

## Chatham-Kent Food Policy Council (CKFPC) Terms of Reference

### Vision

Chatham-Kent is a healthy community with a vibrant, local food system where the healthy choice is the easy choice.

### Mission/purpose:

The purpose of the Chatham-Kent Food Policy Council is to lead in the development of relevant policies and to advocate for our local food system.

### Our Values

- Food Production and distribution is done in a **SUSTAINABLE** manner.
- People have a **RIGHT TO KNOW** what is in their food and where and how it is produced.
- All people should have physical and economic **ACCESS** to healthy, culturally diverse, local food.
- Local food businesses should be valued and supported to promote **ECONOMIC VIABILITY**.
- All share in the responsibility for **ENVIRONMENTAL STEWARDSHIP** of the local food system.

### Membership

Members must endorse the Vision, Mission, and Values of the Chatham-Kent Food Policy Council (CKFPC) and have skills, knowledge, experience or a genuine interest in at least one area of food system.

Members will be recommended by a nomination committee appointed by the Board of Health, with final decisions on recommendations made by the Food Policy Council itself. Up to 29 people can be members at any one time. Members must live or work in the Municipality of Chatham-Kent. Members may, but are not expected to, formally represent or speak for their organizations, but will be selected on the basis of their ability to speak to issues from the sector or key interest area they come from. The CKFPC membership shall be representative of the key interests and sectors of the Chatham-Kent food system.

Membership can/will include the following:

- Board of Health (2 members)
- Chatham-Kent Municipal Council (1 member)
- Health Care Sector/Health Related Non-Governmental Organization (3 member)
- Organization representing seniors (1 member)
- Food Charity (2 members)
- Agriculture (2 members)
- Economic Development/BIA/Tourism (1 member)
- Youth and Immigration (1 member)
- Employment & Social Services (1 member)

- Education (1 member)
- Grocer/Restaurant/Food Processing/Food Distribution/Institutional Purchasing (3 members)
- Community Garden/Horticultural Societies (1 member)
- General Community (5 members representing diverse geographical region of Chatham-Kent)
- Chatham-Kent Medical Officer of Health

The CKFPC's membership should reflect Chatham-Kent's diverse population, including, but not limited to, ethno-racial, faith, gender, mental ability, physical ability, literacy/educational level, age, sexual orientation, rural/urban residency and socioeconomic circumstances.

CKFPC members will cease to be a member if they:

- Resign from the committee
- Fail to attend 3 consecutive meetings without providing the Chair with written or verbal regrets
- Resign from their position with the agency, organization, coalition, or business they represent as a member on the FPC; or
- Breach confidentiality

Additional community members may be invited to attend and join the meeting/committee at the request of the Chairs (on behalf of the CKFPC) to provide advice and assistance, or to fill an identified gap in committee membership.

Occasionally, guests may attend committee meetings to provide information and/or guidance in a specific area of expertise. Guests have no voting rights and may be requested to leave the meeting at any time.

### **Term**

Chatham-Kent Food Policy Council members are appointed for a three-year term with the possibility of one term of renewal.

Missing three meetings a year without prior discussion with a Co-Chair is deemed equivalent to a resignation. New members will be voted on by the CKFPC, and will be formally appointed by the Board of Health annually, or as needed.

### **Chair**

The Chair of the CKFPC will be appointed by the Chatham-Kent Board of Health (CKBOH) and will be a member of the CKBOH. The Chair has knowledge of Chatham-Kent food systems and good communication skills.

The duties of the Chair include:

- Preside over CKFPC meetings
- Propose meeting agendas and invite guests as required

- Liaise with CKFPC support staff
- Facilitate communication among CKFPC members between meetings
- Act as the spokesperson for the Chatham-Kent Food Policy Council at events, meetings and for the media, as required

### **Vice-Chair**

The Vice-Chair shall be elected to the CKFPC by a vote of members. The Vice-Chair will be elected for a two year term. The Vice-Chair has knowledge of Chatham-Kent food systems and good communication skills.

The duties of the Vice-Chair include:

- Perform the duties of the Chair in the Chair's absence
- Perform other duties delegated by the Chair or in consultation with the Council
- Act as the spokesperson for the CKFPC at events, meetings and for the media, as required

### **Meetings**

The CKFPC shall meet a minimum of five times per year, at dates and times to be agreed upon by Council members.

All meetings are open to the public but the CKFPC reserves the right to go into a closed session as required.

Minutes of all meetings shall, upon CKFPC approval, be available to the public on the CKFPC's website.

### **Responsibilities of the Chatham-Kent Food Policy Council**

Members of the CKFPC will be responsible to:

- Actively engage in food system work by participating in at least one (1) of the CKFPC workgroups or activities under the strategic plan.
- Attend training as available.
- Will be an official voting member.

### **Decision Making**

Conflict of interest will be declared and recorded in the minutes.

The Chatham-Kent Food Policy Council and its working groups will apply the principles of consensus decision-making. The primary function of consensus decision-making is to incorporate everyone's voice into the group's decision as well as possible such that all legitimate concerns of individuals have been addressed to the satisfaction of the group. Consensus decision-making does not mean that all parties are completely satisfied with the

final outcome (ie. that it is their most preferred solution), but that the decision is acceptable to all because no one feels that his or her vital interests or values are violated by it.

### **Sub-Committees and Working Groups**

The CKFPC may form workgroups to undertake tasks that require in-depth work on behalf of the CKFPC. Workgroups are encouraged to include participants who are not members of the CKFPC. Each workgroup will have at least one CKFPC member. That CKFPC member will be responsible for bringing forward issues and requests from the workgroup and will provide regular updates to the Chatham-Kent Food Policy Council.

Expectations of working groups:

- Develop their own membership and action plans, and decide on a Chair
- Report regularly on the activities of the working group to the CKFPC Meetings through a liaison or through minutes to allow for feedback on general strategy and direction
- Maintaining a commitment to completing the activities directed from the Strategic Plan.
- The Chair of each working group will be a member of CKFPC and will be responsible for reporting at CKFPC meetings, and for communicating input and other information back to the working group

### **Resources/Staffing**

Coordinating support will be provided by the Chatham-Kent Public Health Unit (CKPHU). The CKPHU will appoint staff personnel with knowledge of community food systems and food security to provide support and coordination to the Chatham-Kent Food Policy Council.

The staff personnel will provide technical and advisory support to the CKFPC to assist in achieving results for its chosen priorities. Such support may include providing background information, resources, advice and support for implementation of priorities. CKPHU may assign staff to work on specific projects for a period of time. On behalf of the Chatham-Kent Food Policy Council, the staff support shall prepare an annual report for the Board of Health as well as additional reports on an as needed basis. The amount of time will be at the discretion of the CKPHU and based on the needs of the CKFPC.

### **Dissolution of the Chatham-Kent Food Policy Council**

The Chatham-Kent Food Policy Council can be dissolved at the discretion of the Chatham-Kent Board of Health. Recommendations for dissolution can come from the CKFPC membership.

### **Review and Approval of Terms of Reference**

The Terms of Reference shall be reviewed and approved by CKFPC every two years.

**Date approved:** May 2013

Updated November 2017

Updated: May 2014  
November 2016

## **Definitions/Glossary**

*Community Food Security (CFS) exists when all community residents obtain a safe, personally acceptable, nutritious diet through a sustainable food system that maximizes healthy choices, community self-reliance, and equal access for everyone. Dietitians of Canada recognizes that CFS has a broad scope that emphasizes systematic and comprehensive approaches to promote food security for everyone, and implicitly recognizes the role of the larger food system in ensuring food security. CFS involves long-term planning with a wide range of stakeholders working toward a healthy, just, and sustainable food systems. Source: Community Food Security Position of Dietitians of Canada, 2007.*

[http://www.dietitians.ca/news/highlights\\_positions.asp](http://www.dietitians.ca/news/highlights_positions.asp)

*Community Food Security: "a situation in which all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes self-reliance and social justice. Source: Hamm MW and Bellows AC. J. Nutr Educ Behav 2003; 35:37-43)*

*Food security is when all people at all times have access to sufficient, safe, nutritious food to maintain a healthy and active life. World Food Summit 1996, Source: World Health Organization: [www.who.int/trade/glossary/story028/en/](http://www.who.int/trade/glossary/story028/en/)*

*\*A sustainable food system is one that provides healthy food to meet current food needs while maintaining healthy ecosystems that can also provide food for generations to come with minimal negative impact to the environment. A sustainable food system also encourages local production and distribution infrastructures and makes nutritious food available, accessible, and affordable to all. Further, it is humane and just, protecting farmers and other workers, consumers, and communities (American Public Health Association).*

*\*\* Local food businesses include farmers, food producers, food processors, food distributors, food marketing organizations, food retailers, institutional purchasers, restaurants, etc.*

*\*\*\*The Food System is an interconnected network of practices, processes and places that cover all aspects of food. The six components of the food system are: Food Production, Food Processing, Food Distribution, Food Access, Food Consumption, Food Education and Waste Management (Food Policy Council, City of Vancouver).*