

## **TERMS OF REFERENCE AGRICULTURE AND FOOD SECURITY PLAN TASK FORCE**

### **Purpose:**

The Agriculture and Food Security Plan Task Force will guide and contribute to the development of a comprehensive Agriculture and Food Security Plan for the District of Saanich.

### **Mandate:**

The mandate for the Task Force is to act as an advisory body for the development of a Comprehensive Agriculture and Food Security Plan for the District of Saanich. The Task Force will be established for 12 months to address this particular task, however, prior to discharge of the Task Force, Council may wish to review the mandate to determine if an update is required to continue the Task Force.

### **Roles:**

The key role of the Task Force is to assist in the development of an Agriculture and Food Security Plan for the District of Saanich by providing advice and insight based on each member's background and experience.

### **Responsibilities:**

The responsibilities of the Task Force members are to:

- Attend Task Force meetings during the planning process;
- Contribute expertise to food system issues;
- Review and provide feedback on background research, and issues and gap analysis;
- Review and provide feedback on policy options and policy drafts;
- Attend public engagement sessions, when requested, to listen and gather information from the public for use in project development;
- Communicate with openness and equity;
- Speak only on behalf of the task force if delegated to do so; and,
- Work collaboratively and be open to views of all aspect of the local food system.

### **Task Force Structure:**

The Task Force will be structured to include a range of food system and agriculture stakeholders and will be drawn from existing local agriculture and food security expertise in Saanich and the surrounding region.

The maximum number of Task Force members is nine.

The Task Force will be facilitated by either a member of the Saanich Planning Department or a consultant, in conjunction with District of Saanich staff. In the latter scenario, Municipal staff will act as a resource and liaison between Saanich Council, the Task Force, and the consultant.

### **A) Member Representation**

- A variety of food system disciplines (e.g. production, processing, distribution, etc.)
- A range of ages and backgrounds; including those who are most affected by food insecurity
- Municipal Staff representative

### **B) Member Qualifications**

Candidates should have experience in the food system and/or agriculture industry, such as:

- farming (food growing)
- child nutrition
- consumer information
- agro ecosystem
- waste management
- hunger issues
- food access
- food policy research
- education
- agriculture
- farmers' markets
- youth
- aging
- food distribution
- agriculture land management
- community gardens

### **C) Member Appointment Process**

Interested persons who have any of the experience or qualifications mentioned above may apply to serve on the Agriculture and Food Security Task Force. Council will select a committee, up to nine members, based on member representation and member qualifications identified in this Terms of Reference.

### **Scope of Work:**

The scope of work for developing a comprehensive Agriculture and Food Security Plan, including public and stakeholder engagement at the appropriate stages, will generally include steps as follows:

1. Establish an understanding of local agriculture and food security vision and goals;
2. Compile the opportunities and issues that currently exist within the region;
3. Analyse the current municipal policies and regulations related to food security and agriculture;
4. Analyse the current regional, provincial and federal policies and regulations related to food security and agriculture;
5. Identify gaps in agriculture and food security policy and practice in Saanich;
6. Develop options for the future direction that Saanich should take in supporting agriculture and food security;
7. Draft the policy document for review and comment; and
8. Present the policy document to Council.

## **Deliverables:**

### The Plan

A comprehensive Agriculture and Food Security Plan will provide a coordinated approach for supporting and encouraging agriculture activity and improved food security in Saanich. The policy will consider and build upon the existing policies and initiatives in Saanich and the surrounding region. Areas to be addressed by the Agriculture and Food Security Plan include:

- 1) Infrastructure for agriculture and food security;
- 2) Public participation, education and awareness;
- 3) Access to healthy local food;
- 4) Economic growth and diversification in agriculture and the overall food system;
- 5) Partnerships and connections with existing agriculture and food advocates, and organizations;
- 6) Values of both the rural and urban settings; and
- 7) Environmental and sustainability goals.

### Report to Council

Documentation of the work and recommended policy will be presented to Council in report form for review. It is intended that the final deliverable will be a policy document for agriculture and food security that is endorsed by Council.

### Implementation Strategy

The implementation strategy will identify actions that support the policy and an approach for tracking the progress of that action. It will include:

- Action items;
- Recommendations for implementation priorities;
- Financial implications of actions; and
- An approach for tracking progress towards goals.

The Implementation Strategy should make recommendations on who should be responsible to monitor implementation.