

Peterborough Community Food Network (PCFN)

MEETING MINUTES

Thursday, February 20, 2014

1:00 to 2:30 p.m.

St. John's Anglican Church, St. Nicholas Hall

(Meeting room located on the main floor adjacent to the Church Office)

Attendees: Joëlle Favreau (Interim Chair), Mary Anne Martin, Tara-Lyn Prindiville, Becky Lyon, Chris Kawalec, Jillian Bishop, Sarah Cunningham, Tamara Mann, Lyn Miller, Warren Green, Deb Aben, Margaret Wright, Andy Cragg, Alida Tanna

Regrets: Dawn Berry-Merriam, Dorothy Boddy, Marie Bongard, Carolyn Doris, Indra Noyes, Dr. Rosana Pellizzari

1.0 Welcome and Introductions

Joëlle welcomed the group to the meeting and led introductions. Joëlle was asked by Dr. Pellizzari to chair the meeting in her absence, and given the fact that Carolyn Doris is currently on a leave of absence and could not attend.

2.0 Approval of Agenda

The agenda was approved as circulated.

3.0 Approval of Minutes – January 16, 2013

The minutes were approved with an amendment to item 7.5.

4.0 Business Arising from the Minutes

4.1 PCFN Co-Chair

Tara-Lyn reported that she spoke with Diane Therrien from the Peterborough Poverty Reduction Network (PPRN) regarding this item. It appears that the PCFN may be one of the only work groups that have pursued this request which was initiated by the PPRN. As such, the PPRN Steering Committee is looking to the PCFN to submit a request in writing regarding compensation and relevant training (and cost of said training). **ACTION: Alida will take this back to Dr. Pellizzari for further discussion, and perhaps send an email out to the network seeking recommendations.**

4.2 Data Collection for the Ontario Association of Food Banks

Deb Aben spoke to the online data collection program implemented by the Ontario Association of Food Banks (OAFB) to standardize the client intake process for food banks and food cupboards.

She noted that statistics procured from this program are used in reports such as the Hunger Counts report generated by Kawartha Food Share.

The data can include general information such as basic demographics (e.g. sex/age), income, housing and marital status, and perhaps most importantly, quantifies how many

meals have been served. The data generated not only provides a local snapshot of the community, it also provides evidence and support to the KFS when seeking alternate sources of funding.

Deb noted that once a client has gone through the intake process, the information is stored and follow up visits do not require the client to provide the same information. Their attendance is noted and recorded and this information is uploaded and stored to the secure web-based software. Recent updates now allow for KFS to restrict fields and lock information so that it cannot be seen by others, and there is some flexibility in what information is recorded to still allow for some data to be entered without identifying information (e.g., name). The information cannot be sold to other agencies, and is only uploaded and shared with the OAFB who in turn provides data to Food Banks Canada.

Issues that they have encountered to date include:

- Reports are only generated once a year (monthly tracking is not currently possible). Real time reporting and data extraction would be ideal as it would speak to external factors which may be influencing uptake, or a decrease in use (e.g., employment, environmental conditions, etc.).
- Some food banks do not wish to share client information with other food banks.
- Some smaller organizations do not have the hardware to perform the intake. Deb noted that KFS was seeking refurbished computers (laptop and desktop models) to supply to these groups. **ACTION: Chris Kawalec will check with the City to see if any are available to be repurposed.**

Deb advised that intake of this data is mandatory. Should any agencies to which KFS distributes choose not to collect this information, it would put KFS in violation of its agreement with the OAFB. Tara-Lyn noted that OPIRG would be sending a letter of concern to the OAFB, which was not a reflection on KFS, but a concern about the entire process and their preference to provide their clients with anonymity.

4.3 2014 Statutory Holiday Meals

Chris provided an update to members regarding statutory meals for the year. There are eleven meals scheduled for 2014:

- February 17, Family Day – Murray St. Baptist Church
- April 18, Good Friday – St. Andrew’s United Church and the Quaker Society of Friends (at St. Andrew’s)
- April 20, Easter Sunday – Beth Israel Synagogue (at St. Paul’s)
- April 21, Easter Monday – No meal provider identified
- May 19, Victoria Day – No meal provider identified
- July 1, Canada Day – No meal provider identified
- September 1, Labour Day – No meal provider identified
- October 13 – St. Stephen’s (at St. Paul’s)
- December 25, Christmas Day – No meal provider identified
- December 26, Boxing Day – No meal provider identified
- January 1, 2015, New Year’s Day – No meal provider identified

Meals would entail planning and providing a meal for approximately 80-100 people. The City provides a \$200 subsidy, and the total cost, which could be approximately \$300, ultimately depends on what food can be obtained or donated (e.g., through Kawartha Food Share). Volunteers would have to be secured to plan, procure food and serve. St. Paul's has offered space on any of the Monday statutory holidays.

Chris will continue to share updates via email with the network as meals are secured.

4.4 Sustainable Peterborough – Municipal Representatives

Dawn Berry-Merriam reported back through Alida that she did follow up with Ken Doherty regarding municipal representation on Sustainable Peterborough, and that at present, there were no political appointees – currently all positions were held by administrative staff. Dawn was recently asked to join and has agreed to do so.

5.0 Need Food (Short Term Relief)

None.

6.0 Get Involved (Capacity Building)

6.1 Healthy Kids Community Challenge

Joëlle provided an overview of the [Healthy Kids Community Challenge](#). The City of Peterborough is preparing a submission (due March 14) for this challenge and is hoping to enlist support from the County, as well as from Curve Lake and Hiawatha First Nation.

As noted on the Sustain Ontario website, “The challenge is a new initiative that aims to help children be more active and healthy. Supporting community-based activities to promote healthier living is a key recommendation of the [Healthy Kids Panel report](#). The province will provide 30 communities with funding, training, advice, social marketing tools and other resources over four years to develop and implement community-based programs and activities that promote healthy habits.

Communities are encouraged to partner with schools, public health organizations, local businesses and other organizations to submit an application to participate in the challenge. If selected, they will plan and implement initiatives together that promote healthy eating, physical activity and adequate sleep.”

To be eligible, communities must have a minimum population of 10,000 and maximum of 200,000. Aboriginal communities must have a maximum population of 200,000 (no minimum is required). Applicants can choose to define their community based on a specific geographic boundary or by local groups or organizations. Lastly, multiple municipalities may apply together in partnership if they do not meet the minimum population requirements.

There was a question regarding how the PCFN could be involved in this process. It was noted that if approved, a [project manager](#) would be hired. As per the Ministry's guidelines, this person would:

- understand the responsibilities of all parties involved and the resources available (the local community, the municipality, the Community Champion, MOHLTC, Health Promotion Resource Centres) Work with the Community Champion to recruit multi-sectoral partners.
- work with the Community Champion to recruit multi-sectoral partners; and
- establish a local steering committee to coordinate planning and implementation of The Challenge.

The steering committee will be responsible for:

- planning and implementing the Themed-Based Action Plan;
- negotiating private partnerships; and
- providing input into evaluation and data collection.

It was surmised that input could be provided through the PCFN representatives from the Health Unit, and potentially from Nourish. Concern was expressed that the challenge should take advantage of existing infrastructure, and should not marginalize overweight youth in the community.

ACTION: This item will be parked, and brought forward for further discussion if Peterborough's application is successful.

7.0 Create Change (System Change)

None.

8.0 Round Table Themes

8.1 Income Equity/Advocacy

(PPRN; Income Equity Work Group; NFB)

- PPRN is still conducting research on the effects of the elimination of the CSUMB and discretionary benefits.
- The deadline for submissions for the PPRN Spring Newsletter is February 28. Submissions (articles, events which take place in April-June 2014 can be sent to [Margaret Wright](#).

8.2 Emergency Food/Community Meals

(Kawartha FoodShare; Faith Community members)

- It was noted that KFS distributed over \$10 million worth of food last year.

8.3 Urban Agriculture/Farming

(Peterborough Community Garden Network (PCGN); Farms at Work; Sustainable Peterborough)

- The PCGN is currently compiling information for statistics for their upcoming Annual General Meeting. Since the network was established over four years ago, the PCGN has been able to double the number of community plots and gardeners in the City.
- Jill noted that a documentary on Peterborough Community Gardens would be screened.
ACTION: Jill to provide additional details to share with the PCFN.
- Seedy Sunday is scheduled for Sunday, March 9 at George St. United Church, 1 – 5 p.m.

- A seed packing party has been scheduled for February 26. Attendees will gather information about learning to store, cleaning seeds, etc.

8.4 Local Food Promotion/Procurement/Distribution

(Farmers Markets; Peterborough Eats; By the Bushel; Seasoned Spoon; Kawartha Choice; Schools-Post Secondary)

- The Downtown Farmer's Market begins on May 7th.

8.5 Community Food Hub/Food Programs

(Nourish Project; JustFood; Collective Kitchens; Gleaning)

- Nourish held a governance day at the beginning of February, which included an engaging morning discussion on using a collaborative approach to governance, as well as a speaker from the Tamarack Institute. The afternoon focused on Nourish specifically.
- JustFood has been meeting with producers this month to determine what foods will be provided for the boxes for the year.
- Peterborough Gleans has applied for community grants to fund their initiatives; they are also hoping to increase the gleaning of local fruit and nut trees.

8.6 Food Policy

(PSPC; Municipal Update; Community Social Plan; Healthy Communities/Partners in Wellness)

- There is an opportunity to comment on the 2013 Ontario budget. **ACTION: Attendees were encouraged to send Jill Bishop comments, which she would collate and send off on behalf of the group.**
- Chris Kawalec noted his work with the Senior Planning Table which he currently co-chairs with Dr. Jenny Ingram. Chris also chairs an Age-Friendly sub-committee which is currently trying to obtain funding for an Age-Friendly plan (similar to other City plans).

8.7 Food-Related Social Enterprises

(Peterborough Eats; CSA Farms, Seasoned Spoon; LETS, TTP/Purple Onion Festival)

- No update.

9.0 Other

None.

10.0 Agenda Items for March 20, 2014

None identified in the meeting.

11.0 Adjournment

The meeting was adjourned at 2:25 p.m.

Parked Items

- 2014-15 PCFN Work Plan (Carolyn Doris)
- Backyard Hens (Carolyn Doris)
- Ontario Food and Nutrition Strategy (Carolyn Doris)

PCFN meetings take place the third Thursday of every month at St. John's Anglican Church, St. Nicholas Hall from 1 – 2:30 p.m. Please submit your agenda items to Alida Tanna (atanna@pcchu.ca) no later than 1 week prior to the meeting for inclusion in the circulated package. Meeting agendas and minutes for the PCFN are posted in the 'Create Change' section of the [Food in Peterborough](#) web site.

Any community member or organization is welcome to submit relevant updates which may be shared as part of the 'Round Table' section. The organizations listed below each heading are examples of each theme or grouping, and are not meant to be exclusive. If you cannot attend a meeting to provide your update, please submit them via e-mail to Alida Tanna.