



## HEALTHIER COMMUNITIES COMMITTEE NORTH CARIBOO

*Promoting healthy eating & local food security*

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## North Cariboo Partners for Healthier Communities Terms of Reference

### 1. Background

The **North Cariboo Healthier Communities Committee / NCHCC** was founded in June, 2014 in response to an identified need to raise awareness of the risk factors and protective factors in place for population health that are impacting the North Cariboo and placing a strain on the health care system, our local economy and the social fabric of our community. The Community Health Synopsis/ Quesnel LHA 28 (dated April 2012) <http://www.northernhealth.ca/Portals/0/YourHealth/Programs/Healthy%20Living%20And%20Communities/HealthyCommunitiesToolkit/CHSLHA28Ques.pdf> highlighted “Healthy Community Targets” that include healthy eating, physical activity, overweight and obesity, and healthy built environments. The status of each of these targets will impact the health and wellbeing of residents within all communities of the North Cariboo.

The establishment of the **North Cariboo Healthier Communities Committee** was led by the Growing North Cariboo Society with the intent to support programs and aid in the development of strategies that support healthy communities with a particular focus on healthy eating, local food security and physical activity. The committee is comprised of representatives from a variety of organizations and agencies. The committee addresses identified health issues through partnerships and collaboration where each person involved can each bring their strengths and experiences to bear on the local conditions so that the greatest impact is felt.

### 2. Vision

*The North Cariboo Healthier Communities Committee will work towards supporting healthy sustainable community development, in the area of local food production.*

The process of establishing the **NCHCC** was recognized as a way to bring individuals and groups together from across the North Cariboo with a common interest that are often duplicating services and working in isolation. Services in rural areas can be limited, so activities and projects will be assessed and developed with this in mind. The committee will focus on identifying issues related to community health with a focus on food security, access to local, fresh healthy food, and how these fit into healthy communities and sustainable community development.

### 3. Mission

*The North Cariboo Healthier Communities Committee will support healthy and sustainable community development in the area of local food production and food security throughout the North Cariboo.*

### 4. Purpose

#### 4.a Membership:

Local organizations that are involved with regional agriculture, food production and food security, physical fitness, youth, families and seniors, First Nations and any other social or cultural issues are invited to send a representative and become involved. An emphasis will be to ensure membership includes people who reside in communities throughout the North Cariboo.

Committee members will identify common issues within the scope of the committee's purpose with the goal of working towards improving overall community health within the North Cariboo (Cariboo Regional District Electoral Areas A, B, C and I, the City of Quesnel and the District of Wells).

Represented organizations include:

<b>CO-CHAIRS:</b>	<b>Community</b>
<b>Director Robin Sharpe;</b> District of Wells	CRD
<b>Lynnette Winsor;</b> Environmental Health Officer, Northern Health	North Cariboo
<b>Heloise Dixon-Warren;</b> Growing North Cariboo Society	North Cariboo
<b>Lynda Atkinson;</b> Kersley Farmers Institute / District H Farmers Institute	North Cariboo
<b>Lori Fogarty;</b> FARMED / North Cariboo Agricultural Marketing Association / Growing North Cariboo Society	North Cariboo
<b>Laurey-Anne Roodenburg;</b> City of Quesnel	Quesnel
<b>Margaret Inoue;</b> District of Wells	Wells
<b>Colleen Gatenby ;</b> Quesnel Community Gardens	North Cariboo
<b>Susan MacNeill ;</b> Senior's Advocacy Service	North Cariboo
<b>Wylie Bystedt ;</b> Quesnel Farmers Market	North Cariboo
<b>Christine Piltz;</b> Parkland Community Association	Parkland
<b>Sue Myles;</b> Bouchie Lake Community	Bouchie Lake
<b>Janet Knopp;</b> Growing North Cariboo Society / FARMED	North Cariboo
<b>Wilma Watkin;</b> Growing North Cariboo Society / FARMED	North Cariboo
<b>Sharon Primeau;</b> Resident	North Cariboo
<b>Lindsay Read;</b> Wells and Area Community Association	Wells
<b>Cathy Juric;</b> North Cariboo Aboriginal Family Program Society (dba Longname Society)	North Cariboo
<b>Melanie Dydynsky;</b> Resident	Nazko
*Other Area stakeholders, individuals and local organizations interested in participating on this Committee, are invited to send a representative.	

#### **4.b Focus:**

The focus of the **NCHCC** will be to identify issues related to community health with an emphasis on food security, access to local, fresh, healthy food, and how these fit into healthy communities and sustainable community development.

The committee will (i) facilitate collaborative discussions and cooperative action amongst government, non-government and private sector organizations to develop policies that enhance local food production and security and (ii) undertake and/or support activities and projects that enable individuals and families in our community to enjoy better health and improved health determinants.

### **5. Protocols and procedures**

**5.a Chair:** The **NCHCC** is co-chaired by a representative from each of Northern Health and the Cariboo Regional District. Co-Chairs share chairing responsibilities as agreed and substitute for one another in the case of absence as needed. In the event that neither of the Co-Chairs is available, a proxy chair will be designated.

**5.b Venue:** The NCHCC will meet at Community Futures – North Cariboo or arrange an alternate meeting site if this facility is not available.

**5.c Meeting Schedule:** The **NCHCC** will meet quarterly or as needed.

**5.d Meeting time:** Meetings will be as determined. Notification of any meetings and /or changes to a meeting time or location will be conveyed to members in a timely manner.

**5.e Agenda:** Agenda and meeting materials will be circulated one week prior to meetings by the secretary after consultation with the Co-Chairs. Items for the agenda will be requested before the agenda is circulated.

**5.f Minutes:** Minutes will be kept to track the committee's progress. Minutes for this committee will be recorded. The minutes of meetings will be distributed by the Secretary via email and made available online at <http://growingnorthcariboosociety.farmed.ca/projects/>. Minutes will be received by members prior to the next meeting.

**5.g Setting Priorities:** Based on the vision and mission statements, key priorities will be identified and driven by strategic planning sessions which will take place at least annually. The Terms of Reference will be reviewed in conjunction with the strategic planning session. Evaluation data collected by the group will also contribute to the strategic planning sessions.

**5.h Accountability:** A brochure / information sheet (“fact sheet”) will be produced for the purpose of public education about the **NCHCC** and its initiatives. This brochure will be distributed broadly throughout the community and will be updated as necessary. The information on the fact sheet will include contact information to which interested community members can direct comments, feedback and ideas. Information on the NCHCC will also be available on <http://growingnorthcariboosociety.farmed.ca/projects/>.

**5.i Conflicts of Interest:** Every member of the **NCHCC** is honour bound to report actual or perceived conflicts of interest to the Co-Chairs before or at the beginning of the meeting where an issue of COI will or may arise. Based on the self-report, the Co-Chairs will recommend one of the following courses of action:

- participate fully with the COI declared;
- contribute to the discussion, but refrain from making recommendations and abstain in the decision making;
- leave the room when the issue in question is being discussed and the decisions made; or
- withdraw from the committee indefinitely.

Note: The responsibility for identifying conflicts lies with the member in a position of conflict. Declaration of and withdrawal of members due to potential conflict of interest must be recorded in meeting minutes. Also, if either of the Co-Chairs identifies that he/she has a potential conflict, the other Co-Chair will follow the protocol as outlined.

**5.j Decision Making:** Quorum for meetings is five (5) and is required at any meeting where decisions must be made.

**5.k External Communications:** Various opportunities for external communications may arise and these roles will be assigned by the Co-Chairs. Only those so appointed have the mandate to comment publically on behalf of the group. Respect for confidentiality regarding discussions and decisions, is mandatory if the group is to function openly and honestly.

**Adopted 2014 September 16**  
**Revised 2016 February 29**