

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

### Vision

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

The CKFPC will recruit members for vacant positions via an online application form or an in-person meeting with the selection committee, which includes Chatham-Kent Public Health (CKPH) support staff, the CKFPC Chair, and 1-2 current members of the CKFPC. Final approval on membership will be received from the Chatham-Kent Board of Health (CKBOH),

Up to 23 people can be members at any one time. Members must live or work in the Municipality of CK. 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 CK food system.

Membership can/will include the following:

- Chatham-Kent Board of Health (2 members)
- Health Care Sector/Health Related Non-Governmental Organization (3 members)
- Older Adults Organization (1 member)

- Emergency Food Providers (2 members)
- Agriculture (2 members)
- Economic Development (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)

The CKFPC's membership should reflect CK'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 three meetings in a year without reasonable cause and do not provide the Chair/Secretary/Staff Personnel with written or verbal regrets
- Resign from their position with the agency, organization, coalition, or business they represent as a member on the CKFPC; 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**

CKFPC members are appointed for a three-year term with the possibility of one term of renewal. New members will be voted on by the CKFPC, and will be formally appointed by the CKBOH annually, or as needed.

### **Chair**

The Chair of the CKFPC will be appointed by the CKBOH and must be both a municipal councillor and a member of the CKBOH. The Chair term will align with the term of municipal councillors. The Chair has knowledge of CK food systems and good communication skills. If the Chair is not performing their duties, the CKFPC will request the CKBOH to elect a new chair.

The duties of the Chair include:

- Lead the review of new applicants with selection committee
- Preside over CKFPC meetings
- Prepare agendas and invite guests as required
- Liaise with CKFPC support staff
- Facilitate communication among CKFPC members between meetings
- Act as the spokesperson for the CKFPC 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 CK 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 CKFPC
- Act as the spokesperson for the CKFPC at events, meetings (including Board of Health meetings) and for the media, as required

### **Secretary**

The Secretary shall be elected to the CKFPC by a vote of members and will be elected for a two year term. The Secretary has experience with administrative support and good communication skills.

The duties of the Secretary include:

- Assist chair with preparing agenda
- Accurately record minutes (relevant action items and details) of each meeting
  - If meeting minutes are voice recorded, they will be erased after written minutes are approved
  - Once minutes are approved, they will be posted on the CKFPC website
- Email minutes to chair, vice-chair, and staff personnel for review within 1-2 weeks of the meeting
- Provide other administrative support as needed

### **Meetings**

The CKFPC shall meet a minimum of five times per year, at dates and times to be agreed upon by CKFPC 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 Board of Health and CKFPC approval, be available to the public on the CKFPC's website.

After every 2<sup>nd</sup> meeting, Chatham-Kent Public Health (CKPH) Staff Personnel and/or CKFPC members shall provide an update to the CKBOH on the CKFPC's initiatives.

### **Responsibilities of the CKFPC**

Members of the CKFPC are official voting members and will be responsible for:

- Actively engaging in food system work by participating in at least one (1) of the CKFPC workgroups or activities under the strategic plan
- Attending training as available

### **Decision Making**

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

The CKFPC 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 (i.e. that it is their most preferred solution), but that the decision is acceptable to all because no one feels that their 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 CKFPC.

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
- Maintain 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

## **CKPH Staff Personnel**

Coordinating support will be provided by CKPH. CKPH will appoint staff personnel with knowledge of community food systems and food security to provide support and coordination to the CKFPC.

The staff personnel will provide technical and advisory support to the CKFPC to assist in achieving results for its chosen priorities. CKPH may assign staff to work on specific projects for a period of time. The amount of time will be at the discretion of CKPH and based on the needs of the CKFPC. Staff personnel will not chair meetings or workgroups, and do not have voting rights.

The duties of the Staff Personnel include:

- Coordinate, develop, and provide an orientation for CKFPC members
  - o Update the New Member Orientation Package, as needed
- Collaborate with the Chair and Vice-chair to
  - o Assist with promotion plan for recruiting new members;
  - o Schedule meetings (i.e. location and calendar invite);
  - o Maintain an updated membership list;
  - o Maintain a list of all workgroups and their members;
  - o Mediate the concerns of or disagreements between CKFPC members;
  - o Upload minutes to website <https://letstalkfood-ck.com/ckfpc-minutes/>
  - o Track budget for CKFPC
- Liaise with CKFPC members to provide background information, resources, advice and support from a public health perspective, for implementation of priorities (including workgroup priorities)
- On behalf of the CKFPC, prepare reports to the Board of Health, including an annual report, membership approvals, and additional reports as needed

## **Non-Voting, Support/Resource Members**

These members do not have voting rights but can provide support if requested by the CKFPC:

- Chatham-Kent Public Health's Medical Officer of Health
- Chatham-Kent Municipal Councillors

## **Dissolution of the CKFPC**

The CKFPC can be dissolved at the discretion of the CKBOH. 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 the CKFPC every two years.

**Dates of Approval:**

May 2013

May 2014

November 2016

November 2023

November 2024 (*minor edits*)