



FOOD RECLAMATION PROJECT (FRP) WORKING GROUP

TERMS OF REFERENCE – September 10, 2013

Background

On January 24, 2013, the Children and Youth Services Network (CYSN) voted on five red flag indicators which were identified by the Community Indicators and Measures Committee as pressing community action items, based on reliable data sources. One of the two receiving the most votes was “Food Insecurity”. Following a presentation to the CYSN by representatives of the Food Security Network (FSN) and the Data Analysis Coordinator on April 25th, a motion was made to strike a joint working group, comprised of members of both Networks, to increase food security for children, youth and families in Hastings-Prince Edward. The FSN was canvassed and members were also in favour of collaborating. Representatives from both Networks held their kick-off meeting as a joint working group on May 31st.

Mandate:

The Food Reclamation Working Group is responsible for identifying and implementing one or more actionable projects that will improve access to healthy food by children, youth and families in Hastings-Prince Edward.

Membership:

The Working Group is comprised of a broad spectrum of community service providers and individuals committed to furthering the mandate. The group will be supported by the HPE Data Analysis Coordinator and CYSN Coordinator. Membership will include, but not be limited to:

Abigail’s Learning Centre

Algonquin and Lakeshore Catholic District School Board

Belleville and Quinte West Community Health Centre

Children and Youth Services Network (resource)

Community Development Council Quinte

Counselling Services of Belleville and District

Data Analysis Coordinator (resource)

Family Space Quinte

From the Farm Enterprises Inc.

Gateway Community Health Centre

Endorsed by the Children and Youth Services Network and the Food Security Network



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Hastings & Prince Edward Counties Health Unit
Hastings and Prince Edward District School Board
Hastings and Prince Edward Learning Foundation
Hastings County Ontario Works
Hub (The) Child & Family Centre
Loyalist College
Mohawks of the Bay of Quinte
Parent Representatives
Prince Edward Family Health Team
Prince Edward – Lennox & Addington Social Services
United Way Quinte

Meetings:

The Working Group will meet on a monthly basis for the first six months, after which meeting frequency will be re-visited. Meeting dates will be determined by members. Meetings may be held at Children's Mental Health Services, 3 Applewood Drive, 3rd Floor, Belleville or at other locations as determined by members. Meetings may be attended via teleconference and/or video conference. Minutes will be taken at each meeting. Agendas will be distributed prior to each meeting.

Governance:

Working Group meetings will be facilitated by two co-chairs, one representative from each Network, who have been appointed by the group for a period of up to two years. Co-chairs will be responsible for preparing agendas and liaison between the Networks and working group members. An attending member of the Children and Youth Services Network will be selected by the group to sit on the CYSN Coordinating Team. Decisions will be based on consensus. If consensus cannot be reached, a majority vote will be taken. Each Working Group member is entitled to one vote and co-chairs may vote at meetings.

Accountability:

The Terms of Reference (TOR) and work plan with timelines are to be endorsed by the Networks, and reviewed and updated annually. Projects will contain an evaluation component.

Endorsed by the Children and Youth Services Network and the Food Security Network