

Peterborough Food Action Network (PFAN)

MEETING MINUTES

Thursday, August 18, 2016

1:00 to 2:30 p.m.

**LOCATION: Dr. J. K. Edwards Board Room, 3rd Floor
Peterborough Public Health, Jackson Square, 185 King Street**

Attendees: Marie Bongard, Major Bert Sharp, Joëlle Favreau, Ashlee Aitken, Patricia Byatt, Margaret Madden, Erica Richmond, Mary Ireland, Dwayne Ireland, Susan Calderwood, Carolyn Doris, Joanne McGregor, Dan Hennessey, Casey Watson, Chris Kawalec, Les Harvey, Linda Mitchelson, Thomas Marek, Brianna Salmon, Caitlin Smith, Jillian Bishop, Kasandra Bateman, Dorothy Boddy, Lori Sainte, Sharon Cadman, Barb Diceman, Gwen Johnston, Ruth Schumaker, Tricia Johnston, Alan Wotherspoon, Dr. Rosana Salvaterra (Chair), Alida Tanna (Recorder).

1.0 Welcome and Introductions

2.0 Approval of Agenda

Approved with the addition of item 7.1, Request from Marie Bongard.

3.0 Approval of Minutes – July 21, 2016

Approved as circulated.

4.0 Business Arising from the Minutes

4.1 World Food Day 2016 Planning Update

Carolyn advised that she will book a meeting that will be scheduled shortly to commence planning. **ACTION: Members interested in participating were encouraged to [contact Carolyn](#).**

4.2 City Letter re: Community Gardens / Watering

ACTION: A draft version of this letter will be circulated to the network for feedback before sending it to the City.

5.0 New Business

5.1 Community Meal Discussion

A report is being prepared for City Council consideration which will include a recommendation to issue an expression of interest for a community meal provider that would deliver a daily meal, in a consistent, accessible location, for a minimum period of four hours, with extended hours offered as needed for warming/cooling during times of extreme weather.

The report, a collaborative effort between the Social Services Division and Peterborough Public Health, also recommends that the provider could arrange for training so that clients can develop basic food preparation and life skills while visiting the establishment. The report is scheduled to go to the Committee of the Whole on September 6.

The One Roof Diner pilot ends this month (it has been extended to November), and the Lighthouse will continue to provide meals until there are further developments on this front. Should a provider be selected through this process, the City is aiming for a potential transition date of January 1, 2017.

Attendees were split into smaller groups to answer the following questions. The details included below were obtained from notes recorded at each table, some comments have been paraphrased for clarity:

1. What is the best time of day for a new program? *(Consider pros, cons, advice based on Community Meal attendees' needs and partners providing the service, suggested 4 hour time period).*

- Table 1:
 - 12-4 p.m. with meal at lunch time
 - More people at Lighthouse at this time
 - Concern – availability of volunteers to provide meal at time of day and for that length time.
 - Serve meal from 12:00-12:30 p.m.
 - Should it be 4 hours long? Too long – problems, boredom occurs
- Table 2: 3-7 p.m. – strongly object to 1 meal/day
- Table 3: 3-7 p.m.
- Table 4: Survey clients again to obtain their feedback; when are providers available?
- Table 5:
 - 1-5 p.m. (winter) and 2 – 6 p.m. (summer)
 - Ensure that food is available during prep time (e.g., soup, fruit)
 - Other considerations: after-school timing for children, allow churches time to host evening programs
- Table 6:
 - 3 p.m. - ?
 - One meal a day insufficient because people who do shiftwork
 - If breakfast continues at Salvation Army timing can be flexible
 - Transient population can cause +++ problems
- Table 7: 2-6 p.m. to include families with children

2. What other key elements should be considered in a Community Meal program?

- Table 1:
 - family atmosphere
 - ground rules and expectations for clientele
 - making people feel welcome, enough funding for nutritious food
- Table 2:
 - volunteers
 - social inclusion
 - training should be vocational and personal
 - nutritious meals

- Table 3:
 - Kid-friendly/child care/activities
 - dietary considerations; budget for high quality food (buying local!)
 - near transit/accessible – plan in place for transportation on statutory holidays
 - transit subsidies available
 - time for socialization
 - physical accessibility of location
 - dignity of space/atmosphere (e.g., enough seats, table cloths)
 - resources for staff with expertise/training
 - other activities/resources
- Table 4:
 - personal security – staff, volunteers, guests
 - potential for take-away meals
 - mobile program?
 - neutral location (i.e., a non-religious establishment if possible)
 - bus pass to program
 - able to pay set amount
 - Kawartha Food Share policy?
 - one prep site
 - offer multiple programs
- Table 5:
 - navigator to guide clients to local services (provided with a cellphone to assist if needed)
 - computer & internet access
 - VON nurse or Public Health nurse on site
 - after school program/help with homework (e.g., Trent Valley Literacy)
 - considerations for culturally appropriate food for newcomers
 - access to clothing (e.g. Coats for Kids)
 - education and life skill training offered
 - accessible space
- Table 6:
 - attitude of respect
 - safety for all – safety check for all volunteers; all clients can be considered vulnerable, not just children
 - activities for children (e.g. colouring)
 - providing music – calming
 - artistic endeavours – drama, pictures, paintings
- Table 7:
 - recreation – ping pong table/board games
 - space adapted to different needs (e.g., accessible)
 - kitchen and dining area need to be comfortable space to dine and work
 - space adapted to kids
 - having a service coordinator/navigator to help people access services

3. What can be PFAN and the City do to support groups in coming together to develop proposals?

- Table 1:
 - how to navigate the system (i.e., proposal writing)
 - connecting with experienced groups
 - establishing a date/time that works for the volunteers and groups to work on proposal
- Table 2:
 - PFAN – continue to meet and brainstorm;
 - City – seek out & ask the end users who have lived experience
 - will Kawartha Food Share provide food to the provider?
- Table 3:
 - phasing the process or providing time for partnership development
 - demonstrate impact on local economy – buying local
 - gather survey results
- Table 4:
 - honorarium for proposal development
 - clear expectations
 - workshop to provide education on legal documents
 - notice on decision
- Table 5:
 - give enough time to submit proposals
 - assistance in developing legal documents (e.g., agreements) if required
 - clarity on criteria and objectives/goals
 - sufficient notice when council will decide on this so community members/partners can be present
- Table 6:
 - meet and communicate
 - survey clients by going to meals and asking questions (i.e., not multiple choice on paper), bring input to meetings
 - training for work or skills for life

5.2 Food Charter Update

Carolyn advised that an invitation would be issued to PFAN via email shortly regarding an upcoming community consultation on the development of a Food Charter for the City and County of Peterborough. It is scheduled to take place on Thursday, September 8, 2016 from 1:00 – 4:00 pm at Peterborough Public Health (185 King Street).

6.0 Round Table Themes

6.1 Income Equity/Advocacy

(PPRN; Income Security Work Group; Nutritious Food Basket; Basic Income Guarantee)

- The local Basic Income Guarantee Network has submitted a 'made in Peterborough' response to a questionnaire issued by Hugh Segal, on the design and implementation of the Province's basic income pilot project. A report is expected in September.

6.2 Emergency Food/Community Meals/Community Food Hub/Food Programs

(Kawartha Food Share; Faith Community members; Nourish Project; JustFood; Collective Kitchens; Gleaning; City of Peterborough)

- Gleaners have made 12 bus trips this season.
- St. Paul's Church has leased the back part of the church to the Brock Missions. They will continue to offer meals on Sundays. Currently the bagged lunch is available until October 31st; a hot supper will be served from November 1st to April.

6.3 Urban Agriculture/Farming/Local Food

(PCGN; Farms at Work; Sustainable Peterborough; Farmers Markets; Peterborough Eats; By the Bushel; Seasoned Spoon; Kawartha Choice)

- Nourish is hosting a 3-part canning workshop series in August/September. For more details please visit: <http://nourishproject.ca/can-all-you-can-3-part-canning-workshop-series>.
- Peterborough Economic Development (PED) and OMAFRA are hosting full day workshop, Selling Food to Ontario, in Millbrook. The free workshop will cover topics such as business planning, food safety requirements and labeling. Representatives from Peterborough Public Health and the Canadian Food Inspection Agency will be on site to offer their expertise. For more information contact Jamey Coughlin at PED: 705-743-0777 ext. 2123. To register click [here](#).
- The [Purple Onion Festival](#) is scheduled to take place on Sunday, September 25 from 11 a.m. – 4 p.m.

6.4 Food Policy

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

- Theme 2 for the Healthy Kids Community Challenge (HKCC) is [Water Does Wonders](#) running July 2016 to March 2017. This theme focuses on promoting water as the beverage of choice for kids and limiting sugar-sweetened beverages that include fruit juice, chocolate milk, sports drinks, soft drinks, etc. The HKCC has established a [survey](#) on the drinking habits of children which will help inform and assess upcoming projects.
ACTION: Carolyn to post details on the survey on the Food in Peterborough blog.

7.0 Other

7.1 Request from Marie Bongard

Marie requested that should any PFAN attendees see her in the lobby of Jackson Square, please feel free to ask her if she needs assistance to get to the meeting room, she would greatly appreciate it.

8.0 Agenda Items for September 15, 2016

9.0 Meeting Highlights for Email Notice

10.0 Adjournment

The meeting was adjourned at 2:30 p.m.

Parked Items

Future Items

PCFN meetings take place the third Thursday of every month at Peterborough Public Health, Dr. J. K. Edwards Board Room (3rd Floor), 185 King Street 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.