

Healthy Eating for Better Learning (HEBL) Student Nutrition Program – Eastern Ontario

Funded in part through the Ontario Ministry of Children Community and Social Services (MCCSS)

Administered regionally by Upper Canada Leger Centre for Education and Training (UCLCET)

COMMUNITY PARTNERSHIP ADVISORY COMMITTEE TERMS OF REFERENCE

Purpose of Provincial Student Nutrition Program

The purpose of the provincial student nutrition program is to support communities to provide nutritious food, including breakfast and/or snacks, to children and youth across Ontario. The central objective of the programs, which operate during the school year throughout the province, is to support the healthy development of children and youth arriving at school so they are ready to learn. These programs are an integral component of a larger collection of programs designed to improve outcomes for children and youth.

Purpose of the Advisory Committee

Under the authority of the Lead Agency, Upper Canada Leger Centre for Education and Training (UCLCET), the Healthy Eating for Better Learning (HEBL) Community Partnership Advisory Committee is vested with responsibility for ensuring the local program delivery of the MCCSS' Student Nutrition Program across the following counties:

- Leeds and Grenville
- Prescott, Russell
- Renfrew
- Stormont, Dundas and Glengarry

Guiding Principles

All children deserve the opportunity to begin classes ready to learn. Student Nutrition Programs are community-based and community-driven initiatives with a large volunteer component. They provide nutritious food, including breakfast and/or snacks to children and youth throughout the communities served by HEBL.

- Programs must adopt a universal approach by providing all children and youth with the opportunity to participate regardless of socioeconomic status
- Offering children and youth nutritious and nourishing food is fundamental to enhancing their healthy development and ability to learn

The work of the Advisory Committee shall be guided by the following key principles:

1. The recognition and use, by the entire group, of the expertise of each member
2. The availability and free sharing of information among members so that the committee's primary functions can be carried out effectively

Roles and Responsibilities of the Advisory Committee

1. To collectively advocate for increasing community support and involvement in efforts to ensure that all children in the communities served by UCLCET through Student Nutrition Programs have access to nutrition programs.
2. To determine equitable funding allocation to each participating school, ensuring that they each have the support they need to offer quality programs
3. To develop and carry out short and long-term plans and to set the overall direction for the Committee
4. To actively engage in fundraising activities that will increase revenue to HEBL
5. To act as an advisor to, and provide input to the work of UCLCET staff directly involved in the day-to-day operations of HEBL
6. To be familiar with student nutrition program guidelines and on-going changes to student nutrition programs, as indicated by the MCCSS and UCLCET
7. To help develop an evaluation process to be implemented at the local levels that promotes the development of successful programs and improved outcomes for children
8. To help develop strategies to implement program guidelines for the student nutrition program, building on the strengths and expertise of each community
9. To implement quality assurance processes as part of an ongoing commitment to continuous program improvement

Advisory Committee Composition

The HEBL Community Partnership Advisory Committee consists of all parties involved in the planning, delivery, and partnership building related to student nutrition programs in the counties of Renfrew, Leeds & Grenville, Stormont, Dundas, & Glengarry, and Prescott-Russel. Membership on the Steering Committee will include at least one representative from each of the following: All school boards (Trustees, Senior Administration, Principals) operating in the regions served through HEBL, a representative of the UCLCET Board of Directors, UCLCET staff, parent volunteers, Health Unit, community representative and sponsors/donors. The committee shall be representative of all school nutrition programs in HEBL counties and reflective of the various sectors involved in the programs.

The Advisory Committee will ideally be comprised of the following:

- A dietitian from the Public Health Services Department/Unit
- A Representative from the Lead Agency Board of Directors (such as the Executive Director)
- The Student Nutrition Program Manager of the Lead Agency
- Representation from participating school boards
- Representation from the community-at-large

Resource Members (not involved in decision-making process) may include

- UCLCET SNP staff
- Ministry of Children, Community and Social Services representative

Chairperson

- Lead agency will assume responsibilities of the Chairperson
- Responsibilities of the Chairperson
 - The Chair will ensure that the Advisory Committee functions effectively and with integrity
 - The Chair will ensure meetings are conducted efficiently and that discussions are timely, fair and orderly

Roles and Responsibilities of the Members

- Members will be responsible for ensuring that the service agreement requirements are met within their respective community
- Members will be responsible for reviewing and providing feedback to funding and food distribution plans
- Members will provide relevant information, resources, advice, and consultation
- Members are expected to attend and contribute to meetings
- Members will resolve issues and act in a professional and respectful manner
- Members will declare conflict of interest

Sub-Committees

The Advisory Committee may assign responsibilities or may delegate aspects of decision-making to a sub-committee. A sub-committee generally makes recommendations to the Advisory Committee for decision but may be delegated the right to the make decisions on behalf of the Advisory Committee according to specifically defined circumstances. Membership on sub-committees is restricted to

solely to Advisory Committee members.

Decision Making

Every effort will be made to make decisions collaboratively using a consensus model amongst the Community Partnership Committees and UCLCET. In the event that one or member disagrees with a proposed direction, an opportunity for explaining and exploring related concerns amongst the CPAC will be provided. Failing consensus, UCLCET as the lead agency will have the ultimate decision-making authority.

Advisory Procedures

Meetings

Meetings will be held at least twice annually and will not exceed two (2) hours in length. Meeting locations will be rotated. Teleconferences may be held on an as needed basis.

Records

Minutes of each meeting will be recorded by UCLCET support staff and distributed to all members. Minutes of the meeting will be reviewed and approved at the following meeting.

Authority:

The HEBL Community Partnership Advisory Committee is directly accountable to the UCLCET Board of Directors and will at all times have a Director of the Board as a member of the Advisory Committee.