

Community Emergency Food Security Plan Letter of Information for Organization Participants

The Thunder Bay & Area Food Strategy (TBAFS) is seeking input in the development of a Community Emergency Food Security Plan (CEFSP) for the City of Thunder Bay. The CEFSP is being developed by the TBAFS, in partnership with the City of Thunder Bay's Crime Prevention Council and led by a ten-person advisory committee made up of representatives from various sectors and identities across the community.

The TBAFS project team is seeking to engage and collaborate with community food-service providers and local businesses from relevant agencies and sectors, as well as food service recipients, to collectively develop a unified vision and plan for future emergency food response. This project is funded by the Thunder Bay Community Foundation and United Way of Thunder Bay (through the Government of Canada's Emergency Community Support Fund). For more in-depth information on how this project came to be, please see the project information on the TBAFS website [<http://tbfoodstrategy.ca/pillars/food-access/community-emergency-food-security-plan-cefsp/>].

We are reaching out to your organization because of your connection with vulnerable people in the city and the food related work done within your organization. Participation in the CEFSP is voluntary. As a representative of your organization, we are asking for:

- 15 minutes to review and respond to this letter with your interest level;
- 15 minutes to complete an initial survey by early November:
<https://www.surveymonkey.com/r/TPHVLP9>
- Potentially participate in an interview (30 – 45 minutes) before the end of 2020 (select organizations will be contacted based on the survey)

Purpose of the CEFSP Project

The information collected through surveys and interviews will help to identify how food insecurity and access was addressed in the early days of the COVID-19 pandemic to determine best practices, gaps, lessons learned, and inform a collaborative food response for future emergencies. This information will support:

- Evidence-based decision making for food security and access in future emergencies;
- Building of partnerships across sectors;
- The creation of a formalized yet flexible emergency food security plan to enact in any future crises.

Process of CEFSP Development & Access to Completed CEFSP

There are several phases for the development of the CEFSP. Community participation is key in the success of the CEFSP and plays a key role across phases.

1. Community Engagement & Information Collection (October – December 2020)
The project will begin by asking service providers, local businesses, and recipients of food support to complete a survey on their experiences with food support

services, with a particular focus on COVID-19 pandemic emergency food response and vulnerable populations. Select organizations will then be asked to participate in a follow up interview.

2. Development of a Draft Plan (early 2021)
The project team, in collaboration with the advisory, will work to synthesize the information collected and begin the development of a draft plan.
3. Sharing Plan with Community Participants for Feedback (early 2021)
All participating organizations will be able to review and comment on draft versions of the plan before it is made public, via a feedback survey or real time feedback sessions. Your organization will be re-engaged at this time to review and comment.
4. Ratification of CEFSP & Ongoing Collaboration (2021 and beyond)
The finalized CEFSP will include a findings section on the collected data, as well as an action process for emergency food support. This information will be housed under the Food Access pillar of the TBAFS website for public viewing and open access [<http://tbfoodstrategy.com/pillars/food-access/community-emergency-food-security-plan-cefsp/>]. This plan will only be as effective as the communication and collaboration of all stakeholders. There is a vested interest in the TBAFS sharing the findings and plan widely throughout the community, especially with those who have a role to play in its eventual implementation.

Confidentiality & Data

We are asking organization participants to share information about which organization they represent so that we can identify organizations for a follow-up interview and ensure broad reach out has occurred. However, organizations have the option of sharing their input anonymously in the survey if that is preferred. Names/organizations will not be referred to in the plan. Information collected from service recipients will be anonymous.

The data collected for the CEFSP project will be stored in a shared digital drive hosted by TBAFS. Only the project team will review the raw data. The advisory committee will see a compiled analysis of the raw data with specific organization indicators removed.

Project Team Contact Information

We greatly appreciate your time and consideration of this important process. Please do not hesitate to reach out with questions, concerns, or ideas about how to make the CEFSP a more effective tool for our community!

Karen Kerk
TBAFS Coordinator &
Project Coordinator
foodstrategy@ecosuperior.org
807.683.6129

Courtney Strutt
Research & Project
Development
courtney@collectivefuture.ca
807.356.2080