

Food Framework Ad Hoc Committee

Terms of Reference

Rationale

The Board of Education passed the following motion at the September 23, 2019 meeting:

That the VBE develop a holistic 10 Year Vision and Food Framework for the District and create a Food Working Group with stakeholders and external representatives to advise on this work.

The work would include:

- *To develop a 10 year vision for the District that would include a Food Framework incorporating relevant key components including but not limited to: food programs, (including breakfast and lunch currently made by VSB staff and delivered to students around the district), food growing, production, distribution, nutrition, waste, security, donations, education, funding and lobbying that is in alignment with the District's Strategic Plan and budgets, and*
- *Identifying the capital and operating costs associated with developing a Food Framework and its implementation.*

And that next steps would be to begin the process as follows:

- *After the presentation of the VSB Food Report to stakeholders in October 2019, stakeholder representatives would work with staff to develop a Terms of Reference for Board approval for the establishment of a Food Working Group (FWG).*
- *Targeting reporting to Trustees on the Terms of Reference by December 16, 2019,*
- *Once the Terms of Reference are established and approved, asking staff and stakeholder representatives to participate in the FWG and to identify additional FWG participants with relevant food experience. Possible candidates could include parents with food experience, subject matter experts in food growing (Fresh Roots, urban farmers), food production and distribution; nutritionist, Coastal Health dietician, Coalition for Healthy School Food Rep, Vancouver Food Policy reps, other relevant government representatives and city poverty groups;*
- *Targeting an inaugural meeting by March 2020 and to establish a meeting schedule for the group moving forward.*
- *The development of the Food Vision and 10-year Plan would include a focus on equity and establishing values, goals and targets with timelines and deliverables, and*
- *Staff would advise the Board of a delivery date for the above by June 2020.*

Duties

The Food Framework Ad Hoc Committee is to provide input into the creation of a 10 year vision for the Vancouver School Board (VSB) that would include a Food Framework incorporating relevant key components including but not limited to: food programs, (including breakfast and lunch currently made by VSB staff and delivered to students around the district), food growing, production, distribution, nutrition, waste, security, donations, life skills, funding and lobbying that is in alignment with the District's Strategic Plan and budgets, and identifying the capital and operating costs associated with developing a Food Framework and its implementation.

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Meeting Frequency

The Ad Hoc Committee will meet one (minimum) to two times per month between January and June 2022 to create the Vision and Food Framework for consideration by the Vancouver Board of Education.

Meetings will be held Tuesday evenings at the VSB Education Centre at 1580 West Broadway, Vancouver, BC.

Members are expected to attend all meetings.

Term

All members of the Ad Hoc Committee are appointed till June 30, 2022.

Membership and Criteria

The membership is voluntary and will consist of VSB Trustees (2), VSB stakeholder representatives (up to 9) and at least 2 VSB student members along with public participation from individuals with relevant food experience and subject matter experts.

The Ad Hoc Committee will consist of up to a maximum of 20 members and will be chaired by a VSB Trustee, who will be appointed as per Board Policy 8. Members of the Ad Hoc Committee will go through an application process and be appointed by VSB Trustees and membership will be limited to one per group/organization. It is anticipated that VSB stakeholder representatives will choose their member to sit on the Ad Hoc Committee who will then be appointed by the VSB Trustees.

Prospective members must reside in the city of Vancouver or work for an organization they will be representing that is located in the city of Vancouver or serving its residents.

Applicants must be able to demonstrate relevant experience, knowledge or skills related to the mandate of the group. Members of equity seeking groups are encouraged to apply.

Committee members, who are not VSB stakeholder representatives, will be required to sign VSB's Non-Disclosure and Confidentiality Agreement.

Resource personnel appointed to the Ad Hoc Committee by the Superintendent include the Associate Superintendent Learning Services, Director of Instruction, Assistant Secretary-Treasurer and a Recording Secretary.