

Northumberland County Food Policy Council

Terms of Reference

Background

Throughout the summer of 2013, the Northumberland Food Charter Working Group made delegations to each of the seven municipalities across Northumberland County, receiving endorsement of the Northumberland Food Charter by all. In October of 2013, on World Food Day, the working group made a delegation to Northumberland County Council resulting in Council's endorsement of the formation of a Northumberland County Food Policy Committee (NCFPC). In 2016, the NCFPC Members voted to change the name from Northumberland County Food Policy Committee to Northumberland County Food Policy Council to better reflect the naming of similar organizations in the province.

Vision

Vibrant, sustainable, food-secure communities in Northumberland County.

Mission

The purpose of the Northumberland County Food Policy Council is to bring individuals, agencies, and local government together to examine the operation of the local food system, stimulate and lead a dialogue on food, promote projects in the community, and provide policy ideas and recommendations that enhance a sustainable food system.

Values

The work of the NCFPC is directed by the Northumberland County Food Charter, which states:

The World Health Organization defines food security as existing “when all people at all times have access to sufficient, safe, nutritious food to maintain a healthy and active life”. We in Northumberland County agree to work together to build a vibrant, sustainable, food-secure community. The following principles are the foundation of a comprehensive food security framework for research, planning and policy and program development.

HHealth ...we support:

- Public policies that recognize a healthy diet that contributes to the physical, mental, spiritual, and emotional well-being of all residents.
- Incorporating food security, the provision and distribution of food, into local emergency planning
- Improving access to locally grown, healthy food options for all.

EEnvironmental Integrity ...we support:

- Environmentally sound methods of food waste management such as composting and reclamation programs.

- Food production methods that sustain or enhance the natural environment, healthy land, water and air in both rural and urban settings.
- Access to a safe and sustainable water supply as an integral part of the food system.

Advocacy & Education ...we support:

- Public education concerning the connections between our health, the environment, and our food choices.
- Initiatives that develop local food growing, preparation and storage skills.
- Programs that support local farms and assist future farmers.

Local Economic Development ...we support:

- Prioritizing production, processing, distribution and consumption of local food.
- Promoting our region as a food, agricultural, and culinary destination.
- Facilitating community partnerships that enhance the availability of fresh, local food for all.

The Celebration of Culture and Community ...we support:

- Celebrating and promoting respect for traditional, cultural and spiritual food diversity.
- Strengthening links between rural and urban communities and fair agricultural and trade policies globally.
- Community events/festivals that assist local economic development and promote healthy lifestyles.

Healthy and happy people make strong and enduring communities

Strategic Goals and Objectives:

- 1) Advocacy
 - Advocate for food policy
 - Scan existing policies of other regions, prioritize the ones that fit best for Northumberland
 - Be an active voice that will address loss of farm land, food access, and food security.
- 2) Communication / Relationship Building
 - Create a pathway to County Council;
 - Create a pathway to other stakeholder organizations of influence
 - Network with other similar organizations

3) Sustainability / Governance

- Maintain core staff
- Maintain continued diverse stakeholder representation
- Develop and maintain a strategic plan
- Develop and maintain an operational plan
- Develop a sustainable funding model

4) Education / Communication

- Share knowledge and resources with organizations and the public
- Increase awareness of who we are and what we do; and
- Promote Northumberland County food resources.

Membership

Members endorse the Vision, Mission, Values and Goals of the NCFPC and have skills, knowledge, experience or a genuine interest in at least one of our strategic goals.

Up to seventeen people can be Members at any one time. Members must live or work in Northumberland County.

A Member of the NCFPC can exercise their right to vote on matters before the NCFPC. A member may be a Community Member at Large, or a Member representing an Agency or Organization. Further, each Northumberland municipal council will be provided opportunity to appoint a member to the NCFPC.

Agency/Organization Member will also be engaged to bring expertise and knowledge of at least one of the strategic goals to the table. These should include:

- A municipal CAO to provide guidance and advice from an administrative perspective. The CAO Representative will keep the County CAO and those who attend the County CAO meetings aware of NCFPC projects and initiatives and assist with fostering support as required.
- Representative of the Ministry of Agriculture, Food and Rural Affairs (Ex-officio)
- Representative from the Farmers' Federation Union
- Representative from the Education Sector
- Representative from one or both local hospitals (CMH and NHH) or a LTC facility
- Kawartha Pine Ridge District Health Unit Representative and who also acts as NCFPC Coordinator

Except for appointments from municipalities, new Community Members will be sought by nomination and applications received through advertisement. Members of organizations are encouraged to submit nominations for their replacement on the council if they are aware of a suitable candidate.

NCFPC Membership Matrix

Community MEMBERS	Chair	Vice-Chair	Community Rep	Community Rep	Community Rep	Community Rep	Community Rep
Advocacy							
Communication/ Relationship Building							
Sustainability/ Governance							
Education							
Agency/Organization Staff MEMBERS						STRATEGIC GOAL	
Health Unit							
CAO							
County of Northumberland Transportation & Waste Department							
Food 4 All Northumberland							
Northumberland Agricultural Mgr							
Farmers' Federation/Union Rep							
OMAFRA (Ex-officio)							
Healthcare/LTC Sector							
Education Sector							

Scope

NCFPC Members are appointed for four-year terms. Upon completion of four years of continuous service, a member may be appointed for a further four year term. Existing Members may remain on the council past the term of their appointment until their replacement is recruited to fill the vacancy. Appointments will be staggered to ensure continuity between terms.

Resignation

Members wishing to resign are to provide an original signed letter or electronic e-mail of notification to the NCFPC Chair and NCFPC Coordinator.

Terms of Reference

The NCFPC shall review its Terms of Reference at least every two years.

Meeting Frequency

The NCFPC shall meet a minimum of five times each year, at dates and locations agreed upon by the NCFPC membership. All meetings and meeting minutes are open to the public. NCFPC Members who are not able to attend meetings in person shall be given the opportunity to participate by teleconference, if the meeting space has appropriate teleconferencing equipment.

Meeting Attendance

Any member of the Council who is absent from three consecutive meetings without prior discussion with the Chair is deemed to have resigned from the NCFPC.

Succession Planning

The Chair will seek new Members to fill any vacancies or expired terms of office on an annual basis or on an as needed basis. Members of organizations are encouraged to submit nominations for their replacement on the council if they are aware of a suitable candidate. Members at large will be sought by nomination and applications received through advertisement.

Quorum

A quorum shall be calculated on the basis of a simple majority of total number of Members of the NCFPC unless the Council is comprised of an equal number, in which case the quorum is one-half of the total Members. At least half of all NCFPC Members must vote before any motion dealing with public advocacy can be enacted.

Electronic Voting

For matters requiring prompt attention between regular meetings, electronic voting shall be used to reach a decision. The motion must be addressed to all Members of the NCFPC in the same e-mail sent by the Chair. NCFPC Members shall cast their vote by responding to "all".

The outcome of the motion must be ratified at the next regular meeting and entered into the meeting minutes.

Chair and Vice-Chair

The NCFPC shall, at the first meeting of the calendar year, choose from its Members a Chair and Vice-Chair to serve in those positions beginning in January for the entire calendar year or until their successors are appointed. The Chair and Vice-Chair retain their rights as a Member.

In the event that the Chair does not attend the meeting at which they are to preside within fifteen minutes after the time appointed for the commencement of the meeting, the Vice-chair shall call the meeting to order and preside until the arrival of the NCFPC Chair. Should the Vice-Chair not be in attendance at the meeting, Members in attendance shall appoint one of the Members present to act as Interim Chair for the meeting or until the arrival of the Council Chair or Vice Chair.

HKPR District Health Unit Support

Coordinating support will be provided by the Haliburton, Kawartha, Pine Ridge District Health Unit. The HKPR District Health Unit will appoint a staff designate as NCFPC Coordinator. The Coordinator will have knowledge of community food systems and food security to provide support and coordination to the Northumberland County Food Policy Council.

On behalf of the Northumberland County Food Policy Council, the HKPR District Health Unit staff designate shall prepare an annual report for Northumberland County Council as well as additional reports on an as needed basis.

The HKPR District Health Unit staff designate will act as the NCFPC Coordinator and shall prepare for distribution, Council Agendas with the order of business for regular meetings of the NCFPC as follows:

- a) Call to Order
- b) Additions to Agenda and Approval of Agenda
- c) *Declarations of Pecuniary Interest by Members
- d) Adoption of Minutes
- e) Presentations
- f) Correspondence
- g) Reports on Strategic Goals Action Items
- h) Other Items from Members
- i) Next Meeting
- j) Adjournment

* *Pecuniary Interest* refers to a situation where a member of the NCFPC may be affected personally or financially by a decision made at a meeting.

Communication

Any communication to the NCFPC received prior to a meeting but not in sufficient time for inclusion on the Agenda shall be reviewed by the NCFPC Chair or NCFPC Coordinator. A vote by Members present will decide if the item is added to the agenda or deferred to a later meeting.

Meeting Procedures

- A motion shall not be required to be seconded;
- No recorded votes shall be taken;
- Each Member at a meeting has a vote, except when the Member has declared a conflict and therefore must abstain from voting. The OMAFRA Rep is Ex-officio;
- The number of times of speaking on any question shall not be limited;
- A quorum of Members is required for a matter to be decided by vote on a motion.
- A simple majority of a quorum of Members present at a meeting shall be required to decide any matter before the NCFPC unless otherwise described in these Terms of Reference;
- All Members shall receive all meeting reminders and correspondence agendas for all meetings within one week of the meeting, and
- In the event a member is not able to attend a scheduled meeting, it is expected that they will send their regrets forty-eight hours in advance of the meeting date; and,
- If no quorum is expected to be present for a scheduled meeting, the meeting will be adjourned by the presiding Chair. The Health Unit Designate/NCFPC Coordinator will attempt to schedule an alternate meeting date.
- If the meeting is adjourned, the NCFPC Coordinator shall record the names of the Members present and all business will be deferred until the next meeting;
- Further, if an expected quorum is not present by 15 minutes after the start of the meeting, the Chair will ask the Members present if they choose by consensus to continue with the meeting for information purposes. In this case, all items requiring a vote will be deferred until the next meeting.
- All items considered by the NCFPC and requiring Municipal approval shall be forwarded to the Municipality in the form of a NCFPC report with recommendations;
- All NCFPC Minutes, when approved, are to be sent to the County Clerk by the CAO Rep; and
- No electronic recording or audio/visual devices are to be used during the meeting unless approved by Motion of the NCFPC.

Review of Terms of Reference

The terms of reference should be reviewed every two years in February by a NCFPC sub-group consisting of the Chair, HKPR District Health Unit Rep and any other NCFPC Member interested in being involved in the review process. Suggested revisions will be circulated by e-mail to NCFPC members and presented at the May/June meeting for approval by vote.