

POLICY MANUAL



Version 3
July 2018

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1.0 INTRODUCTION

1.1 Purpose of Manual

This Manual gives general and specific information regarding the role and responsibilities of the Central Kootenay Food Policy Council as a whole and of its individual Council members. It is intended to be used as both an introduction for new members and as an ongoing reference to assist in day-to-day functioning of the Council.

As a living document, the various components of this Manual will be reviewed, elaborated, revised and adopted by the Board of Directors as appropriate. Additional policies may be developed over time to address areas of Council functions that have not yet been covered.

This Manual will be regularly maintained, with at least annual reviews of the policies and other components of the Manual to ensure that they are still relevant.

1.2 Background

Numerous reports from various sources in the region from the early 2000's on have identified a Regional Food Policy Council as an important means to provide a coherent, strategic and pro-active vehicle for supporting farmers and food producers as well as the resiliency of the region's food systems and residents. Two strategic meetings held in 2015 with key actors in the region, including funders and policy makers, launched a funding initiative for a regional food policy council as a means to reduce ad hoc and redundant investments of financial and social capital in food systems initiatives across the Central Kootenay.

The Central Kootenay Food Policy Council was formed in December 2016 and consists of up to 26 individuals. Council members who endorse the purpose and vision of the Council and have skills or expertise in at least one related area. The Council reflects the diverse regions and population of the Central Kootenay. In February 2017, the Council became a Society registered with the province of British Columbia.

Each member of the Council serves as a vital conduit for information exchange between their respective sector and communities and the Food Policy Council. We explore issues related to hunger, food waste, land and water, distribution and production. With Council members that reside across the region and that are engaged in many facets of our food systems, our collective relationships, knowledge and experience will help to identify and create solutions that are not possible alone.

Through formal ties with local government, the Central Kootenay Food Policy Council provides strategic direction to planning activities of local government, at the level of the

RDCK and sub-governmental (electoral areas and municipalities). Because the Council is representative of implicated sectors and stakeholders in the Central Kootenay, it enables the co-ordination of initiatives across the region, reducing redundancy and enhancing the impact of human and financial resources invested in food systems and communities in the RDCK.

1.3 Vision & Mission

Vision

- The Council provides a formal bridge between civil society, industry organizations and local government
- The agricultural capability of the area is realized and, along with our watersheds, is protected as part of a secure food supply for the region.
- All residents of the Central Kootenay are well nourished through access to culturally appropriate food of sufficient quantity and quality, acquired in a dignified manner.

Mission

The Central Kootenay Food Policy Council builds a just, sustainable and prosperous food system in our region by identifying challenges and opportunities and by advocating for effective policy.

1.4 Purposes of the Society

1. To serve as a forum for discussing food issues and opportunities;
2. To foster co-ordination between sectors implicated in food systems;
3. To evaluate and influence policy,
4. To discern food systems priorities and;
5. To launch or support programs and services that address local needs and that are not in competition with existing or pending food sector or civil society initiatives.

1.5 Scope of Activities of the Society

The Central Kootenay Food Policy Council is an independent, community-based non-profit organization, formally linked to local government but at arms length.

The Council geographical scope includes both municipal and rural areas within the Regional District of Central Kootenay. The regional scope is especially important in food-systems related research and decision-making, as there are a number of stakeholders that are working at a local, corridor, or sub-regional level.

The Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

A food system is the place, relationships and activities that connect people to their food. The activities of a food system include production (fishing, farming, gardening and hunting), processing (personal or commercial), distribution, access (generally through grocers, markets, direct from the producer, emergency food providers), consumption and food waste. The full spectrum of food systems activities and needs are within the scope of the Central Kootenay Food Policy Council.

2.0 BYLAWS OF THE SOCIETY

See Appendix D - this key document is registered with the province of British Columbia. It is the responsibility of each Council member to familiarize themselves with the content of the Society Bylaws.

3.0 POLICIES

3.1 Policies pertaining to the Council, Committees & Working Groups

Title: CODE OF CONDUCT

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Code of Conduct is as follows:

- to provide guidance to Council Members and Staff so as to ensure that all are accorded reasonable and fair treatment;
- to assist the Council Members in avoiding problems relating to role clarity and behaviour;
- to preserve the integrity of the CKFPC;
- to protect the rights of Council Members and Staff as individuals.

SCOPE:

The Code of Conduct shall be a policy of the COUNCIL and apply to Directors of the CKFPC, when acting in the capacity of a Council Members/representing the CKFPC.

DEFINITIONS:

"Council" – means the elected members of the Central Kootenay Food Policy Council, commonly known as a Board.

"Council Executive" – means the President, Vice-President, Secretary, and Treasurer of the Council.

"Confidential Information" – includes but is not limited to information:

(a) in the possession of the CKFPC that is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the Freedom of Information and Protection of Privacy Act or other legislation; and

(b) concerning matters that are permitted to be discussed in an in camera meeting pursuant to the Community Charter.

"Council Member" – Directors representing the CKFPC Board/Council.

"RDCK" – Regional District of Central Kootenay.

"Staff" – an employee or contract employee of the CKFPC.

POLICY:

The Council of the CKFPC commits itself and its members to conduct that meets the highest ethical standards. In turn, adherence to these standards will protect and maintain the CKFPC's reputation, credibility and integrity.

The Food Policy Council is a vehicle to unite the many and disparate actors in sustainable food systems in our region, from those engaged in hunger and access issues, to those working on conservation of water, and others seeking to enhance regional food production. It will support the growth of the food and agriculture sector and the work to ensure that all Central Kootenay residents are well-nourished.

GUIDELINES

It is the purpose of this policy to outline certain basic guidelines for Council Members so that they may carry out their duties and functions with impartiality and dignity.

These guidelines are additional to any requirements at law and do not excuse any member from complying with the common law or an applicable statute, act or other enactment.

These guidelines are as follows:

A. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in the Council's ability to provide good representation and to provide services, facilities or other things that, in the opinion of the Council, are necessary or desirable for all of or part of the RDCK. Council Members must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

Council Members shall perform the functions of their position truly, faithfully and impartially to the best of their knowledge and ability exhibiting the personal values of integrity – giving the region's interests priority over private individual interests; honesty – being truthful and open; objectivity – making decisions based on a careful and fair analysis of the facts; accountability – being accountable to each other and to the public for decisions taken; and leadership – confronting challenges and providing direction on the issues of the day.

B. Accountability

Council Members themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the CKFPC.

C. Respect

The CKFPC promotes and expects respectful and responsible behavior when interacting with each other, with Staff, with the public and with all other stakeholders during the course of CKFPC business. All Council Members and Staff of the CKFPC have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Council Members shall support the maintenance of a positive and constructive environment for the Council, Staff, public, and all other stakeholders and shall refrain from abusive conduct, bullying, harassment, discrimination, personal charges or verbal attacks upon the character, reputation or motive of employees, other members of the Board, commissions, committees, Staff, the public or any other stakeholder group.

Council Members shall promote respectful meetings and working groups that are collaborative and inclusive, that encourage diversity, and that encourage open and robust communication at all times.

D. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit

to one person over another for improper reasons. Council Members shall perform their duties that promote public confidence.

E. Meetings

Council Members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.

Council Members shall make every effort to participate diligently in the activities of the Council and any other committees, or organizations.

Council Members shall treat with respect the Executive, colleagues, Staff and members of the public present during Council meetings. They shall not interrupt other speakers, make personal comments or comments not germane to the business of the body, or otherwise disturb a meeting. Meetings shall provide an environment for transparent and healthy debate on matters requiring deliberation by the Council.

F. Communications

Members of the Council will accurately and adequately communicate the attitudes, positions and decisions of the Council, even if they disagree with the majority decision of the Council. The Council Member may state that he/she voted against a decision but will refrain from making disparaging comments about other Council Members or the Council's decision and by doing so will affirm the respect for and integrity in the decision-making process of the Council.

When presenting their individual opinions and positions, Council Members shall expressly state that the views are their own and do not represent the views of the CKFPC.

G. Conflict of Interest

All Council Members shall be aware of their responsibilities under Part 5, Division 4 of the Societies Act and shall and shall fulfill the requirements of the legislation to ensure the decision making process is not compromised by a conflict of interest.

Council Members will not act in such a way as to constitute a conflict of interest. Any decisions on matters of pecuniary interest (either direct or indirect) which impact family members of Council may be considered a conflict of interest. See also the Conflict of Interest Policy.

H. Confidentiality

Council Members must use the Council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Council Members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the CKFPC. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Council Members shall continue to keep confidential information acquired as a member of Council confidential.

I. Implementation

The Central Kootenay Food Policy Council's Code of Conduct is intended to be self-enforcing. Council Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Council Members are thoroughly familiar with the Code, understand it, and embrace its provisions. Members are expected to formally and informally review their adherence to the provisions of this Code of Conduct on a regular basis.

- a) Upon adoption of this Code of Conduct and thereafter at the beginning of each Council Member's term, the Council Member will be required to sign a copy of the Code of Conduct to convey to each other and all stakeholders that they have read, understand, and accept it;
- b) The Code of Conduct will be provided to candidates during the selection process.
- c) A copy of the Code of Conduct will be included as part of the orientation workshop for all Council Members.

J. Enforcement

a) Alleged breaches of this Code of Conduct by Council Members shall be reported in writing to the Council Executive. The Council Executive shall then investigate the breach and speak to the parties involved. If it is determined that the Council Member has breached the Code of Conduct, the Council Executive will then address the Council at an in camera meeting to take one or more of the following actions:

- require the Council Member to apologize for the misbehaviour;
- counsel the Council Member;
- implement such other measures as the Council deems appropriate.

If a resolution cannot be reached, the Council Executive will meet with the Council at in-camera meeting to discuss other such measures as the Council deems appropriate.

SCHEDULE A- CONCURRENCE

I affirm that I have read and understood the Regional District of Central Kootenay Code of Conduct.

Name (please print)

Signature

Director _____

Dated at _____BC, in the Province of British Columbia, this__day of_____,__.

Title: CONFLICT OF INTEREST

Adoption Date:

Revision Date:

PURPOSE:

The purpose of the Conflict of Interest Policy is as follows:

- to provide guidance to Council Members and Staff so as to ensure deliberate, thoughtful and unbiased decision making; and
- to recognize that the ability to make wise decisions for the Central Kootenay Food Policy Council is strengthened by each individual's personal and professional interests.

POLICY:

Council Members and Staff have the duty of complete, undivided allegiance to the CKFPC mission when acting on behalf of the Council. This duty requires that Council Members and Staff recognize and respond appropriately to any real or perceived conflict of interest. A conflict may exist when a Council Member or Staff member participates in the deliberation and resolution of an issue on behalf of the CKFPC while the individual has or previously had other professional, business or volunteer responsibilities outside the CKFPC that could cause such individuals to address the issue with less than complete, undivided allegiance to the CKFPC.

It is the CKFPC's policy to deal with such conflicts in an open and direct manner. In accord with this policy, all Council Members and Staff are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or decision-making by the CKFPC.

However, a Council Member or Staff may, if requested by the Council or a committee of the Council, provide factual information that may assist the Council or committee in its deliberations. A Council Member or Staff may seek guidance from the Council or a Committee of the Council as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all prospective Council Members and Staff. By accepting appointment as a Council Member or employment as Staff, an individual agrees to strictly adhere to this policy.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Granting funds to a charitable nonprofit organization on which a Council Member or Staff or their families are serving as staff, board members or volunteers;
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant or service from the CKFPC;
- Hiring vendors or consultants for the CKFPC;
- Employing a Council Member or a relative of a Council Member or Staff as Staff or as a Consultant for a project;
- Divesture of prohibited financial interests;
- Disclosure of financial interests;
- Outside activities; and
- Awards.

Title: DISPUTE RESOLUTION

Adoption Date:

Revision Date:

POLICY:

Should an organization or individual wish to lodge a complaint about a decision or process used regarding the administration of the Central Kootenay Food Policy Council (CKFPC), the CKFPC offers a dispute resolution process.

PROCESS:

- 1) A written complaint containing the complainant's name and contact information, as well as a detailed description of the issue, must be submitted to the CKFPC Council Executive.
- 2) The CKFP Council will consider the complaint at its next open meeting.
- 3) The Council Executive shall make a report and recommendation to the Council regarding the process.
- 4) The Council will make a decision regarding the review of the decision or process.
- 5) If the complainant is a Council Member then the Council Executive will make a decision regarding the review of the decision or process, consulting outside counsel as necessary.

Title: WORKING GROUPS & COMMITTEES

Adoption Date:

Revision Date:

POLICY

The core activities of the Council will be attended to by Council staff and members. However, specific and special tasks may require and benefit from committees or working groups that may or may not include members of the broader community.

Examples include the Selection Committee that will function each year to fill any Council openings. Working Groups may be struck to assist the Council Co-ordinator in developing or implementing a specific project identified by the Council as a priority action. Working Groups and Committees may be ad hoc or ongoing, depending on need.

Working Groups and Committees of the Council are:

- Selection Committee
- Governance Working Group
- Project Working Group
- Policy Working Group
- Communications Working Group

Council members are encouraged to participate in at least one Working Group or on the Executive of the Council. The Terms of Reference for the Working Groups is in Appendix A.

3.2 Policies pertaining to Finances, Planning and Authority

Title: FINANCIAL PLANNING & CONTROL

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide guidance to Council Members and Staff so as to ensure that all funds are managed with accountability and transparency; and
- To support Staff to act efficiently and prudently.

POLICY:

Budget

The Central Kootenay Food Policy Council's (CKFPC) annual budget is prepared and approved annually for the Council. The budget is prepared by the Coordinator in conjunction with the Council Executive. The budget is to be approved by the Council prior to the start of each fiscal year. The budget is revised during the year only if approved by the Council.

Reporting

The Coordinator will track income and expenses and will work with the Treasurer to provide quarterly financial updates to the Executive Committee. The full Council will receive a financial report semi-annually, at the spring and autumn in-person meetings.

Purchasing, bids & postings

The Coordinator may make such purchases as are necessary for the normal operations of the Council, including the in-person meetings, as per the approved budget.

Any expenditure in excess of \$2000 for the purchase of a single item should have bids from three (3) suppliers. Bids will be reviewed by the Council Executive and the bid award must be approved by both the Coordinator and Council Executive.

Any hire in excess of \$2000 for a single individual or organization should be posted. Applicants will be reviewed according to the recruitment/hiring policy. Any member of the Council who chooses to submit a bid or apply for a position must withdraw from both the discussion and decision on the award.

Credit Union account

The Food Policy Council will open and maintain a chequing account with a credit union based in the Central Kootenay. All cheques drawn on the amount will require

two signatures. The authorized signatories on the cheques are members of the Executive Committee in addition to the Council Coordinator. An automated teller machine (ATM) card will be made available to the Coordinator for cash withdrawals and debit payments up to \$100. Petty cash shall not exceed \$100.

Title: DECISIONS & AUTHORITY

Adoption Date: 10 July 2018

Revision Date:

PURPOSE:

- To provide clarity on when formal decisions need to be made and by whom (Executive, full Council, or staff). This policy compliments the Financial Planning and Purchasing Policy, covering non-financial matters.

POLICY:

The Executive guides the work of the Council staff between meetings of the Council and is empowered to make decisions on behalf of the Council as long as they do not involve

- public advocacy / positions not already determined by the full Council;
- any significant shift in direction of the Council; or
- the launch of new projects or programs that are not included in the approved annual Work Plan.

It is understood that sometimes new policy or project opportunities may arise that could not be foreseen in the annual work plan. Under such circumstances, the Executive of the Council can make a proposal by special meeting or email notice to the full Council to render a decision within a reasonable time frame that factors in the opportunity constraints as well as sufficient time for Council members to participate in the decision.

All contracts undertaken by the Food Policy Council will be approved by the full Council. Those authorized to sign contracts on behalf of the Council are the Council Chair and one other member of the Executive Committee.

3.3 Policies pertaining to Staff

Title: RECRUITMENT

Adoption Date:

Revision Date:

PURPOSE:

The provisions of this policy are intended to:

1. promote equal employment opportunities for all prospective applicants irrespective of race, colour, religion, sexual orientation, national origin, ancestry, place of origin, age, physical or mental disability, marital status and gender;
2. be fair and impartial; and
3. facilitate the Central Kootenay Food Policy Council's objective to recruit, screen, hire and retain employees who are most capable and qualified to do the job.

POLICY:

The Central Kootenay Food Policy Council is committed to

- recruiting and maintaining competent, qualified, enthusiastic workforce for the organization; and
- maintaining consistent and non-discriminatory hiring practices.

PROCESS & RESPONSIBILITIES:

1. Council

- Approves staffing levels on an annual basis through the budget process.
- Participates, through the Council Executive, in the interviewing and hiring of staff.
- Approves the hiring of the Coordinator.

2. Coordinator

- Establishes appropriate staffing levels on an annual basis through the budget process, with the approval of the Council;
- Identifies the organizational need and objectives for the subordinate position;
- Authorizes new or replacement hiring and the initiation of the hiring process
- Works with Selection Committee throughout the hiring process;
- At her/his discretion, the Coordinator may participate as a member of the interview/ selection committee; and
- At her/his discretion, the Coordinator will either make the final hiring decision, in consultation with the Selection Committee, or, delegate the authority to the Selection Committee to make the final hiring decision.

HIRING COMMITTEES:

The Coordinator is authorized and responsible for appointing Hiring Committees, as required, to shortlist and interview candidates for employment opportunities with the CKFPC. The Council Executive, at their discretion, may participate on the Hiring Committee or appoint a designate to participate on any Hiring Committee for the purpose of selecting staff.

The Coordinator is responsible for the ultimate selection of the successful candidate.

Title: COORDINATOR RESPONSIBILITIES

Adoption Date:

Revision Date:

PURPOSE:

To provide clarity on the scope of the Council Coordinator's responsibilities.

POLICY:

A Council Co-ordinator is responsible for the administration of the Council and its functions as well as fulfilling the annual Work Plan determined by the Council. This position requires considerable community engagement, food systems, and policy expertise. The core functions of the Co-ordinator require 2 days / week; additional hours may be required based on work plan expansion, project funding or as otherwise determined by the Council.

The Co-ordinator will perform the administrative duties for the Council, supporting the Executive of the Council in arranging Council meetings and note taking. Additional duties include creating funding proposals and implementing grants, and writing reports and public communications.

A performance review of the Coordinator will be administered by the Executive of the Council annually.

A full job description for the Coordinator is found in Appendix B.

Appendix A: Working Group Terms of Reference

Central Kootenay Food Policy Council Working Groups
Terms of Reference
Version 2: July 2018

The Council has Working Groups to support the work of the Council. The Working Groups are initiated as needed and include: Policy, Governance (internal), Fundraising, Communications / Engagement, Writing (technical), Youth, and Projects. This Terms of Reference Document outlines how these Groups function.

Purpose: The purpose of the Working Groups is to provide an outlet for the specific skills and interests of Council members and to help move forward the work of the Council.

Membership: Working Groups are populated by members of the Council and are also open to anyone in the general public who is interested and wants to contribute. However, the membership of the Group will be a majority Council members.

Governance: A decision, by consensus amongst the members of the Working Group, will determine the Chair of the Group. If need be, a ballot process can be used.

Responsibilities of Chair: The Working Group Chair will set the meetings dates, monitor progress against their work plan, solicit the necessary support from the Coordinator, and report to the Council and to the Executive on progress and outcomes.

Mandate and Activities: The Council will determine the priorities of the Working Groups, though this may be delegated to the Executive of the Council if desirable or necessary. The Working Group's work plan will be developed with support from the Council Coordinator. Tasks and responsibilities will be delegated according to interest, skill and availability of the members of the Working Group. The intent, however, is that the work of the Group will be collective effort involving all everyone in the Group to the degree that they are able to participate.

Support: The Council Coordinator will provide support to the Working Group that may include attending meetings, taking notes, arranging teleconferences or venues, research and other activities as necessary and that can be reasonably expected of the Coordinator.

Meeting frequency and venue: The Working Group will determine the meeting schedule. They can be preset or ad hoc, as determined by the Working Group and necessitated by the work plan and any deadlines. The Working Group will determine when meetings will take place in person, by teleconference or virtual meeting platform.

Appendix B: Coordinator Job Description

The Central Kootenay Food Policy Council Coordinator is responsible for the day-to-day activities of the Council, including fulfilling the obligations of a registered Society. The Coordinator supports the Executive Committee of the Council, Working Groups and Committees.

The Coordinator is responsible for the following:

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

Duties and Responsibilities

Administration: The Coordinator will

- maintain and monitor the financials of Council
- attend to Society administrative requirements, including filing annual report and updates of Directors.
- in collaboration with the Executive Committee, create and adhere to an annual Budget
- maintain the Council website, and any other communications platforms as developed and necessary
- provide monthly activity reports
- in collaboration with the Executive Committee, determine and fulfill any staffing needs
- monitor and fulfill reporting requirements of funders
- collaborate with other initiatives under the RDCK Sustainability Service, as appropriate

Council Activities & Support: The Coordinator will

- support the work of the Executive Committee and attend all meetings of the Executive
- support the Executive in establishing the agendas and schedule of Council meetings
- maintain regular communication with the Council
- develop materials to support the function and enhance the policy capacity of Council members

Community Engagement: The Coordinator will

- monitor, promote to the Council members, and participate in meetings and events of relevance to the Council mandate
- promote the Council to local governments within the RDCK
- support Council members to engage with local government as appropriate
- develop and maintain a communications plan

- seek out opportunities for sharing lessons learned by the Council; support Council members to participate as appropriate

Food Policy: The Coordinator will

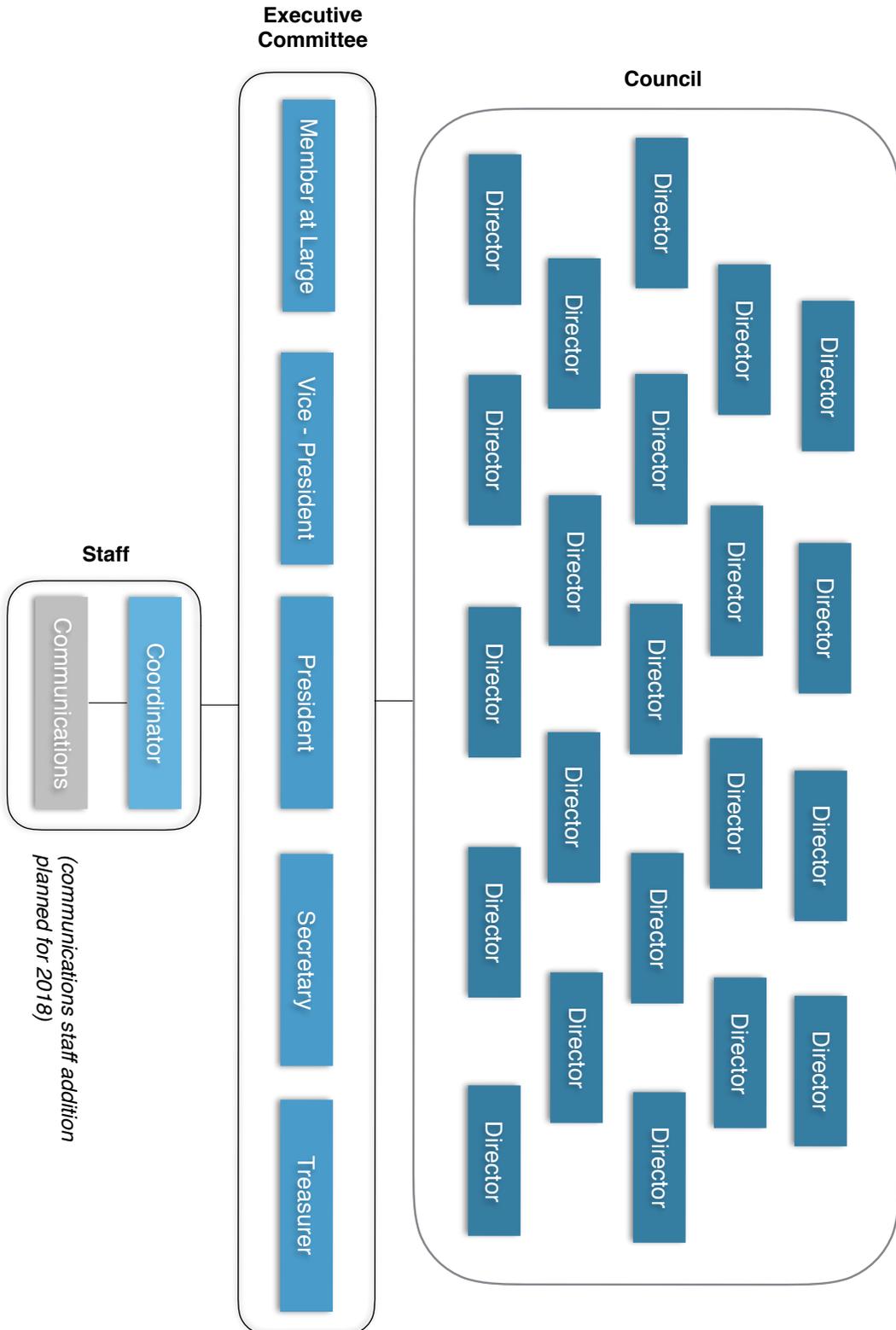
- monitor local government policy opportunities of relevance to the Council
- support the Policy Working Group
- develop training materials on engaging with local government on food policy

Projects: The Coordinator will

- drawing on the Regional Goals analysis of food systems-related reports created within the RDCK, identify project concepts
- identify funding opportunities
- present to and obtain direction from the Council on project opportunities
- seek out and engage with relevant partners on projects
- be responsible for ensuring that all project deliverables are fulfilled

Appendix C: Organizational Chart

Central Kootenay Food Policy Council Organizational Chart



Appendix D: Work Plan 2017 - 2018

The Goals and activities described below will guide the work of the Food Policy Council Coordinator and the broader Council.

Year 2 Goals

1. Establish Council reputation and role in the Central Kootenay
2. Determine 1 – 3 joint initiatives
3. Influence local government policy on food systems
4. Secure core and project funding
5. Share lessons learned

The Year 2 Goals will be addressed through the following activities.

1. Administration

- Communications Plan implementation
 - Website (ongoing maintenance, dynamic content)
 - Newsletter (create template, determine dissemination schedule and platforms, create)
 - Emails / phone calls
- Report generation and circulation
 - Funders (Sustainability Service, IHA, Osprey, others as funding confirmed)
 - Council members
 - Broader public
- Pursue charitable status
 - Refine Council purposes to comply with CRA requirements
 - Notify MP of intent to submit
 - Draft and collate necessary materials for a submission
- Track deadline and apply for Intern through the Canada Summer Jobs program

2. Engagement / Networking

- Develop activities / outreach that target specific audiences: consumer, producers, government, schools
- Explore options and partners for a harvest celebration or other such event
- Develop materials to support the participation of Council members and the general public on why and how to engage in policy processes (OCP, Bylaw revisions etc.)
- Explore collaboration opportunities for initiatives, funding and implement as appropriate.

3. Fundraising

- Continue to develop relationships with municipalities that do not contribute to the Sustainability Service of the RDCK (core funding source).
- Continue to engage with the CBT, create project concept and submit for funding.
- Research other funding opportunities; submit applications
- Collaborate with partners on funding applications for joint initiatives identified through networking and engagement

4. Policy

- Establish and maintain relationships with public servants in municipalities and at the RDCK who work in policy that impacts food systems
- Review and analyze existing policy
- Develop schedule of planned policy updates (OCPs, bylaws etc.) and ensure that the Council and Councilors are engaged

5. Sharing Lessons Learned

- Capture lessons learned in year 1 and ongoing.
- Create educational materials on our process, post on website and social media and share widely
- Participate in the BCFSN Community of Practice of civil society engaged in food policy work
- Monitor opportunities at relevant events and conferences at which to present.

6. Strengthen Council

- Activate evaluation framework by determining which indicators to track, set baseline
- Using March 2017 results as baseline, determine changes in community engagement by the Council members
- Support the ongoing activities / engagement of the Council members
- Provide educational materials and opportunities to deepen Council members understanding of their roles and that of the Council
- Facilitate regular meetings of the Council
- Organize extra-curricular activities for Council, involving broader community in events distributed across the region

Appendix E: Bylaws

The Central Kootenay Food Policy Council Society appended here are registered with the province of British Columbia

Bylaws of *The Central Kootenay Food Policy Council Society* (the "Society")

As amended at the July 10th, 2018 Annual General Meeting of the Society and submitted to the British Columbia Registrar of Societies, 16 July 2018

Part 1 – Definitions and Interpretation

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

“**Council**” means the Board of Directors of the Society, which also constitutes the Central Kootenay Food Policy Council.

“**Director**” for the purposes of these Bylaws is synonymous with “Councillor”

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

Application for membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application. Members of the Society must endorse the Purpose and Vision of the Council and be a resident of, a civil servant functioning within, or the proprietor of a business that operates within the Regional District of Central Kootenay.

2.1.1 Civil servants within the BC provincial government or local governments of the Regional District of Central Kootenay who sit as Ex Officio members of the Food Policy Council may choose to not also hold the position of Director of the Society.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid. A member is not in good standing if they fail to comply with the Council's Code of Conduct.

Member not in good standing may not vote

2.5 A voting member who is not in good standing

- (a) may not vote at a general meeting, and
- (b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months, is no longer on the Council nor a resident of the Central Kootenay Regional District.

Part 3 – General Meetings of Members

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 9 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

(b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

3.13 Consensus is the preferred decision-making process. At meetings of the Council, if consensus cannot be attained, the matter will be put before the Council for a vote, where each Council member is entitled to one vote. A vote will be decided by a majority of those present and voting.

At a general meeting, consensus is also the preferred decision-making process. If a vote is necessary, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 – Directors

Number of directors on Board

4.1 The Society must have no fewer than 15 and no more than 26 directors.

Election or appointment of directors

4.2 Directors will be appointed from within the membership at annual general meetings following an application and selection process. The Council staff will put out a call for prospective Councillors by March 1st each year with applications due by April 15th. The call will include information on the positions available as well as the application and selection process. A paper and on-line application form will be available to applicants.

A three to five-member Selection Committee of the Council, supported by Council staff, will be responsible for reviewing applications, undertaking interviews and reference checks as necessary, and recommending candidates for Council approval. The selection criteria will be determined by the positions to be filled as well as the individual's relevant expertise and willingness to commit to the time commitment and work of the Council. Both the selection criteria and decision-making process will be publicly available. A slate of prospective Councillors who are suitable to fill the vacant positions on the Council will be presented at the Annual General Meeting for approval.

Directors represent Food Policy Council

4.3 The board of directors functions as the Food Policy Council and will consist of a minimum of 15 and a maximum of 26 directors, seeking a balance of geography across the Central Kootenay Regional District and the following perspectives:

- Local Government (elected and civil servant)

- Min of Agriculture
- Health
- Education
- Commercial Farming
- Homesteading
- Processing
- Retailer
- Restaurant
- Distributors
- Waste management
- Social Services / food access & hunger
- Community Food Initiatives
- Youth
- Indigenous
- Environment
- Community Foundation
- Economic Development
- Real Estate

Directors may fill casual vacancy on Board

4.4 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office. The Board shall adhere to the criteria and selection process as outlined in 4.2.

Term of appointment of director filling casual vacancy

4.5 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Term limits

4.6 All Councillors will serve 2-year terms. This will be waived for the inaugural Council, whose members will self-select for a 1, 2 or 3 year term, in order to

have a mix of term endings to ensure that there will be sufficient continuity on the Council at all times. A Term will commence on November 1st and end October 31st. Terms will begin and end at the Annual General Meeting of the Society.

Part 5 – Directors’ Meetings

Calling directors’ meeting

5.1 A directors’ meeting may be called by the president or by any 2 other directors.

Notice of directors’ meeting

5.2 At least 2 days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors’ meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors’ meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

Part 6 – Board Positions

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;

(d) making the Society's filings respecting taxes.

Part 7 – Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

7.3 All cheques drawn on the Society's bank account shall be signed by two individuals. The following positions are authorized to sign cheques:

- President
- Vice-President
- Treasurer
- Secretary, or
- As per financial policy.