

RENFREW COUNTY COMMUNITY FOOD ASSESSMENT WORK GROUP (CFAWG)



This project was made possible through funding from the Heart and Stroke Foundation and the Healthy Communities Partnership. Sept/14

TERMS OF REFERENCE

PURPOSE OF THE WORKING GROUP:

The purpose of the CFAWG is to create a Renfrew County Food System Council that will undertake a Community Food Assessment (CFA).

A food system is a network connecting food production, processing, distribution, access, consumption and resource/food waste recovery. A Community Food Assessment is a study that examines each element of the food system to provide key baseline information on the various activities within it.ⁱ The information gathered is used to develop actions and strategies that help to create a fair, coordinated and sustainable food system. Benefits of this work include contributing to more liveable neighbourhoods, promoting the nutrition and health of residents, and supporting economic vitality and environmental sustainability.

To facilitate formation of the Council and to gain support to do an effective Community Food Assessment, the CFAWG will work to have participation and engagement from all sectors of the food system, along with broad community awareness and support for food system work.

CFAWG ACTIVITIES:

Fulfill the requirements of the Spark Advocacy Grant “*Advocacy for Sector Engagement in the Renfrew County Food System,*” including:

- Provide direction and input to a network analysis that will identify members of each food system sector
- Identify 1 to 2 champions from each food system sector that will support the network analysis and actively support efforts to create a Community Food Assessment Plan
- Recruit sector-specific champions with at least 1 from each sector (6) and specific populations (2) and 4 county-wide representatives, including school boards
- Develop and implement a sector-specific advocacy strategy to increase awareness and participation in food system efforts. The strategy will include clear objectives, the required supporting tools, key advocacy messages, and the communication vehicles and channels to influence the public, municipal/county decision-makers and the media
- Form a Renfrew County Food System Council

ⁱ A community food assessment is a participatory and collaborative critical analysis of a broad range of food-related issues and resources including an environmental scan; analysis of assets and gaps; community priority setting; recommendations for proposed actions; and, development of a food strategy with outcome measures.

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MEMBERSHIP:

Membership on the CFAWG includes representatives from KidActive/Healthy Communities Partnership, Renfrew County and District Health Unit, Community Resource Centre (Killaloe), and interested stakeholders who understand, value and advocate for a coordinated local food system. External consultants will participate as needed to support the Grant activities.

MEMBER ROLES AND RESPONSIBILITIES:

- Support the overall purpose and activities of the CFAWG
- Actively participate in the CFAWG meetings, including staying current with CFAWG activities
- Provide direction and input into the network mapping and analysis, including the survey process and the survey questions
- Identify and provide contact information for representatives of the food system sectors to build the survey sample
- Draft communication tools related to promoting the work of the CFAWG
- Communicate regrets to the chair in advance of meetings
- Renfrew County and District Health Unit will be responsible for setting agendas and chairing meetings with input from partners and support from external consultants with expertise in food system work. RCDHU will also be responsible for completing and distributing minutes through the CFAWG email distribution list

DECISION-MAKING:

Decisions will be made by consensus when making decisions regarding the mandated activities of the group. Consensus means that, through discussion, all members support (i.e., "can live with") the final decision even if it may not have been their first choice. Meeting facilitators/leaders will help members reach consensus by allowing time to consider the options and opinions of others and determine the best course of action to meet the mandate.

Meetings:

Given the short-term nature of the project and the hands-on nature of the Work Group, some members of the CFAWG will likely meet every two weeks between August, 2014 and June 30, 2015. At times this will be a few members who are working on a particular task. Attempts will be made to have the meetings scheduled as much in advance as possible. Teleconferencing and email will be used as much as possible.

Reporting:

The CFAWG shall adhere to the Heart and Stroke Foundation (HSF) Spark Advocacy Grant's Letter of Agreement for the purpose of carrying out the project as outlined in the proposal. The RCDHU staff, in their Secretariat role to the committee, will support KidActive (the funding recipient) in completing all required reports, with input from the CFAWG.

Duration of the committee:

The CFAWG exists until June 30, 2015 when it is planned that the membership of the Renfrew County Food System Council is confirmed and the Spark Grant Application Deliverables have been met.

Approved: September 17, 2014