



## Northumberland Food For Thought (NFFT) Steering Committee Terms of Reference

**Vision:** To optimise student learning through nutrition.

### **Purpose Statement:**

*The purpose of the Northumberland Food for Thought Steering Committee is to bring together school and community resources to ensure Northumberland County children and youth have increased access to safe, nutritious and personally acceptable food optimising their learning.*

### **Goals:**

- To promote, support and assist current and future student nutrition programs.<sup>1</sup>
- To create opportunities for business and community support of student nutrition programs.
- Establish and sustain student nutrition programs in all Northumberland County elementary and secondary schools and educational sites.

### **Guiding Principles:**

We believe in...

- **Universal Programs** - Programs must be free of charge, accessible and non-stigmatizing for all participants; student names should not be recorded.<sup>2</sup>
- **Supportive Involvement** - With the right information and support, schools can identify their individual needs and concerns.
- **Partnerships** - Meaningful parent and community involvement is essential to self-sustaining programs.

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<sup>1</sup> A student nutrition program is defined as a breakfast, morning meal, lunch or snack program.

<sup>2</sup> Unless as required by the Medical Officer of Health or otherwise required by law, e.g. during the COVID-19 global pandemic.

- **Community Based Programs** - Expertise, knowledge and resources already exist in the community and should be utilized to support school nutrition programs.
- **Flexible and Diverse Programs** - Every community is unique so every student nutrition program will be unique.
- **Sustainable Programs** - Programs need to consider and adopt new approaches to keep on running.

## 1. Membership

### 1.1 Composition

The NFFT Steering Committee is a community partnership which shall include representatives from various sectors; volunteer, government, corporate, and education (see “Appendix 1” for current membership). The Steering Committee consists of a maximum 12 members and **at a minimum** consists of the following representation:

- Community agency working with youths
- Municipality - Northumberland County Community and Social Services, Food Security Services Manager (FSSM)
- Peterborough Child and Family Centres (PCFC) - Community Development Coordinator
- Public Health Dietitian
- Public Health Inspector
- School administrator (KPRDSB & PVNCCDSB)
- School board trustee (KPRDSB & PVNCCDSB)

Additional representation may be obtained from the following:

- Food Company (must offer nutritious food that is aligned with the Student Nutrition Program Nutrition Guidelines)
- Community partner (must have some connection to student welfare)

### 1.2 Term of Office

**1.2.1 Steering Committee** - The term of office for each committee member shall be a commitment of two years. The two-year term will automatically be renewed for school board trustees as they are elected for four year terms. At the completion of the term of office there will be an option for renewal.

**1.2.2 Community Development Coordinator** - Based on continued Provincial funding, contract will be renewed in accordance with policies set by Peterborough Child and Family Centres.

### **1.3 New Members**

Any individual representing a community group and/or organization interested in joining the Steering Committee must submit a letter of interest to the Committee for their consideration and approval. The Committee may also solicit community members who they consider are of benefit to NFFT and SNPs. Every effort should be made to avoid duplication of composition of membership.

## **2. Role & Responsibilities of Steering Committee:**

**2.1** Work in partnership with the lead agency (PCFC) to build on their knowledge and expertise in delivering student nutrition programs e.g. create local guidelines and criteria for program delivery and support. This will allow greater communication, input and feedback in the design and delivery of programs at the local level.

**2.2** Work in partnership with Northumberland County Food 4 All to build on their knowledge and expertise in providing healthy food and essential items to student nutrition programs. This will allow greater variety and quantities of food items through existing Food 4 All suppliers and through the PCFC Online Store.

**2.3** Establish rapport and positive relationships with schools and councils through ongoing communication, information sharing, mutual attendance at appropriate meetings, provision of support and linkages to community agencies.

**2.4** To plan, coordinate, and support activities and/or initiatives which increase awareness and knowledge regarding child nutrition and its linkages to learning.

**2.5** Develop collaborative partnerships with other community agencies and groups.

**2.6** Provide advice and support to the Community Development Coordinator.

**2.7** Obtain input and feedback from community stakeholders.

### **3. Role & Responsibilities of Community Development Co-ordinator:**

The Community Development Coordinator is contracted by the Peterborough Child and Family Centres (PCFC). The role of the Coordinator includes but is not be limited to:

**3.1** Coordinate and provide support and assistance to school nutrition/food programs in Northumberland County, such as;

- Guidance in the implementation of the Ministry of Children, Community and Social Services nutritional guidelines to ensure high quality programs,
- Maintenance of a current community inventory of school nutrition programs in Northumberland County
- Organize training for school coordinators and volunteers as needed.

**3.2** Attend all Northumberland Food For Thought steering committee meetings and support steering committee initiatives as required.

**3.3** Work with community partners to coordinate, implement and promote activities or initiatives to increase awareness and knowledge regarding child and youth nutrition and its linkage to learning.

**3.4** Assist the NFFT Steering Committee in researching and obtaining funding sources and develops community linkages and partnerships.

**3.5** Act as the liaison between NFFT and the NFFT Steering Committee members, Northumberland County Schools, Peterborough Child and Family Centres, and the Food4All Warehouse.

**3.6** Organize, with the assistance of the steering committee, volunteer and/or community partnership recognition events.

**3.7** When required, prepare and submit mandatory documentation and reports for Peterborough Child and Family Centres and other regional funders.

### **4. Role of the Administering Organization:**

The community partnership agrees the HKPR District Health Unit be the administering organization responsible for receipt and dispersal of approved funding, in accordance with guidelines established by funding agencies and the approved financial practices of the HKPR District Health Unit.

## 5. Guidelines for Subcommittees:

Subcommittees will be:

- 5.1 Created as needed to assist with the implementation of specific projects or goals as directed by the Steering Committee.
- 5.2 Formed by recruiting steering committee members and/or other community members invited to provide consultation as required.
- 5.3 Minutes will be recorded by the Community Development Coordinator or another member of the subcommittee and shared with Steering Committee.
- 5.4 Evaluated annually.

Subcommittees will report to the Steering Committee for the following:

- a) Approval of an action plan,
- b) Information sharing and update,
- c) Direction or guidance on issues or work.

## 6. Meetings

- 6.1 The Steering Committee shall meet approximately every six weeks while school is in session. Meetings may be called more or less frequently, as required.
- 6.2 In-person meetings will be held in the months of September, January and June and meeting locations shall be determined as the most convenient to most members. Committee members should make every effort to physically attend the in-person meetings, but virtual attendance will always remain an option if necessary. All remaining meetings will be held virtually. In the event of inclement weather, in-person meetings will be held virtually instead.
- 6.3 Individual Steering Committee membership shall be reviewed ***should absence from three consecutive meetings occur***. The Steering Committee Chair will contact the absent member to determine ongoing commitment.

**6.4** All working groups and sub-committees shall report to the Steering Committee.

## **7. Agenda**

**7.1** Agenda items shall be forwarded to the Chair prior to the next meeting.

**7.2** Agendas will be developed by the Chair and distributed prior to committee meeting date.

## **8. Minutes**

**8.1** Minutes will be recorded by the Community Development Coordinator.

**8.2** Minutes shall be taken by the Recorder and circulated to the Chair, who will review, then circulate to all Committee members prior to the next meeting date (ideally a week prior).

**8.3** Minutes will be approved at the following Steering Committee Meeting.

## **9. Decision-Making**

**9.1** Decisions will be based on committee membership consensus.<sup>3</sup> If consensus cannot be reached, the item is to be tabled and brought forth at the next committee meeting. Voting to decide an issue will only be enacted when Steering Committee members agree a consensus cannot be reached. Should voting be necessary to decide an issue each member has one vote. If an alternate attends, on the request of a member, the alternate will have voting status. Quorum is defined as 50% plus one of the membership.

**9.2** Conflict resolution is to be dealt with by ensuring that participants have adequate opportunity to state their opinions clearly and that a time be determined when the Chair requires “closure”.

**9.3** Committee members will be approached by e-mail to make time-sensitive decisions when necessary. In these emails, a deadline by which members need to

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<sup>3</sup> *Consensus is defined as a position or decision, which members can support (internally and externally) even if, in their view, it is not the best approach/recommendation but that they are able to work within the parameters of the decision, as made by the group.*

reply will be stated. After the deadline, those from whom the Chair has not heard will be considered as part of the consensus.

**9.4** If there is no clear consensus via email, the item will be brought up at the next face-to-face meeting. Likewise, any member can request via email that the item be discussed at the next face-to-face meeting.

**9.5** For decisions regarding food purchases and other expenses refer to the “NFFT Purchasing Policy: For Procurement of Goods and Services”.

**9.6** NFFT is currently bound under an agreement with PCFC to manage purchases made through the SNP Online Store.

## **10. Emergency Shutdown**

In the event of a rapidly evolving emergency situation or an emergency school closure, the Chair, CDC and FSSM have the authority to allocate emergency funding and/or emergency food supplies secured by or on behalf of NFFT to schools or school families or other agencies where families with school age children can access support.<sup>4</sup> In addition, the Chair, CDC and FSSM have the authority to give direction to the lead agency, PCFC, regarding the allocation of emergency funding and/or emergency food supplies secured by the lead agency when committee input is requested.

In both cases, every attempt should be made to include all three parties in the decision-making process. However, if one of the parties is not available to participate, the CDC jointly with either the Chair or FSSM can take the lead on such decisions. In the case of emergency funding and/or emergency food supplies generated by PCFC, the CDC may choose to make decisions independent of the Chair and FSSM, if consultation with the committee is not requested or required by PCFC.

When it is feasible and seems reasonable to do so, the committee will be asked for their input on decisions of consequence prior to any action taken. If the Committee is not consulted, funding recommendations and/or actions taken will be communicated via email or at the next committee meeting.

## **11. Review of Term of Reference**

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<sup>4</sup> *For example, the school shutdown that occurred during the COVID-19 global pandemic and the emergency funding opportunities that followed.*

The Steering Committee shall review, amend, and ratify Terms of Reference every two years.

### **Appendix 1: Current Membership**

- Community Agency working with children and youth (Stacy Toste, Rebound Child & Youth Services Inc.)
- Community Member (Doug Bates, Kaitlyn Bates Foundation)
- Food Company (Doug Campbell, Consumer Brands)
- HKPR District Health Unit (Sarah Tsang, Public Health Dietitian & Paula Everding, Public Health Inspector)
- KPRDSB Principal Representative (Martha Harp-McMurray, Burnham Public School)
- KPRDSB Trustee Representative (Cyndi Dickson)
- Municipality (Rob O’Neil, Northumberland County Community and Social Services, Food Security Services Manager)
- Northumberland Food For Thought – (Beth Kolisnyk, Community Development Coordinator)
- PVNCCDSB Principal Representative (Karen McCormack, St. Anthony Catholic School)
- PVNCCDSB Trustee Representative (TBD)

### **Appendix 2: Reimbursements by Northumberland Food For Thought**

#### **Recipients of reimbursement:**

Northumberland Food For Thought will reimburse approved requests payable firstly to the school. Reimbursement to an individual based on an approved request will be considered on a case-by-case scenario. All reimbursements must be accompanied by the receipt(s) or purchase order.

#### **Dealing with over-expenditures:**

Each financial request will be considered on a case-by-case scenario and will be capped at a maximum amount based on NFFT’s discretion. Any purchase amount exceeding over the approved amount will be the responsibility of the purchaser.

### **Appendix 3: Access of school food at the Food 4 All Warehouse**



As a partner of the Northumberland Food For Thought, Food 4 All Northumberland will bulk purchase and store food for student nutrition programs in Northumberland County.<sup>5</sup> All Northumberland publicly funded schools that pay an annual membership fee to Food 4 All can access this purchased food, along with other food and essential items that the warehouse acquires.

Publicly funded schools without a warehouse membership and privately funded schools wishing to access the purchased food will be dealt with on a case-by-case scenario.

#### **Appendix 4: Funding Assistance for Student Nutrition Programs**

In September and January, the Community Development Coordinator (CDC) will include the documents, “Funding Information for Student Nutrition Programs” and “Funding Application For Student Nutrition Programs,” in the monthly bulletin for Student Nutrition Programs (SNP) in Northumberland County.

This will serve as a reminder to all schools/agencies that in order to be considered for funding they must submit a funding application form along with a quote or estimate where applicable to the CDC by the deadline provided. There will be two deadlines each year, one on October 7<sup>th</sup> and one on March 7<sup>th</sup>.

The annual budget for school funding requests will be determined at the beginning of the school year and is not to exceed 10% of available funds. Any requests that will result in exceeding 10% of available funds must be communicated to the steering committee for approval. The total annual budget will be dispersed as evenly as possible between the two application periods.

The Northumberland Food For Thought Committee (the Committee) will accept funding applications to offset the cost of kitchen equipment, supplies, and appliances up to a maximum of \$500 per school/agency per school year based on available funds. The Committee will limit the funding of major appliances to once every five years per appliance type, i.e. dishwasher, oven, refrigerator, freezer, etc.

Following the submission deadline, the subcommittee will meet to discuss the submissions and determine the successful applicants. The CDC will provide a summary of submissions for the subcommittee to review.

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<sup>5</sup> *Murray Centennial Public School and Stockdale Public School, although in Quinte West, will also be supported as part of Northumberland County’s catchment area.*

The Committee will also accept applications for emergency funding on a case-by-case basis. The maximum allowance will be \$500.00 and, regardless of the amount received, schools/agencies will not be eligible to apply for emergency funding in two consecutive years. Emergency funding is only intended to address a budgetary shortfall that leaves an SNP in jeopardy of shutting down before the end of a school year or unable to start-up at the beginning of a new school year. When applying for emergency funding, schools must be able to show that they have been fiscally responsible. Food 4 All membership, participating in bulk purchasing opportunities, such as use of the SNP Online Store, and the school's annual budget will be taken into consideration when looking for indicators of sound spending. There is no deadline for emergency funding requests and these requests can be handled by the subcommittee through email.

Using the "School Funding Requests Checklist", the subcommittee will determine what schools/agencies will receive funding.

The Community Development Coordinator will let the principal know the outcome of a funding request. If the application is successful, the CDC will also forward a copy of the appropriate "Funding Approval Form" with determined amount to be granted.

Please note that the Committee will not provide any funding for wages or administrative costs.