



**Chatham-Kent Food Policy Council  
Minutes  
Wednesday May 11th, 2016 – 5:30-7:30pm  
United Way of Chatham-Kent, 425 McNaughton Ave West**

In attendance: Lyndsay Davidson (staff support), Stephanie Watkinson, Elaine Lewis, Rick Bradley, Coraine Wray, Julie Zaylor, Helen Heath, Tracy Landry-Jardine, Carmen McGregor, Eric Fitzgerald, Carina Caryn, Dina Edwards, Dr. Colby

Regrets: Paul Warriner, Mike Buis, Todd Lozon, Penny Daniels, Rick Kucera, Audrey Ansell, James Snyder, Lynnly Hoskins (admin support), Marsha Coyne, Mallory Nowakowski, Kaitlyn Morrison, Ron Carnahan (Chair), , Judy Sokolowski, , Noreen Blake, Daryl Vermey, Derwyn Armstrong (Co-Chair)

	<b>Discussion</b>	<b>Action Item</b>
1.0 Welcome & Introductions	Lyndsay Welcomed everyone	
2.0 Approval of Agenda	Agenda was approved by Rick and Seconded by Elaine	
3.0 Approval of Minutes	No Minutes to approve as March's meeting was a working meeting for the Strategic Plan.	
4.0 Working Group Updates 4.1 Food Access and Availability 4.1.1 Gleaning Program	The pilot of the gleaning project was reviewed and plans have been happening to launch the project for the 2016 harvest season. Lyndsay has done some media work already (Chatham Daily New and an interview with Simon Crouch for the news on CKSY/CFCO) and we will be doing an interview to be aired on Monday with UCB. We have launched the applications for the farmers/producers and agencies to join the program. These forms are all on the FPC website. Training for all volunteers will happen Thursday, May 19 <sup>th</sup> from 6-8 pm and Saturday June 4 <sup>th</sup> from 10- noon at the Salvation Army Office on 19 Raleigh Street. Lyndsay has posted this information to the	<b>ACTION:</b> Everyone to promote the request for volunteers, agencies and farmers for the gleaning program.

	<p>Health Unit's facebook and twitter pages so please share it as it comes up. We only have one producer so far and a handful of volunteers. We are hoping more people will still join in. All volunteers must go through the training workshop to be covered under the health unit's volunteer policy.</p> <p>There was a question about community members who have extra produce and if we would glean that – at this point we are not promoting it (that is hoped to be something we begin to promote for 2017) but we won't turn it down so if there is someone please have them contact Lyndsay and she will have the volunteers go out to those locations.</p>	
<p>4.2 Food Skills 4.2.1 Food Skills Network</p>	<p>This group has been busy trying to get the Food Skills Network up and going. Plans so far include using the FPC website as a hub for all the food skills information – there will be two sections – one focusing on community members who want to learn to cook and one for community members/organizations who would like to teach food skills. We have been developing or adapting resources, tools, programs, recipes, etc and hope to have a lot this information on the site in the next few weeks. Additionally Lyndsay has been meeting with our epidemiologist to finalize a needs assessment for the community to determine the types of foods skills programs that are more of interest. This should be done in the next week or so and once it has been tested, will be sent out to the community.</p>	
<p>4.3 Community Food Initiative</p>	<p>This group has been working to develop a Request for Proposal (RFP) to hire a consultant to help solidify a vision for the CFI and most importantly to develop a Business Plan for the CFI. The RFP went live today (Wednesday May 11<sup>th</sup>) and will be up until Wednesday May 25<sup>th</sup>. Lyndsay has already shared it on the FPC facebook page so please help to share with anyone who you think might be interested. Lyndsay will also be drafting a brief blub/blast that can be sent out to networks, etc so feel free to share that as well.</p>	<p>ACTION: Lyndsay to share the blast with everyone when complete, everyone to share posts as able.</p>
<p>4.4 Sustainable Seafood</p>	<p>Nothing new to report. This group will be reconvened to decide next steps as many of the grocery stores already are promoting and offering sustainable seafood choices.</p>	
<p>5.0 Strategic Plan – Finalization</p>	<p>The council reviewed the template that Lyndsay and Carina used to put the Strategic Plan in (based on what our Tobacco program uses). The group agreed that this was an easier way to see how the plan works. The group inputted the timelines into the document. Additional changes/recommendations included:</p> <ul style="list-style-type: none"> <li>• Remove or change the bullets to reduce space</li> <li>• Add a column for action (who is going to do it). Everyone please review the</li> </ul>	<p>ACTION: Lyndsay to made the final changes and send out.</p>

	<p>document and determine if there is a project, action or event that you feel that you can be a part of, work on. Lyndsay will send the updated document out and everyone will have 2-3 weeks to review and determine what project they can work on.</p> <ul style="list-style-type: none"> <li>• Discussion around POP messaging with the grocery stores. It will be difficult to do a large scale campaign as the majority of things allowed will be things approved or directed by head office. It was decided based on the discussion that it would still be worth doing a small scale campaign with smaller items such as stickers, awareness, etc with less focus on big messaging in store.</li> </ul> <p>Motion: To accept the CKPFC Strategic Plan with the above changes for 2016-2018 by Stephanie and seconded by Dina. Approved.</p>	<p>Everyone to review the actions, timelines to determine what projects you are interested in being a part of. Lyndsay will let everyone know the date to have this information back by.</p>
<p>6.0 Old Business 6.1 Healthy Kids Community Challenge</p>	<p>Carina provided an update on the Super Kids CK project. The first theme “Run, Jump, Play Every Day” is just wrapping up and went well with the short timeline we had to work with. We know that the next theme is going to be nutrition related and is focused on water consumption and may be “Water does Wonders” (themes are directed by the Ministry). We will be able to build on this and are looking to include some Sugar Sweetened Beverage (SSB) messaging. There will be a Think Tank meeting on May 26<sup>th</sup> to begin brainstorming. If you are interested in being part of brainstorming, planning and programming, please contact either Lyndsay or Carina and we will connect you with Brennen.</p> <p>As part of the last theme, Super Kids partnered with the library to create “Play Packs” that can be taken out like a book. These have all kinds of different physical activity games, tools, etc. An example is the Sun and Snow pack that has toys that can be used to play in sand and snow. There are also books and other reading material to promote literacy and physical literacy.</p>	<p>ACTION: if you are interested in being involved in the Think Tank please contact either Lyndsay or Carina.</p>
<p>6.2 Update on Membership Vacancies</p>	<p>A discussion was had on the current list of vacancies. We have had a change to our member from ESS – Hayley Smith will no longer be with us and is being replaced by Melaney Austin. We currently have vacancies in the following areas: Economic Development, Restaurant, Food Distribution, Youth and Immigration (Audrey is currently covering as a consulting member), Institutional purchasing and Agriculture. It was noted that we need to distinguish between our consulting members and active membership which will be do when we review the Terms of Reference.</p>	

	<p>Discussion was made about adding in a position for the Horticultural Societies – a motion was made to add this position by Tracey and seconded by Helen. Motion Passed.</p> <p>Suggestions for some of the vacant positions:</p> <ul style="list-style-type: none"> <li>• Restaurant – we know that is difficult to get someone to come to these meetings as many restaurants will be operating during this meeting time. It was decided that we will continue to recruit for this position and we will try to connect with the owner of James Street Eatery in Wallaceburg (Carmen to connect) and Eat What’s Good.</li> <li>• Food Distribution - Dina has made contact with Andrew Evans from Evans Wholesale. Lyndsay to follow-up.</li> <li>• Youth and Immigration – two suggestions were made – Victoria Bodnor with the Local Immigration Partnership and also the Adult Language and Learning. Lyndsay will connect with both to see if there is interest.</li> <li>• Tourism/Economic Development – there was a posting for the position in tourism with the municipality. Lyndsay and Carina to follow-up once the position is hired to see if this is someone who could be interested or willing to sit on the council.</li> </ul>	
6.3 Food Strategy	<p>Lyndsay presented to council in April about the next steps to the creation of the Food Strategy. We also hosted a workshop to begin the discussion about creating a common agenda. Lyndsay will be sending out some updated information on the day as well as next steps to move this forward.</p>	
6.4 Human Library Project	<p>We are going to be a part of this project again for 2016 with planning starting next week. The event will go again in October and if you have any suggestions for interesting “human books” please let Lyndsay know!</p>	
6.5 CKPL Seed Library	<p>The Chatham-Kent Public Library launched their seed library a couple of weeks ago. Seeds are available to take from the library to grow in your own garden. Check them out when you have a chance.</p>	
7.0 New Business 7.1 Terms of Reference	<p>A review of the Terms of Reference was conducted. While the TOR was reviewed in its entirety due to time constraints, it was determined to approve the following changes with the rest of the TOR to be reviewed at the meeting in September. The following changes were motioned for approval by Helen and seconded by Stephanie.</p> <ul style="list-style-type: none"> <li>• Page 1 – update to Vision, Mission, Goals, Values. Activities will be moved to a new section under Duties/Responsibilities of the Chatham-Kent Food Policy Council</li> </ul>	

	<ul style="list-style-type: none"> <li>• Page 2 – separation of active membership vs consulting members and a decrease in the number of official members</li> <li>• Page 3 – under Term – add “(Max 6 years)” after “possibility of one term of renewal” to clarify the length of time members are on the council. Also completely remove the line “Terms will be revisited after the first two years since the creation of the CKFPC” as this is no longer necessary.</li> <li>• Page 3 – Chair – as the chair is appointed by the Board of Health the following clarification was made. It will now read “The Chair of the CKFPC will be <i>appointed</i> by the Board of Health for Chatham-Kent” and the term will be at their discretion so length of term will be removed.</li> <li>• Page 4 – under Co-Chair – remove agrees to move into position of Past Chair</li> <li>• Page 4 – remove position of Past Chair – as it was felt that this was not necessary</li> <li>• Page 4 – Meetings – Quorum paragraph will now read “Quorum (by mail, email or fax) for conducting business at meetings will be fifty (50) plus one (1) members. It was decided that since all CKFPC meetings are open to the public to attend, that the line “at least one meeting per year shall be open to the public” will be removed. Information regarding members ceasing to be a member will be moved to expectations of council members (new area) and since we do not have anything that is discussed confidentially, that this line will be removed.</li> <li>• Page 4 – add in two new sections 1. Duties/Responsibilities of the CKFPC which will include the activities from page 1 and the item from our strategic plan discussion “To make policy recommendations for the local food system to the Chatham-Kent Board of Health”. The second new section will be Expectations for Members – separating out active member and consulting members – Lyndsay will draft this section for discussion and approval in September.</li> <li>• Page 4 – removal of Dissolution of the Chatham-Kent Food Policy Council. As we are a committee of the board of health, they are the only ones that have the power to do this so it is not needed to be in our TOR.</li> </ul>	
<p>5.0 Update/sharing on happenings in Chatham-Kent</p>	<p>Elaine is retiring in June – her retirement party is Thursday June 16<sup>th</sup> – all are welcome to attend to wish her well. Lyndsay will resend the invitation with the minutes.</p> <p>Local Food Week is the first week of June – in partnership with the KFA and Economic Development we are hosting a flag raising at the Civic Centre and pop-up farmers market from 11-1 on Monday June 6<sup>th</sup>. Everyone is welcome to attend. Lyndsay to</p>	

	send information to Carmen on this to share at council to help us promote this.	
6.0 Adjournment	Meeting was adjourned at 7:54 pm	

Next Meeting Dates:

Large Group Meeting: **Wednesday September 14<sup>th</sup> at the United Way Office, 425 McNaughton Ave West, 5:30-7:30 pm**

Individual Committees

Food Skills – meetings will be the second Tuesday of the month from 5-7 pm at the Health Unit, 435 Grand Ave West

Food Access and Availability – meetings will be the third Tuesday of the month from 5-7 pm at the health unit.