



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

Vision: We envision a Northumberland County where all students have universal access to school nutrition programs to optimize their learning.

Mission Statement:

The purpose of the Northumberland Food for Thought Steering Committee is to bring together school and community resources to ensure that students in Northumberland County 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.¹
- To encourage opportunities for business and community support of student nutrition programs.
- To assist with sustaining 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.²
- **Supportive Involvement** - With the right information and support, schools can identify their individual needs and concerns.

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

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

- **Partnerships** - Meaningful parent and community involvement is essential to self-sustaining programs.
- **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:

- Share expertise in child and youth development to help inform and support committee work.
- Represent the voice of community youth services in committee discussions, ensuring that NFFT aligns with broader goals of supporting child and youth health, resilience, and success.

Community Development Coordinator (local), Peterborough Child and Family Centres:

- The Community Development Coordinator supports decision making within the framework of the MCCSS program and Nutrition Guidelines and Central East Region Student Nutrition policies.
- Shares knowledge and expertise on local Student Nutrition Programs and schools to help identify gaps and services.

Municipality/Northumberland Food 4 All:

- Shares critical knowledge of food security issues as they relate to schools.
- Provides insight and advice on food distribution to help streamline procurement and delivery of nutritious food to schools.

Public Health Dietitian:

- Shares expertise in provincial student nutrition best practice;

- Ability to connect with school administrators via their respective Public Health Nurse;
- Provides nutrition related education/training in-services as required; and
- Provide insight and advice on opportunities for advocacy for student nutrition programs

Public Health Inspector:

- Shares expertise on food safety practices.
- Ability to connect with school administrators via in-person school visits.
- Provides food safety related education/training as required.
- Provides insight into compliance requirements for food safety.

School Administrator (KPRDSB & PVNCCDSB):

- Act as a bridge between the NFFT committee, school board administration, and the school community to promote communication and collaboration.
- Share insights and updates with the committee about school-specific needs, successes, and challenges.
- Share expertise and experiences from their school to contribute to broader discussions and decision-making at the committee level.

School Board Trustee (KPRDSB & PVNCCDSB):

- Represent the school board's priorities and interests in committee discussions, ensuring that NFFT remains responsive to the evolving needs of students and schools.
- Advocate for the importance of student nutrition and its role in academic achievement and well-being at the school board level.
- Serve as a liaison between the NFFT committee and the school board to facilitate open communication and collaboration.

Northumberland Food For Thought also values the representation and insight of community partners and agencies that share a commitment to student nutrition and align with NFFT's vision.

Community Partners (must have some connection to student welfare) - currently vacant:

- Serves as a bridge between NFFT and other community organizations, businesses, or stakeholders to build partnerships and expand resources.
- Fosters collaboration, resource sharing, and advocates for student well-being.

Community Partner – Fundraising - (currently vacant):

- Develop and implement fundraising strategies to meet the financial needs of NFFT.
- Collaborate with the committee to set annual fundraising goals and identify priorities.

Food Companies (must offer nutritious food that is aligned with the Student Nutrition Program Nutrition Guidelines):

- Provides industry knowledge, resources, and connections.
- Offers industry expertise and a business perspective.
- Shares knowledge of food trends and innovations that may support or enhance school food programs.

1.2 Term of Office

1.2.1 Steering Committee - The term of office for each committee member shall be a commitment of approximately two years, with an option to renew in June. Ideally, school board trustees will remain members for the duration of their four-year term.

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:

- Attend meetings or send regrets to the chair prior to scheduled meetings
- If two consecutive meetings are missed without prior notification to the Chair, the member may be required to leave the committee
- Actively participate in the work of the committee and/or working groups
- Work within the scope of the committee’s mandate and policies
- Respond to requests by other committee members in a timely manner
- Read required materials in advance of meetings

- Notify the Chair immediately if circumstances prevent participation on the committee
- Be knowledgeable about Student Nutrition Programs within Northumberland County

3. Role & Responsibilities of the Chair

In addition to the “Role of Committee Members”, the Chair will also:

- Chair all meetings or arrange for a designate/co-chair
- May call special or emergency meetings as required
- Prepare the agenda and distribute it to members, along with the minutes of the previous meeting and other required documentation, in advance of the next scheduled meeting
- Update and virtually file the following committee documentation: Terms of Reference, minutes from each committee meeting, and other documentation as needed

4. Role of the Minute Taker

- Send draft minutes to the Chair to distribute to members within one week after the meeting

5. 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.

6. Guidelines for Subcommittees:

Subcommittees will be:

- 6.1** Created as needed to assist with the implementation of specific projects or goals as directed by the Steering Committee.
- 6.2** Formed by recruiting steering committee members and/or other community members invited to provide consultation as required.

6.3 Minutes will be recorded by the Community Development Coordinator or another member of the subcommittee and shared with Steering Committee.

6.4 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.

7. Meetings

The Steering Committee shall meet virtually approximately every six weeks while school is in session. Meetings may be called more or less frequently, as required.

8. Decision-Making

Decisions will be based on committee membership consensus.³ If consensus cannot be reached, voting to decide an issue will be enacted to decide the issue.

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

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

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

9. Risk Management

³ *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.*

In the event of a rapidly evolving emergency situation or an emergency school closure, the Chair, CDC and a Northumberland Food 4 All representative 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.⁴ In addition, the Chair, CDC and Northumberland Food 4 All representative 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 Northumberland Food 4 All representative 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 Northumberland Food 4 All representative, 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.

10. Review of Term of Reference

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

Appendix 1: Access of school food at the Food 4 All Warehouse

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 2: Funding Assistance for Student Nutrition Programs

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

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 7th and one on March 7th.

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.

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.

All reimbursement cheques will be made payable to the school. Delivery of the cheques will be facilitated by the Community Development Coordinator.

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