

Terms of Reference 2016
Resident Engagement & Food Security Workgroup

History and Background

Malvern Action for Neighbourhood Change, a Building Strong Neighbourhood initiative of United Way, identified that food security was a concern among many of the neighbourhood residents. Responding to this need, a resident-led Revitalization Committee was formed in 2009. The group focuses on advancing local food security (through community gardens, fresh food markets, urban farms etc.) as well as building resident capacity to be active change makers in the community. The group also values the need to shape public spaces and understand its interaction with the community.

One Love Malvern (previously known as Malvern Neighbourhood Action Partnership (MNAP)) is a network of representatives from various agencies, institutions, organizations and residents working together to address important issues in the Malvern community. This table is a City of Toronto initiative, through which several focus areas were developed to support the community of Malvern: Youth Engagement & Programming, Community Safety & Youth Justice, Resident Engagement & Food Security, Employment & Training and Education. Funding is provided through the City of Toronto's Service Development Investment Program (SDIP), a 3 year grant to support each of the workgroup priorities, ending in September 2016.

The Resident Engagement & Food Security Workgroup, formed in 2014, brings together residents, local service providers, partner agencies and city representatives to address local poverty and food security issues and strengthen the food network in Malvern. By engaging the diverse population in Malvern and building capacity of residents, we intend to improve access to local services, including affordable and healthy food.

The Revitalization Committee and the Food Security Workgroup work together, leveraging the knowledge of residents and resources & capacity of stakeholders to collectively address food security needs in the broader Malvern community.

1.0 Purpose

- 1.1 Develop and implement food security interventions in the Malvern community, in addition to supporting existing initiatives that increase access to community resources and affordable and healthy food for all residents.
- 1.2 Build capacity among residents to become enablers and leaders, driving positive change in the community with the support of the network members and other stakeholders.
- 1.3 Engage different voices in the neighbourhood, including youth, low-income families, faith community and newcomers to create an inclusive and integrated community network, advocating for local issues.

2.0 2016 - 2017 Priorities

- 2.1 Develop a formal group governance structure in collaboration with partner agencies and residents; future structure of work group will be reviewed in August 2016
- 2.2 Implement the food procurement and local services access plan with assistance of local businesses, community gardens and neighbourhood agencies to support different food programs in Malvern
- 2.3 Identify gaps in community capacity and knowledge and provide necessary training opportunities
- 2.4 Enable community members to take co-leadership of local initiatives such as the community gardens, food markets and community food events
- 2.5 Promote awareness and encourage engagement of residents in food-focused economic development activities such as the urban farm and catering network in the neighbourhood
- 2.6 Connect members to city-wide resources and networks to promote collective local action

3.0 Terms of membership

- 3.1 Open to any community member working, living and/or involved in the Malvern community
- 3.2 1 year minimum commitment with no maximum duration of term; runs on a Sept – June cycle
- 3.3 Group will meet on the last Tuesday evening of every month
- 3.4 All members are expected to send regrets to meeting Chair; agency members need to assign an alternate delegate, if unable to attend the meeting
- 3.5 Terms of Reference will be revised in August 2016
- 3.6 Group works together to develop and implement a sustainability plan

4.0 Workgroup Composition and Member roles

4.1 Resident Engagement & Food Security Coordinator

Resident Engagement & Food Security Coordinator is the main point of contact for the group until September 2016; facilitates monthly meetings and prepares agenda; reports workgroup activities to 1LoveMalvern network at monthly meetings and in month end reports; key liaison with partnering groups; seeks resources and supports based on group needs; ensure workgroup follows the work plan as approved by the group.

4.2 ANC Program Coordinator

The Malvern ANC Program Coordinator will act as a liaison between the resident-composed Revitalization Committee's sub groups and the stakeholders at Food Security Workgroup

4.3 1LoveMalvern Convener

1LoveMalvern Convener will advise the workgroup, ensuring priorities and activities align with the 1LoveMalvern network mandate; connects Coordinator/group Chair with resources and supports based on group needs.

4.4 Resident members

Provide insight on current community issues at the workgroup and other community meetings; actively participate in the governance structure of the group (co-chairing, taking

minutes etc.); identify resident and community needs and training gaps; mobilize and recruit other residents to engage in workgroup initiatives; share information with other community members

4.5 Agency members

Identify organizational resources that could be used to support group's activities and objectives; Advocate for local issues brought to the table; promote group activities among local networks and connect with local stakeholders; help develop sustainability plan for the workgroup; ensure representation at monthly meetings.

5.0 Meetings

- 5.1 Meetings will be co-chaired with an agency representative and resident member on a 6 month – 1 year rotational basis.
- 5.2 Meetings will be held on the last Tuesday of each month and more frequently, as needed for specific projects or events.
- 5.3 Topics for the meeting will be generated by workgroup members and the Coordinator based on current community circumstances, and overall group priorities for the year.
- 5.4 Workgroup members will rotate minute-taking duties throughout the year.
- 5.5 Meeting minutes will be circulated to the group via email and at the next meeting
- 5.6 Meetings will be small group discussions with the option of information sharing by members.
- 5.7 Non-regular members may be invited to the group to provide advice on special incidents, events and circumstances.

6.0 Decision Making and Accountability

- 6.1 Decision making will be made through consensus. If consensus is not reached, then approval from a minimum of 60% of meeting attendees is needed to pass decision.
- 6.2 At the time of decision making, at least 70% of active group members need to be present at the meeting.
- 6.3 Group members are responsible for reporting back on activities to the rest of the workgroup at the next meeting

7.0 Definition of terms

- 7.1 Food Security
 - the state of having reliable access to a sufficient quantity of affordable and nutritious food
- 7.2 Resident Engagement
 - resident groups coming together to advocate for local community needs and issues.
- 7.3 Food Procurement
 - increasing access to healthy and nutritious food to community food programs with assistance from local business, community gardens and neighbourhood agencies.
- 7.4 Social Entrepreneurship
 - is the attempt to draw upon business techniques to find solutions to social problems.