



## **Nipissing Area Food Roundtable: Growing our food connections in Nipissing**

### **Terms of Reference**

The Nipissing and Area Food Roundtable is a collaborative of community stakeholders and food champions working to create a healthy and sustainable food system for the Nipissing area, as outlined in the Nipissing Area Food Charter.

**Mission:** To work toward creating a healthy, sustainable food system in our community by guiding the development of food-related initiatives and policies through the collaboration of residents, producers, organizers and governments.

The work of the Nipissing Area Food Roundtable (the Roundtable) is guided by the principles outlined in the [Nipissing Area Food Charter](#) (the Charter), under the pillars of:

- Health and Wellness
- Sustainable Economic Development
- Social Equity
- The Environment
- Food Literacy
- Culture

### **Values:**

The Roundtable strives to abide by the following values across the spectrum of our work:

- Cross-sectoral respect, engagement and collaboration
- Respectful advocacy and empowerment
- Intentional and ongoing representation from people with lived experience
- Celebrating diverse food cultures, food philosophies and food practices
- Recognizing the unique geographical, social, political and environmental challenges and opportunities provided by living in Northern and rural communities

The Roundtable is comprised of a steering committee as well as workgroups for specific projects and topic areas.

### **The Nipissing Area Food Roundtable Steering Committee (Steering Committee)**

**Purpose:** Provide leadership and engagement in the Nipissing Area on collaborative food-related initiatives and opportunities that arise connected to achieving the vision of the Charter.

### **Responsibilities:**

- Provide support to and collaborate with members of the Roundtable workgroups, ensuring that specific projects that carry the name of the Roundtable are consistent with our mission and values

- Act as a platform for the sharing of food-related initiatives and networking among fellow food-loving colleagues and community members
- Maintain an annually updated Roundtable work plan. Flexibility within the work plan will allow for mobilization regarding time sensitive local, provincial and national food-related issues
- Participate in brave, ongoing advocacy for a healthy, sustainable food system and championing the values of the Charter
- Establish and maintain a network of communication

**Representation:** The Steering Committee will seek to have representation from various stakeholder sectors including government, organizations, businesses, charitable food programs, local food producers and community members, as well as diverse cultural representation.

**Co-chairs:** The Steering Committee will be supported by two co-chairs who are nominated or asked by the committee members. The co-chairs will provide leadership, and convene and facilitate meetings as required, including the preparation of agendas and sharing of meeting minutes. Co-chairs will provide leadership on preparing and compiling collaborative responses to time-sensitive food-related issues that arise.

**Members:** Members are invited to respectfully engage in meaningful conversation and bring forward important food issues during meetings or through other communication avenues. Members can draw on other Roundtable members for support, encouragement, perspective and experience.

Members will be expected to send regrets if they are unable to attend a meeting. When working with vulnerable populations, members may be asked to complete a vulnerable sector check.

**Confidentiality:** Members will maintain confidentiality with respect to any sensitive and confidential information to which the member has access by virtue of membership on the Steering Committee.

### **Nipissing Area Food Roundtable Workgroups (Workgroups)**

**Purpose:** To organize food-related work around particular projects and/or topic areas, depending on needs determined by the Roundtable and emerging interests and trends in the Nipissing Area.

**Composition:** Workgroups will strive to have a diverse membership reflecting the needs of the workgroup and project activities, including when appropriate, people with lived experience. Membership can remain informal with the expectation that members attend meetings and participate in accomplishing the goals of the workgroup.

#### **Expectations of workgroups:**

- Maintain a commitment to creating a healthy, sustainable food system in Nipissing as outlined in the Food Charter
- Abide by the Values within these Terms
- Develop their own membership, goals, and work plan, and decide on a management structure
- Determine who has the organizational capacity to be a financial lead if funding is required
- Liaise with the steering committee by communicating regular workgroup updates and progress, as well as receiving updates from the steering committee.

- Collaborate with steering committee to utilize communication avenues to promote activities of the workgroup to the public as appropriate (e.g., Facebook, website/blog, media, etc.)

### **Decision-Making**

The Steering Committee and workgroups will apply the principles of consensus decision-making, which incorporates everyone's voice into group decisions and concerns of individuals have been addressed. Consensus decision-making does not mean all parties are completely satisfied with the final outcome, but that the decision is acceptable to all because no one feels their vital interests or values are violated by it.

Members will do their best to give advance notice if adversarial agenda items will be brought forward at a meeting.

### **Terms of Reference Review Process**

This terms of reference will be reviewed annually by the Steering Committee. Members can bring forward suggestions for the terms of reference to be addressed through a Steering Committee meeting at any time.

Approved on July 15, 2019.