



## Terms of Reference

### **fresh Vision:**

Edmonton has a resilient food and agriculture system that contributes to the local economy and the overall cultural, financial, social and environmental sustainability of the city.

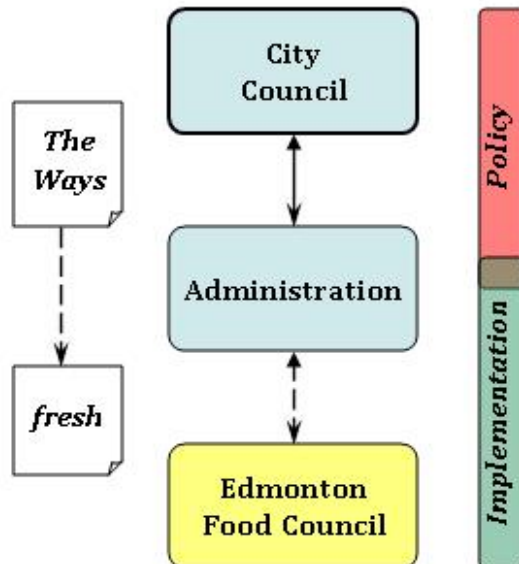
### **fresh Goals:**

1. A stronger, more vibrant local economy
2. A healthier, more food secure community
3. More vibrant, attractive, and unique places
4. Less energy emissions and waste
5. Healthier ecosystems

### **1. Mandate of Food Council**

As a volunteer committee of City Administration, the Food Council's primary role is to advise on matters of food and urban agriculture and to take an active role in supporting the implementation of *fresh*: Edmonton's Food and Urban Agriculture Strategy. Specific activities that the Food Council may undertake to perform this role:

- providing advice to the City and other key stakeholders
- monitoring and reporting on the progress of implementation
- identifying emerging issues and opportunities
- proposing key work priorities to the City
- maintaining relationships with the food and urban agriculture community
- engaging with the community on relevant and timely issues
- facilitating connections between key players, such as various City departments, community partners and local food businesses





## 2. Membership

The Edmonton Food Council has a maximum of 15 members. All members must be at least 18 years of age. Membership reflects diverse interests from across the entire food system, with representation from the following groups:

- Production – farmers and producers of all sizes, urban producers and gardeners, horticulturalists
- Processing – processors of all sizes, incubators
- Distribution – distributors of all sizes, food banks, food hubs, food box delivery, warehousing, storage, logistics
- Buying and selling – grocery stores and other food retailers of all sizes, restaurants, farmers markets, bakeries, butchers and delis, street vendors
- Eating and celebrating – cultural groups, non-profits, chefs, food artisans
- Waste and recovery – gleaning programs, composting programs
- Education – health professionals, academics and researchers, teachers, schools, colleges, universities, professional training programs
- Governance – staff from the Capital Region Board, Alberta Health Services, Alberta Agriculture and Rural Development, Federal Government
- Development and building industry – architects, urban designers, planners, landscape architects, land developers, builders
- Citizens and eaters - community members at large, social enterprises, local food advocates, social welfare and equity groups
- Demographic groups - youth, seniors, minority groups, newcomers

The Edmonton Food Council works towards common aims and is most effective in a collegial and team-oriented environment. Therefore, membership will reflect a diverse set of complementary skills and attributes conducive to a high-functioning group. All efforts will be made to assemble a Food Council with the following skills and attributes:

- passion for how food makes Edmonton a great city to live, work and play
- knowledge of and expertise in the food system
- experience working within the food and agriculture sector
- outstanding leadership capacity



- knowledge of governance models and experience working with boards
- ability to deliver results
- relationship-building skills
- influence in the community
- research and evaluation capacity
- financing, accounting, economic, and funding capacities
- ability for networking and facilitating
- willingness to be progressive and innovative

### 3. Selection Process

Administration will work with the Food Council's Governance Committee during all recruitment campaigns. An open call for applications will be made annually in the first quarter or as required to fill vacant positions. Applications will be accepted for a specific period of time. Following a review of all applications, short listed applicants will be invited for an interview. Upon successful completion of interviews and a final review of the candidates, a list of candidates selected for appointment is presented by the Governance Committee to the Food Council. Upon approval of the recommendations, the Food Council will forward the recommendations to Administration for final approval and formal appointment to the Edmonton Food Council.

The Co-Chairs will be elected by a nomination and voting process to be held during a regular Food Council meeting. In the event that both Co-Chairs are absent, Administration will host the election and direct the process.

Applicants not appointed to the Food Council may be placed on a reserve list for future appointments and may also be called on to serve as volunteers on sub-committees, working groups, special projects and events, or in other capacities. Volunteers may also be recruited to serve on Food Council committees, and to work on specific projects or tasks.

### 4. Terms

There will be a balanced mix of terms (one, two or three years) among the Edmonton Food Council membership to ensure continuity, preservation of collective wisdom and experience, and to provide opportunities for mentorship.

The Co-Chairs will have two and three year terms to ensure consistency and stability in



leadership and to avoid situations where both Co-Chairs exit at once. Co-Chairs must be re-elected in order to continue their membership as Co-Chairs.

The maximum that any individual may serve on the Edmonton Food Council is nine years. Existing members of the Edmonton Food Council shall have the right to continue service at the end of their term, so long as the individual maximum has not been reached.

Resignations must be made in writing to the Co-Chairs.

## 5. Meeting and Member Expectations

- Members are to be punctual, prepared, respectful, engaged and willing to have fun.
- The Edmonton Food Council will meet at least quarterly to carry out their mandate. Additional meetings and adjustments to the meeting schedule may be incorporated at any time if the Food Council deems it necessary to carry out its work.
- Quarterly meetings will be held for up to four hours at a time. Meeting schedules and locations will be determined in accordance with the availability of the membership.
- Quarterly meetings may be opened to the public for specific purposes such as hearing from particular groups or for public dialogue on particular topics or issues. There will be advance notice of all public meetings.
- Edmonton Food Council members will be expected to commit an average of at least eight to ten hours per month for meetings, review and reading of necessary materials, and correspondence. Additional special projects and events, sub-committees, and working groups may require an additional eight hours per month of service.
- Attendance at meetings is crucial to the functioning and effectiveness of the Edmonton Food Council. If a member fails to demonstrate a commitment to attend meetings or meet their chosen obligations on sub-committees and working groups, they may be asked to resign their position.
- General expectations of members include the following:



- demonstrate a respect for governance and protocol
  - actively participate
  - be accountable to one another and to citizens
  - work as a team
  - follow through with commitments
  - step up to get work done
  - be transparent and declare conflicts of interest
  - communicate appropriately and be clear about which interests are represented when speaking
  - commit to working through and learning from conflict
  - represent the Edmonton Food Council at public events as required
- In addition to the above expectations, Co-Chairs are also expected to:
    - Speak on behalf of the Food Council to the public and to the media
    - Build the meeting agendas
    - Liaise with Administration
    - Act as ex-officio members on all committees and working groups
    - Hold all members accountable
    - Ensure the health and sustainability of the Food Council
    - Provide leadership by recognizing the needs of the Council and taking the initiative to act appropriately to make progress
    - Provide leadership by recognizing the needs and skills of individual members and working with them to maximize their participation

## 6. Deliverables

The Edmonton Food Council is expected to produce a work plan and annual report each year, for submission to and approval by Administration.

## 7. Administrative Responsibilities

All reasonable administrative costs, such as meeting space, meeting materials and supplies, refreshments, parking, and so on, will be taken care of by the Administration. Administration will also assign staff to support the ongoing work of the Edmonton Food Council, which includes the following supports:

- meeting management
- budget management



- provide advice on City policies and plans
- act as liaison to the Administration
- act as liaison to City Council

## 8. Communications and Public Engagement

The Edmonton Food Council is accountable to the City of Edmonton and the citizens of Edmonton and as a result is committed to effective communications and public engagement. As a part of this commitment, the Council will:

- provide opportunities to hear from the public and particular groups
- publish formal meeting minutes for each quarterly meeting
- make use of online and social media tools as a means to directly interact with the public
- seek the input of those individuals, groups or organizations that have special expertise and experience, when deemed necessary

All official correspondence from the Edmonton Food Council shall be communicated by one of the Co-Chairs, who will act as the official voices of the Edmonton Food Council. All other members of the Edmonton Food Council may accept requests for public engagement and from media as long as prior notification in writing is made to the Co-Chairs and to the Administration, and as long as they do not speak on behalf of the Edmonton Food Council.

## 9. Confidentiality and Ethical Conduct

All records and materials of the Edmonton Food Council are subject to the *Freedom of Information and Protection of Privacy Act*. All members shall not:

- use confidential information for the personal profit of themselves or any other person
- communicate confidential information to anyone not entitled to receive it
- or use their position to secure special privileges, favours, or exemptions for themselves or any other person

All members shall preserve the integrity of the Edmonton Food Council and govern themselves accordingly, and will abide by the Food Council's *Conflict of Interest Policy*. If in doubt about any actions or conduct, members are encouraged to seek advice from the Co-Chairs or from the Administration.