



# Victoria Urban Food Table

## Terms of Reference

Updated: July 2018

## Purpose of the Table

The primary purpose of the Victoria Urban Food Table (the Table) is to act as a food policy council by helping to build the City of Victoria's (the City) strategic direction and guiding documents (ie. Official Community Plan, Parks Master Plan, etc.), working with the City to meet targets, and advising the City on food and pollinator policies. The Table views urban food production as an important part of developing a healthy, ecological and sustainable food system in the City of Victoria.

By bringing together organizations, groups, and individuals to the Table is able to achieve its purpose with the City. The Table will bring together our knowledge, expertise, and connections to share information, to align our efforts, and to catalyze the ongoing development of supportive targets, policy and programs in the City.

## Table Membership and Participation

The Table is an open group for individuals and organizations that share common goals related to local food systems and urban agriculture. We function on the basis of inclusiveness, appreciation for diversity and non-discrimination.

Meetings are open to any members of the public who wish to attend. Anyone who has attended three (3) meetings is considered a voting member.

The Table will actively seek representation from the following groups and others:

<ul style="list-style-type: none"><li>• Songhees First Nation</li><li>• Esquimalt First Nation</li><li>• Non-profit organizations</li><li>• Public health authorities</li><li>• Community and neighbourhood associations</li><li>• Community garden groups</li></ul>	<ul style="list-style-type: none"><li>• Food producers, processors, and distributors</li><li>• Chefs, restaurants, and retailers</li><li>• Property developers</li><li>• Seniors</li><li>• Youth</li><li>• Students and young professionals</li></ul>
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## Role of Participants

- To participate in agenda setting for the meetings.
- To review meeting materials ahead of time.
- To provide updates on the work in your area, network or organization.
- To communicate information back to your respective constituents or staff.
- To provide information or advice to the City of Victoria (and other bodies as appropriate)

## Roles on the Table

**City of Victoria:** Staff from relevant departments (e.g. Parks, Planning, and Engagement) and Councillors are invited to attend meetings and will provide a meeting space for the group. Ongoing Staff and City Council support are critical to the work of the Table and help to align the work with current City priorities and initiatives.

**Table Co-Chairs:** There are two co-chairs at one time, each elected by the members for a two-year term. Terms overlap by one year to maintain continuity. Co-Chairs can have two consecutive terms and then a one-year break. The Co-Chairs are responsible for setting the agenda and facilitating the meetings

**Table Secretary:** One member will agree to take notes and circulate those notes within one week of the meeting.

## The Table Meetings

Meetings will typically occur once per month at City Hall, and last for approximately one hour. Each meeting will have a Chair and work on a consensus model whenever possible. Participants will receive an agenda prior to the meeting and will be encouraged to provide input relevant to the agenda during the meeting.

## Decision Making

At times decisions may be made by the Table. Decisions will be made by consensus as a norm, but where time constrains us to reach consensus, or where consensus is otherwise out of reach, a vote can be called by the Chair to make a decision. Statements or direction may be made by the Table and will be shared with all members for feedback.

The Table is an autonomous grouping: decisions made will not necessarily run consistent with positions taken by the City. The Table may maintain its own unique and independent perspective. The Table may align itself, on a case-by-case basis, with other organizations in Victoria or beyond.

## Subcommittees

Specific topics may require deeper discussion or follow up, and the Table may form subcommittees to undertake additional work. All subcommittees' work must be approved by a co-chair before being issued externally. Participation on subcommittees is optional and beyond the expected duties of volunteer members, and members may be compensated for their time and expertise when resources are available.