

City of Thunder Bay Municipal Food Procurement Team

Terms of Reference

1. Background

Creation of the **Municipal Food Procurement Team** supports the principles held within the Thunder Bay Food Charter, endorsed by council in 2008. In keeping with the Food Charter, the MFPT will encourage government food procurement practices that foster local production and protect natural and human resources, and it will foster ongoing dialogue and collaboration between the community, government and all sectors of the food system.

The Municipal Food Procurement Team will also support the goals of the Thunder Bay Food Strategy. The goal of the Food Procurement pillar of the Food Strategy is to: “Leverage procurement food spending to develop a public sector food supply chain that contributes to the economic, ecological and social well-being of Thunder Bay and Area through food purchases that foster local production, processing and distribution.”

Ontario’s Local Food Act (2013) includes provisions for the Minister of Agriculture, Food and Rural Affairs to establish procurement targets “encouraging increased use of local food by public sector organizations”.¹ The Municipal Food Procurement Team is intended to support municipally run institutions establish benchmarks and measurement tools to support the implementation of the Local Food Act by fostering successful and resilient local food economies and systems throughout Ontario and encouraging the development of new markets for local food.²

The creation of the MFPT will facilitate the internal alignment of food procurement practices across the four municipally administered day-care facilities and Pioneer Ridge Home for the Aged. The MFPT will support the growth of local food procurement through establishing benchmarks and local food targets, auditing local food procurement volumes, coordinating food purchases, and identifying new local supply lines and standards of practice.

2. Purpose

The purpose of the MFPT is to support the four municipal child care centres³ and Pioneer Ridge Home for the Aged establish local food procurement benchmarks and targets, thereby increasing the amount of local food purchased and consumed by institutional residents and patrons. The CFPC will create momentum and capacity for a culture shift toward purchasing

¹ Ontario. Legislative Assembly. "An Act to enact the Local Food Act, 2013." Bill 36. 40th Legislature, 2nd Session, 2013. [Toronto]: The Assembly, 1997. (Assented to November 6, 2013). Section 4(1)2.

² Local Food Act 2013, Section 1.

³ Algoma Child Care Centre, Ogden Child Care Centre, Grace Remus Child Care Centre, Woodcrest Child Care Centre.

and serving locally produced food, building on existing initiatives and successes, while encouraging, empowering, and supporting staff to implement operations and activities that are consistent with the objectives of the Thunder Bay Food Strategy.

2.1 Objectives and Activities

The objectives of the City of Thunder Bay's Municipal Food Procurement Team are built upon those articulated in the Thunder Bay Food Strategy. The objectives and activities of the CFPC are to:

1. Increase the amount of local food purchased by the four municipal child-care centres and Pioneer Ridge Home for the Aged.
 - Create a Local Food Procurement Plan that will accomplish the following:
 - Establish a local food spending benchmark for the seven institutions;
 - Explore opportunities to aggregate and coordinate local food purchases from smaller, local vendors;
 - Incorporate local food language and targets into key performance indicator (KPI) agreements and existing and new procurement and food service policies;
 - Adjust procurement policies and practices to enhance consumption of local foods, such as adopting menu plans and recipes that coincide with the local harvest season;
 - Raise the awareness of new local food items and vendors among institutional staff, and increase the ability and desire of kitchen staff to use whole local foods;
 - Encourage institutions to add equipment and establish practices that would create more opportunities for food growing, processing, cooking and composting;
 - Recommend procurement practices and/or policies that adopt environmental and social commitments, such as Fair Trade, and food waste reduction; and
 - Establish local food auditing procedures and implement tracking protocols to measure performance according to KPI agreements.
2. Foster local capacity to supply broader public sector institutions across Thunder Bay
 - Foster conversations and relationship building across the food supply chain—such as through tours, presentations and workshops—for the purpose of establishing personal connections, information sharing, and new business opportunities;
 - Educate local food producers and distributors on how to access the institutional food market, such as how to comply with legislation, and prevailing laws;
 - Encourage the broader public sector to share meaningful procurement data and food specifications with local producers and distributors so that they can plan and fund business expansion, consider new products, and enhance value through processing and packaging; and
 - Celebrate champions of local food within public sector institutions.

2.2 Role

The role of the City of Thunder Bay's Municipal Food Procurement Team is to:

- Support/create procurement practices that increase the use of local food in municipally administered broader public institutions;
- Utilize expertise, data, and resourcefulness in preparing recommendations, targets, pilot projects, and menu audit and local food measurement protocols;
- Collaborate with other local resource persons as needed who can contribute to the formulation of feasible recommendations; and,
- Network with other cities participating in efforts to meet the standards and/or fulfill the intent of the Partners for Climate Protection Program, and their own municipal Integrated Community Sustainability Plans (ICSPs) and Climate Change Adaptation programs.

2.3 Term

The Municipal Food Procurement Team will be ongoing for the life of the current City of Thunder Bay Food Strategy, at which time its need will be re-evaluated.

3.0 Governance

The CFPC will be comprised of at least one member each of the seven municipally administered broader public sector institutions, and the Supply Management Division. An acting representative may be appointed at the discretion of each institution to conduct CFPC obligations. Members are willing and able to make or facilitate food procurement decisions, and have good organizational and communication skills. Membership is voluntary and individuals who wish to be involved must self-identify and receive approval from their General Manager. A term of Team membership will be two years commencing immediately. The Team will stagger the tenures of its membership by 50% allowing for consistent direction for the Team each year. Coordination of the Municipal Food Procurement Team will be provided by the Manager of Supply Management, and supporting staff. Committee membership may include nutrition and food services supervisors, dietitians, institutional cooks, storekeepers, Supply Management Division staff, and child-care centre managers. Invited external guests may attend open sessions of meetings. A Chair, Vice-Chair, and recorder will be nominated from within the membership.

4.0 Meeting Schedule

Members will be required to attend quarterly half-day, meetings in 2015. In addition, they will be expected to allocate a nominal amount of time to project communication and facilitation and attend their associated Working Group meetings (Working Group meetings range from monthly to quarterly). The Coordinator will call regular meetings with dates set in advance. Prior to meetings there will be a formal call for agenda items with the agenda and meeting materials circulated one week in advance. The Chair or Vice Chair may call a special meeting of

the CFPC upon giving at least seven days' notice to each member or through a procedure deemed appropriate by the CFPC membership.

4.1 Meeting Agenda

The meeting agenda will include:

1. Call to order
2. Review and approval of agenda
3. Approval of minutes
4. Daily raw food budget review
5. Menu planning review
6. Quarterly review of local food purchasing data
7. Homes transition update
8. Presentations or delegations from external stakeholders (producers, distributors, etc.)
9. Business arising from the minutes
10. New business
11. Next meeting
12. Adjournment

4.2 Quorum

A quorum includes a majority of the members of the Food Procurement Committee. Recommendations of the Committee shall be made by consensus, provided a quorum is present at that meeting.

To promote a safe environment for dialogue, members will convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual.

5.0 Budget

The CFPC will be allocated an annual administrative/project budget of \$800 through the Supply Management Division budget. Supplemental budget requests or new capital projects will be funded through project budgets presented as part of the Annual Budget process.

6.0 Deliverables

The CFPC will act as champions of local food procurement in an institutional setting. They will analyze procurement information, review internal practices and procedures and provide suggestions for improvements, brainstorm ideas for new or improved food procurement activities, act as the information hub for staff within their areas to suggest modifications to existing procurement activities, and monitor achievements against procurement baselines and targets. Specifically, the Municipal Food Procurement Team will be responsible for:

1. Attending meetings, and be prepared to contribute and participate.

2. Creating an annual report on the existing local food procurement volumes, the status of local food audits, and summaries of the year's accomplishments and future goals.
3. Establishing local food procurement targets for each institution.
4. Creating local food auditing tools to measure results.
5. Identifying new business opportunities that support increased local food consumption by municipal institutions and supporting the ability of local businesses to meet institutional food specifications.
6. Building the awareness of the benefits of using local food within an institutional setting.
7. Coordinating an annual region-wide Institutional Local Food Procurement Summit to extend the work of the Committee to other broader public sector institutions from the Thunder Bay region; local food producers, processors, and distributors; and community stakeholders.