

# Peterborough Food Action Network

## Mandate and Terms of Reference

### Mandate

Ensure that everyone in Peterborough has enough healthy food to eat as part of a long-term food security strategy.

The Peterborough Food Action Network believes a community enjoys food security when:

- all people, at all times, have physical & economic access to nutritious, safe, personally and culturally appropriate foods,
- food is produced in ways that are environmentally sound, socially just, and promote community self-reliance, and,
- food is provided in a manner that promotes human dignity.

### Terms of Reference:

The Peterborough Food Action Network (PFAN) works to promote food security through development and implementation of a long-term strategy that reflects the Peterborough Food Charter, in collaboration with community partners. Specifically, PFAN's mandate is to:

1. Champion food as a human right. This means that everyone should be able to access food along with other basic needs, like housing, clean air and water.
2. Address the root causes of hunger in our communities, including income and housing security, colonialism and racism.
3. Secure resources and commitments to guarantee food security for all residents of Curve Lake and Hiawatha First Nations, and Peterborough County and City
4. Identify strategies to increase access to healthy food, including community food security initiatives.
5. Build links with partners to support community initiatives that address food issues. Engage with and support community advocates and organizations working with food insecurity or working to promote food security.
6. Provide education and engagement with the community around food insecurity, its roots, and ways to address them. Support, guide, and use research to do this.
7. Support promotion and increased production of local food.
8. Explore opportunities to support Indigenous Food Sovereignty and provide such support as appropriate.
9. Support promotion of food literacy.
10. Develop and implement evaluation plan.

**Membership:**

Membership to the network is open and voluntary. Members will be kept informed with monthly updates and agendas of upcoming meetings. Members can submit items for upcoming agendas to the Chairs or interim facilitator for inclusion.

**Chair:** PFAN will be co-chaired as determined by the group. Terms will be 2 years and can be renewed.

**Meetings:** PFAN is envisioned as being a virtual web of people with lived experience, food activists, partners, existing local initiatives and community members. Communications, such as minutes, meeting notices, and other PFAN documents, will be shared electronically. Print copies can be made available upon request. The Network will meet at least every other month. Meetings will be held at Peterborough Public Health (PPH), through tele-conference, or through a video-conference platform that provides a phone-in option. PPH will provide administrative support.

**Decision Making:**

The preferred method of decision-making is by consensus, and at meetings. Information on the decision to be made will be shared through the email list, ideally 2-7 days in advance of a meeting. Where a consensus is not reached, decisions will be based on 50% +1 agreement of those in attendance. Those interested in the decision but unable to attend the meeting can provide feedback to the Chairs (or facilitator) via email in advance of the meeting.

In the event of urgent decisions that need to be made between meetings, an email will be sent to members on the email list, with a timeline of the needed response. Decisions will be based on 50%+1 agreement of those who respond by the deadline indicated and will be reported on at the following meeting. Quorum requires a minimum of 4 members participating in the decision. This can involve a combination of members participating in the decision via email, and through presence at the meeting. For decisions related to endorsements and letters of support, or presentations and community involvement, see procedures.

Original Approved: January 13, 2009

Last Revision Approved: November 20, 2025

Revision Frequency: As needed