued.
- Economy: Strengthen and local our Tri-Cities food economy by raising awareness about food security, food sovereignty and food justice; facilitating opportunities and empowering residents and organizations to participate in and engage with our local food economy; and by promoting and expanding connections between residents and those who grow and produce food.
- Capacity Building: Enhance local knowledge, awareness and engagement around food and the local food system through education, transformative leadership, collaboration and innovation.
- Community Connections: Strengthen our local food system as an asset and mechanism through which to promote social connectedness, health and wellbeing within individual municipalities and across the Tri-Cities.
- Political Will: Develop, grow and maintain political commitment to improving food security and strengthening the local food system by serving as an advisory body that encourages

¹ Canada. Ministry of Agriculture and Agri-Food Canada. *Food Policy for Canada. Everyone at the Table*. 2019. <https://www.canada.ca/content/dam/aafc-aac/documents/20190614-en.pdf>, p.3

² BC Centre for Disease Control. *Conceptual framework for food security indicators in British Columbia: Summary report*. Vancouver, B.C.: BC Centre for Disease Control, Population and Public Health, p. 19.

governments and local decision-makers to develop and support policies, programs and best practices to accomplish the above goals.

Equity: The TCFC understands equity as a state of inclusive, diverse, fair, respectful and dignified treatment and consideration of all people. We acknowledge that there are disparities and systemic barriers that reduce opportunities and optimal health outcomes for diverse populations and communities within the Tri-Cities. We will continue to strive to better understand these disparities which are deeply rooted in our colonial and western narratives and institutions that continue to perpetuate injustices in our communities, and recognize that full participation of equity-seeking groups (including women, visible minorities, Indigenous peoples, LGBTQ+, people with disabilities, seniors, low-income families, people who are homeless) remain at the forefront of our commitment.

We will apply an equity lens in any policy recommendations, processes and initiatives to identify and mitigate barriers and biases that arise from this group. Working towards a more equitable food system, we will continue to learn, measure, reflect and engage with our community, and will look to address gaps in our understanding and perspectives.

Role & Scope: The TCFC works collaboratively to support a healthy local food system, including food production, distribution, access, consumption, processing and waste handling. Our efforts in these areas aim to strengthen this local system and enhance community food security where food is:³

- Local, safe, nutritious, and culturally appropriate
- Affordable, available and accessible to all in a dignified manner
- Produced, processed, marketed, consumed and celebrated, and where food products intended for the waste stream are reused, redistributed and managed in a manner that:
 - Protects the health and dignity of people
 - Minimally impacts the environment

Membership & Composition: The TCFC is open to individuals and organizations who share common goals related to strengthening our local food system. We function on the basis of inclusiveness, diversity and non-discrimination.

The TCFC will actively seek representation from the following groups, but not limited to:

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| • Municipalities | • School Districts, post secondary institutions |
| • First Nations communities | • Immigrants and refugees |
| • Non-profit organizations | • LGBTQ2S+ |
| • Health Authorities | • Community garden groups |
| • Other Government Organizations | • Property developers |
| • Community and neighbourhood associations | • Seniors |
| • Food producers, processors and distributors | • Youth |
| • Chefs, restaurateurs, retailers | • Students, young professionals |
| | • Educators, researchers |

Meetings are open to any members of the public who wish to attend. Anyone who has attended three (3) meetings annually, or is a representative from one of the groups mentioned above, is eligible to become a voting member. Voting membership will be confirmed by the TCFC co-chairs. Membership will be reviewed on an annual basis.

³ "Mandate & Terms of Reference." Vancouver Food Policy Council, accessed July 2020.
<http://www.vancouverfoodpolicycouncil.ca/about/terms-of-reference/>

Table Co-chairs: There will be two co-chairs elected by members of the group for a two-year term. Terms will overlap by one year to maintain continuity. The co-chairs are responsible for setting the agenda and facilitating meetings. Co-chairs are also responsible for setting meeting dates and distributing important information to the group.

Municipal Representation: Council members from the Cities of Port Moody, Port Coquitlam, Coquitlam, Village of Anmore and the Village of Belcarra are invited to all meetings. One member of Council (Councillor) from each of the Cities/Villages can participate as a voting member.

At least one staff representative from the Cities of Port Moody, Port Coquitlam, and Coquitlam is requested to be present at the meetings. The TCFC may call upon the resources of Cities to support projects, as needed.

Sub-committees: At times, an issue or topic may arise that requires further discussion or follow-up action. The TCFC may form a subcommittee to undertake this work. Subcommittees can be ad hoc (they form for a limited time to address a specific issue) or can be long-standing, and can include TCFC members and members of the public on a volunteer basis.

Subcommittees will meet outside of regular TCFC meetings and report back to the group at regularly scheduled meetings.

Meetings: The TCFC will meet at least six (6) times per calendar year at the discretion of the chairs. Co-chairs are responsible for setting the agenda and sending it to group members prior to the meeting. Members are encouraged to provide input on the agenda at the start of each meeting. Minutes will be taken by members on a rotating, volunteer basis.

Decision-making: Decisions will be made by consensus. Where consensus is not possible, a vote can be called by the co-chairs to facilitate decision-making. If a vote is called by the co-chairs, each participating organization or group is entitled to one vote. The TCFC is an autonomous group; decisions may not necessarily run consistent with positions taken by participating municipalities or organizations.

Reporting: Members of the TCFC are responsible for reporting back to their respective organizations, as appropriate. The TCFC will provide advice and reports to municipal Councils on food security-related issues. When necessary, municipal representatives will advise on appropriate municipal reporting structures and procedures for submitting policy-related requests to Councils.

Although the TCFC is autonomous, regular updates on group efforts will be provided by a member of the group at other relevant community network meetings, for example, the Tri-Cities Healthier Community Partnership meetings.

Resources: The TCFC will operate through in-kind resources provided by participating members. The group will actively seek funding opportunities to support activities and collective efforts.

Approval of the Terms of Reference: The Terms of Reference may be terminated, modified or amended in writing after consultation and agreement by members. The Terms of Reference will be reviewed by the group every two years.

Date	Changes	Next Review
July 24, 2020	Approval of TOR	July 2022