

PUTTING YOUR KITCHEN TO WORK

A resource guide for increasing the use of publicly accessible kitchens through food based programming

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ABOUT THIS GUIDE

Vancouver's publicly accessible kitchens are an important resource for supporting community education, social connections, skills and leadership training, and access to food. While these shared spaces can be valuable amenities, for a variety of reasons there can be challenges to increasing their use.

The resources in this guide will support community programmers with ideas, inspirations and logistics to engage community members through community center kitchens and food based programming.

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PUTTING YOUR KITCHEN TO WORK

A RESOURCE GUIDE FOR INCREASING THE USE OF PUBLICLY ACCESSIBLE KITCHENS THROUGH FOOD BASED PROGRAMMING

KITCHEN BASED PROGRAMMING AND COMMUNITY DEVELOPMENT: VANCOUVER'S COMMUNITY CENTRES AND YMCAS

Vancouver's publicly accessible kitchens are an important resource for supporting community education, skills and leadership training, social connections, and access to food. While these shared spaces can be valuable amenities, for a variety of reasons there can be challenges to increasing their use. The resources in this guide will support community programmers with ideas, inspirations and planning tools to engage community members through food-based programming in community kitchen spaces.

Engaging community members through food-based programming is an opportunity to reduce isolation through increased public participation and social connections. According to Vancouver's *Healthy City Strategy*¹ (2015), only 54% of adult residents in Vancouver feel a sense of community belonging (p. 9). The Strategy aspires to increase Vancouver residents' sense of belonging by 10% by 2018.

A key objective of the Park Board *Local Food Action Plan*² (2013) is to "enhance staff and community food literacy, skills and capacity through food related programming and partnerships," and to "create robust, resilient and meaningful collaborations and partnership with community members and organizations" (p. 39). One of the main ways to achieve this objective is to increase participation in food programming in community centre kitchens.

Developing kitchen based programming advances both Community Centres' and the YMCA's mission to address complex social challenges by strengthening the foundations of community. Food programs create welcoming and fun environments, help children and families thrive, promote healthy living, and foster belonging and connection. The role of food in programming can help meet overarching organizational goals such as:

¹ <http://vancouver.ca/people-programs/healthy-city-strategy.aspx>

² <http://vancouver.ca/files/cov/Local-food-action-plan.pdf>

³ <http://vancouver.ca/people-programs/healthy-city-strategy.aspx>

THE ROLE OF FOOD PROGRAMMING FOR ORGANIZATIONS

Being and feeling safe and included: A strong sense of belonging is associated with better self-reported physical and mental health, while social exclusion denies us the opportunity for full economic and social participation in society.³

Cultivating connections and relationship building: Food sharing is an opportunity for participants to meet neighbours, share ideas, and develop social networks. People without strong social networks may become isolated. Social isolation can lead to reduced mental and physical health.⁴

Community Building and Engagement: Food is essential to everyone, and can facilitate sharing of cultural practices, learning from one another, and building meaningful relationships that transform communities. Interaction can occur on an equal level and can help to reduce isolation.

Active Community Participation: Getting involved with food programming is an opportunity to get excited about food, and to share and learn recipes and food.

Encouraging Healthy and Socially Connected Eating: Kitchen-based programming fosters healthy eating practices, food skills development and sharing, understanding differences between marketing and nutrition information, and making time for eating with friends and family. These habits contribute to overall health and wellbeing.

Attracting New Members: Food programming can attract community members who have not previously been involved at the centre, leading to participation in other centre activities and increased membership.

Additionally, participation in food programs is a measurable and effective way of increasing and diversifying community centre programming, and working towards broader goals. These goals align with Park Board and YMCA organizational objectives, specifically:

Relevant Park Board Strategic Objectives	YMCA Vision
<p>1.1 Improved Inclusivity & Accessibility: Provide parks and recreation facilities and services that are inclusive and universally accessible</p> <p>1.3 Enhanced Participation & Active Living: Encourage active and healthy lifestyles and promote community involvement</p> <p>6.1 Active Community Participation: Encourage active participation in parks and recreation</p> <p>6.2 Improved Communication & Engagement:</p>	<p>The YMCA envisions stronger, more hopeful and caring communities that result in:</p> <ul style="list-style-type: none"> • Strong and connected families • Healthy seniors with strong social circles that volunteer and stay involved • Resilient and healthy children who thrive and lead healthy, long lives • Confident and skilled young leaders • Motivated adults that take charge of their

³ <http://vancouver.ca/people-programs/healthy-city-strategy.aspx>

⁴ <http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/health-safety/active-aging/social-connections>

<p>Maintain and enhance relationships with users and the community</p>	<p>health, get active and become role models and mentors</p>
<p>6.3 Open & Approachable Organization: Be accessible, transparent and accountable</p>	<ul style="list-style-type: none"> • Immigrants who participate and engage in their communities • Teens who feel confident and a strong sense of belonging • Happy people, excited about life

There is no one-size-fits-all formula for activating a kitchen with food programming. The planning questions below can help to develop a food program plan suited to your centre, neighbourhood, and goals.

KEY PLANNING QUESTIONS FOR INCREASING FOOD PROGRAMMING

Basics:

- What types of programs can we run with our current kitchen infrastructure?
- Does our kitchen have the required permit(s)? What kind of kitchen permits do we need?
- What kinds of tools and equipment do we need?

Identify Centre and Neighbourhood Assets:

- Who are our staff and association champions?
- Who are our community champions and leaders?
- What skills and knowledge can our champions contribute to support this work?

Identify Needs and Interests:

- What are the demographics in our neighbourhood?
- How will our demographics inform outreach strategies (e.g. languages for posters)?
- How can/should we support local vulnerable populations through food programming (e.g. free or low-cost meals)?
- What kinds of programs and topics do community members want to see?

Assess Capacity:

- How can we embed new ideas within existing programs?
- What internal and external community partnerships can help advance/enhance kitchen based programming at our centre?
- What is a realistic way to start/enhance kitchen-based programming at our centre (e.g. choosing 1-2 workshops or programs to try)?

Training and Resources:

- What kinds of training would help to implement or enhance kitchen based programming?
- Where can we access training opportunities and program facilitators?

- Where can I find other resources about kitchen based programming and related skills?

Evaluations and Outcomes:

- What do we hope to achieve in the short and long-term? E.g. Support vulnerable populations; create leadership opportunities; foster empowering environments, etc.
- How do we incorporate ongoing lessons and learn from experiences?
- How can we increase our initiative’s sustainability (e.g. establishing longer term programs and succession planning)?

THE ROLE OF FOOD PROVISIONING DURING SOCIAL SUPPORT PROGRAMMING

Incorporating food into programming has many benefits, some of which are summarized in a 2015 United Way/Vancouver Coast Health report called ‘Let’s Eat’.⁵ Note that these benefits can apply to kitchen-based programming as well as non-kitchen programs enhanced by food provision (e.g. after school arts and crafts program enhanced with healthy snacks). Absent from this infographic is the potential to create empowering environments through leadership opportunities and collaborative decision-making, which we refer to throughout the present resource guide.

⁵ <http://www.uwlm.ca/resources/lets-eat/>

LET'S EAT:

creating health, growing friendships, building stronger communities



The Role of Food Provision During Social Support Programming

WHAT?

A qualitative research study was conducted, which included interviews with service providers and focus groups with program participants, about the role of food provision in social support programs.



FOR MORE INFORMATION PLEASE VISIT: www.uwlm.ca

FOOD BASED PROGRAMMING AND COMMUNITY DEVELOPMENT

'Food and kitchen based programming' can include a variety of skills sharing, education and social activities around food. Examples include:

- Bulk buying clubs
- Celebrations, pop-up dinners, special events and types of food service⁶
- Children, youth, and adult cooking classes
- Community kitchens⁷
- Connecting cooking and gardening
- Food preparation and preservation method workshops
- Meal programs
- Nutritional and healthy eating basics
- Potlucks

Asset-Based Community Development (ABCD) is an approach to lifelong learning that emphasizes principles of **equality, inclusion, and emancipation** (liberation).

Sample ABCD principles⁸ include:

- **Everyone has gifts:** Each person in a community has something to contribute
- **Relationships build a community:** People must be connected in order for sustainable community development to take place
- **Citizens at the centre:** People should be viewed as actors—not recipients
- **Leaders involve others:** Community development is strongest when it involves a broad base of community action
- **People care:** Challenge notions of "apathy" by listening to people's interests
- **Listen:** Decisions should come from conversations where people are heard
- **Ask:** Asking for ideas is more sustainable than giving solutions

⁶ Food service' can include meal programs (e.g. ongoing subsidized lunch programs) that incorporate elements of food programming, but can also include one-time meals for special events or short programs (e.g. pancake breakfasts or 4-week cooking sessions)

⁷A 'Community Kitchen' is an activity where people gather and prepare meals together. Groups often meet in public facilities such as neighbourhood houses and community centres. These activities facilitate preparing food as a group; learning and sharing about nutrition, cooking and culture; meeting new people; and building community (<http://vancouver.ca/people-programs/community-kitchens.aspx>)

⁸ Adapted from *Building Caring Communities* resources (<http://buildingcaringcommunities.ca/>)

Different activity types have different (often overlapping) goals, and levels of participant engagement.

Activity Type	Examples	Goals & Outcomes	Usual Range of Participant Engagement ⁹	Ideas for Enhancing Engagement
Community Events	Seasonal festivals (e.g. harvest fairs) featuring food as a celebration focus or food service; Pop-up dinners to showcase different cultural foods	Reduce experience of isolation and create opportunities for social connections and sharing in fun environments	“Doing for” “Doing with”	Volunteers/participants suggest or decide menu items; Volunteers/participants showcase their own recipes
Community Kitchens	Community members meet to cook and share a meal together; Can be volunteer or organizationally led	Create empowering environments and leadership opportunities; Address social isolation, create community bonds; Encourage healthy eating, food skills, and cultural sharing	“Doing with” “Coaching” “Mentoring”	Volunteers/participant suggest topic or menu; Volunteers/participants plan and lead sessions; Volunteers/participants apply for small grant to help fund activities; Volunteers/participants attend related leadership training (e.g. Greater Vancouver Food Bank workshops ¹⁰)

⁹ See “Levels of Engagement,” below.

¹⁰ <https://www.foodbank.bc.ca/workshop-descriptions/>

<p>Community Markets, Bulk Buying Clubs, Food Distribution Programs</p>	<p>Mobile Food Markets and “Pocket Markets”; Bulk Buying Clubs and Good Food Box programs</p>	<p>Facilitate affordable, neighbourhood-based access to fresh produce and healthy grocery options</p>	<p>“Doing for” “Doing with”</p>	<p>Participants assist with food procurement, sorting, distribution</p>
<p>Community Potlucks</p> <p>Park Board employees should review updated Risk Management guidelines¹¹ (internal link) for food safety tips, equipment considerations and more.</p>	<p>Potlucks can be weekly/monthly drop-in sessions, celebration inspired or one offs; Can be incorporated into other programs (e.g. parent support group)</p>	<p>Community members come together to share a meal, develop social connections and share recipe ideas and stories</p>	<p>“Doing with” “Mentoring” “Coaching”</p>	<p>Volunteers/participants decide on theme, location, date</p>
<p>Cooking Classes and Demonstrations</p>	<p>Culturally-specific food workshop or series (e.g. sushi series or homemade pasta series); Cooking with diabetes workshop series; Food preserving demonstrations</p>	<p>Introduce recipes and food traditions; Generate excitement to try new foods or techniques</p>	<p>“Doing for” “Doing with”</p>	<p>Participants suggest topics; Participants lead workshops/demos</p>

¹¹ <http://citywire.city.vancouver.bc.ca/>

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<p>Meal Programs</p>	<p>Ongoing kids lunch programs, seniors' lunches, affordable meals;</p> <p>Social connectedness, bringing new people into the centre</p>	<p>Support community members' health and wellness by providing affordable/accessible healthy meals, and a social space in which to share a meal</p>	<p>"Doing for"</p> <p>"Doing with"</p>	<p>Volunteers/ participants suggest menu;</p> <p>Volunteers/participant assist with meal preparation or cleanup;</p> <p>Participants are supported to gain Food Safe certification;</p>
<p>Nutrition Based Workshops</p>	<p>Food Skills for Families¹²;</p> <p>Population-specific workshops (e.g. children, seniors)</p> <p>Nutritional needs and dietary restrictions;</p> <p>Guest presentations led by dietitian</p>	<p>Provide information and strategies for the prevention and management of diet-related conditions and preferences (e.g. diabetes, specific food allergies, plant-based eating)</p>	<p>"Doing with"</p> <p>"Coaching"</p>	<p>Participants suggest topics;</p> <p>Participants become trained as Food Skills for Families facilitators</p>

¹² <http://www.foodskillsforfamilies.ca/>

LEVELS OF ENGAGEMENT AND PROJECT SUSTAINABILITY

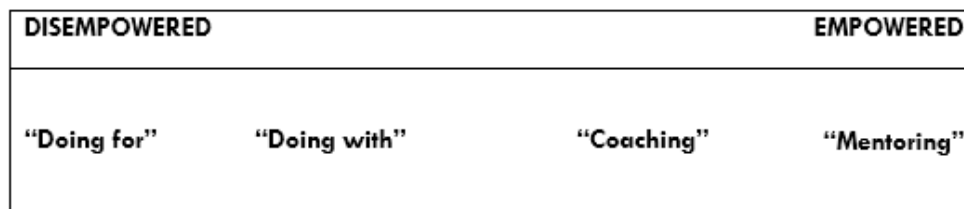


Figure 1 - Capacity development continuum (adapted from PeerNet BC resources)

Different types of food based programs offer a range of decision-making and leadership engagement opportunities for participants. Recognizing that centres vary in capacity/infrastructure/circumstance, the present document offers tools and ideas for different program types along with levels of engagement.

One-time offerings, special events, or short workshop series are opportunities for learning and showcasing skills, but their impact will be different from long-term and ongoing initiatives. Ongoing initiatives with a higher degree of resident decision-making and leadership are more likely to facilitate deep relationship building and project sustainability.

Different types of programs sit along different places on the ‘Capacity Development Continuum’ (above). These “categorizations” are not assessments of program quality; rather, they describe institutional capacity *to engage community members as leaders and decision-makers*. When planning to achieve objectives, consider this distinction in the design and implementation of activities. Initiatives that involve a greater degree of member-led decision making and volunteer leadership have a greater chance of longevity in the event of staff turnover.

ON COMMUNITY DEVELOPMENT:

The Backpack Program, Strathcona Community Centre

“The Backpack Program is a free weekly market, providing fresh produce and some staples for our families. The program depends on neighbourhood volunteers, and values each person’s unique gifts. A ‘Backpack Committee’ was formed by parent volunteers who were invited to craft the Program; we said that everyone would have something of value to offer. This amazing committee has worked together for three years, putting on parties and fundraisers, participating in the multicultural fair, and representing the program at public events.

“The difference from a model that promotes ‘giving back’ (owing) versus ‘Community Capacity Building’ (inspired and energized by one’s gifts, talents and passions) is that it’s an opportunity to give of yourself from your place of significance. This is the magic that can happen when you build on the capacity, gifts, and talents in your midst and the networks people are connected to. We are facilitators of gifts—we don’t run the show! We host people’s ideas, capture their energy and talent, and provide a space to grow and find joy in offering these things to one another.”

- Lorraine Holubowich, Food Security Assistant (Strathcona Community Centre Association)

GETTING STARTED

Equipping Your Kitchen

The Greater Vancouver Food Bank is an excellent local resource for community organizations looking to begin or expand kitchen-based programming. The GVFB website¹³ provides information about facilitator training, kitchen equipment, recipes, and other resources and ideas.

The GVFB Equipment Room is supplied with donations, and may be able to provide the tools and equipment you are looking for. To book an appointment to speak with the staff about workshops, and/or to visit the equipment room, contact Amy Weeks at amyw@foodbank.bc.ca

The sample equipment list on page 10 was developed by the Canadian Diabetes Association for the Food Skills for Families (FSF)¹⁴ cooking program. This list is tailored to the recipes in the FSF curriculum, but is a useful basic equipment for smaller scale group cooking (e.g. community kitchen). Larger scale cooking, such as meal preparation for large community events, would require larger/commercially-scaled items (e.g. pots, warming trays).

ON HUMAN RESOURCES:

Douglas Park Community Centre

“Douglas Park Community Centre offers a number of programs where food plays an important role. We have been lucky in the past to find PA2s capable and qualified in food preparation/food program delivery. However, there is currently no robust succession plan for replacing those staff members when they are no longer available. Instead, we post and hope for another kitchen-ready PA ready to step in. Ideally, there would be a training program for interested PAs across the City to hone their food instruction/meal delivery skills, which the entire network of community centres could then call on and draw from to support food programs.”

- Brenda Tang, Community Recreation Supervisor (Douglas Park Community Centre)

¹³ <https://www.foodbank.bc.ca/our-programs/community-kitchens/>

¹⁴ <http://www.foodskillsforfamilies.ca/>



Master Equipment List

Quantity	Equipment
<input type="checkbox"/> 3 sets	Mixing Bowl Set
<input type="checkbox"/> 1	Can opener
<input type="checkbox"/> 2	Cooling rack
<input type="checkbox"/> 3	Cookie Sheets
<input type="checkbox"/> 1	Garlic press
<input type="checkbox"/> 2	Grater
<input type="checkbox"/> 2 sets	Measuring spoons
<input type="checkbox"/> 2	Strainer/colanders
<input type="checkbox"/> 1	Sieve
<input type="checkbox"/> 2	Muffin tins
<input type="checkbox"/> 1	Salad spinner
<input type="checkbox"/> 2 sets	Sauce pans with lids <i>small, medium and large</i>
<input type="checkbox"/> 1	Skillet
<input type="checkbox"/> 1	Wok
<input type="checkbox"/> 2 sets	Measuring cups <i>Dry and liquid</i>
<input type="checkbox"/> 2	Glass baking dish <i>9" X 9" (23 cm x 23 cm)</i> <i>9" x 13" (23cm x 33cm)</i>

Quantity	Utensils
<input type="checkbox"/> 10	Chef's knives
<input type="checkbox"/> 4 - 5	Paring knives
<input type="checkbox"/> 1 box	Toothpicks
<input type="checkbox"/> 1	Whisks
<input type="checkbox"/> 4 - 5	Wooden spoons

Quantity	Other
<input type="checkbox"/> 12 sets	Dishes and cutlery
<input type="checkbox"/> 2 sets	Oven mitts
<input type="checkbox"/> 1	Hand Soap
<input type="checkbox"/> 2	Dish Towel
<input type="checkbox"/> 3	Hand Towel
<input type="checkbox"/> 1	Bleach

Quantity	Appliance
<input type="checkbox"/> 1	Blender
<input type="checkbox"/> 1	Mix Master or hand mixer
<input type="checkbox"/> 1	Stove Top - 4 burner
<input type="checkbox"/> 1 - 2	Oven

Best Practices – Operations and Kitchen Facilities

Some public facilities have excellent examples of systems or elements they have developed to maximize the effect and impact of kitchen-based programs and food service. Since publicly accessible kitchen facilities are—by definition—shared spaces, one of the challenges can include maintaining cleanliness, equipment, food safety and operations because of the variety of users and challenges around management roles.

The following examples have been taken from community centres and neighbourhood houses across Vancouver to suggest solutions to possible challenges that may inhibit increased use of kitchen facilities.

Operations Manual: Kitchens that have an operations manual or clear guidelines describing kitchen systems for staff and external users (since many kitchens are available to rent by private users) have found that this contributes to the success of a smoothly running shared kitchen.

Example: Strathcona Community Centre has a ‘kitchen use binder’ with a cleaning and sanitation schedule that includes a checklist for groups that use the kitchen. Operations manuals can also have information on Foodsafe requirements and types of food that are allowed to be prepared in the kitchen.

Maintenance: Maintaining kitchen equipment and cleanliness is a significant re-occurring issue for most facilities. Developing a ‘Rotating Kitchen Schedule’ where each month a specific centre department is responsible for monitoring the cleanliness and ordering basic cleaning supplies has proven effective. Identifying a system for cleanliness is essential to maintaining a healthy, well-organized space. From a budgeting perspective, it is important to understand that kitchens will always incur number of small, ongoing costs for repairs and maintenance. See the Additional Resources section of this guide for information on local, professional deep-cleaning services.

Examples:

Some community centres have programmers responsible for cleaning fridges, or hire a monthly deep clean as part of the centers budget.

To address equipment needs, Douglas Park Community Centre created an inventory of equipment with a timeline to help schedule the replacement of capital items.

Equipment Security: Often, kitchens have a locked pantry or equipment areas that help to mitigate theft. Theft and security of items is a continued issue for community kitchen facilities, so determining a site-specific solution needs to be part of overall operations guidelines.

Example: South Vancouver Neighbourhood House has developed ‘kitchen toolkits’ that can be signed out. This helps maintain essential kitchen small wares like chef and paring knives, spatulas, measuring spoons etc. This can also be taken offsite when working at other organizations or special events.

Orientation: Centers that provided staff and user orientation found that this helped to improve safety, cleanliness, and workshop flow. Effective kitchen booking systems require an in-person orientation

including an overview of equipment and space, as well as checklists to ensure the kitchen is left in an appropriate state. Checklists also ensure mutual clarity around instructor access to cupboards, equipment, shared ingredients, photocopier, etc.. Access will vary according to each centre's policies, but instructors should be made aware of these particularities well in advance.

Kitchen Committee: A dedicated kitchen committee (made of staff, volunteers and/or association members) can enable better oversight, group ownership as well as longer term planning and budgeting for the kitchen facility.

Example: Collingwood Neighbourhood House has a committee that meets every month to discuss kitchen needs and problems

Fee to Programs for Use: A nominal fee for internal and external programs can contribute to the ongoing maintenance of the kitchen, and help to provide part of an annual operating budget for the kitchen.

Example: Cedar Cottage has calculated a nominal fee for use for internal programs to use the kitchen.

Annual Operating Budget: Many community centres do not have a budget set aside specifically for kitchen needs, and many just fix issues as needed or the funds come from the general facilities maintenance. However, some community centre facilities have challenges based around who owns the equipment—the Park Board or Association—and thus can also have issues with who pays for repairs or for deep cleaning when required. Considering setting aside an explicit portion of the annual operating budget can be helpful to maintain kitchen operations and ensure the ongoing benefit for users across the centre.

KITCHEN PERMITS AND HEALTH GUIDELINES

Operating from a health protection standpoint and regulating kitchen use, types of cooking, and food service to public, VCH assesses the health, sanitation and operation of kitchen facilities. VCH has provided a simple guide for health permits in publicly accessible kitchens, and the types of cooking that can be done in differently equipped kitchens. The main benefit of obtaining a 'Health Permit' for a publicly accessible kitchen facility is to facilitate serving food to all manners of members, groups and public.



HEALTH PERMIT REQUIREMENT

Health permit is not required if kitchen is used by members of an organization for which food is prepared or served by voluntary members of the organization.

[FPR Sec.2(c)]

Health permit is required if food is served to the general public and does not meet the above conditions.

[FPR Sec 8(1)]

FEASIBILITY OF ATTAINING A HEALTH PERMIT

It is recommended that all community kitchens that do not have a health permit **apply** for one. To apply, follow the procedures as posted in the VCH link:

http://www.vch.ca/media/May_2016_Food_Premises_Orientation_Package_Main.pdf

Upon successful review of the application by VCH’s Environmental Health Division, a health permit is issued in accordance with section 8(3) of the FPR. Any conditions and limitations on extent of use will be listed on the permit.

Benefits of having a health permit:

1. It reassures the public and users of the kitchen that the facilities are regularly inspected and meets legislated requirements that support the production and delivery of safe and healthy foods.
2. Endorsement from the City of Vancouver of these facilities to be in compliance with health regulations if the kitchens will be used to service the public.
3. Access to health department’s support in food safety through regular health inspections, education and consultation on regulations governing safe handling of food.

APPLICABLE REGULATIONS:

The BC Food Premises Regulation (FPR);
http://www.bclaws.ca/Recon/document/ID/freeside/11_210_99



VCH

COMMUNITY KITCHEN GUIDE

This guide services to clarify and assist those in charge of publicly accessible kitchen facilities* in determining:

1. When a kitchen by regulation requires a health operating permit;
2. The feasibility of the kitchen to obtain a health operating permit; and
3. The extend of use of the kitchen that may be permitted under health regulations

**Publicly accessible kitchen facilities are those that are often located in and supported by social services or non-profit agencies or community centres. They are used for a variety of food programs, classes and food services.*

Vancouver Coastal Health
Promoting wellness. Ensuring care.



EXTENT OF USE

Kitchens that do not have a commercial cooking venting system. [FPR: Sec. 4(h)]

There shall be no extensive cooking that generates grease vapours and objectionable odours.

Extent of preparation is limited to:

Cooking that does not generate grease vapours.

Preparation of sandwiches, assembly of cold food items like salads, desserts and smoothies, oven prepared foods, soups and reheating of foods by microwave, oven or stove providing there is no generation of grease vapours or objectionable odours.

Low intensity stove use (generally proportional to number of people served and frequency of use) that generates some grease laden vapours but does not accumulate.

Kitchens with full commercial venting system

All extent of cooking involving frying, boiling, steaming under the vent hood is permitted. Ventilation system must meet City of Vancouver's approval relating to building and fire codes.

Kitchens with no commercial dishwasher but equipped with a 2 compartment sink

Only single service dishware may be used to serve food to the public

Kitchens with a three compartment sink, no commercial dishwasher

Reusable dishware may be used which shall follow proper manual dishwashing procedure as per FoodSafe instructions.

Kitchens with commercial dishwasher and minimum of a two compartment sink

Reusable dishware may be used which shall follow proper machine dishwashing procedures as per FoodSafe instructions.

NOTE: All kitchens must have a separate hand wash sink that is easily accessible and designated for that purpose only.

ANY QUESTIONS

Give us a call at the Vancouver Environmental Health Office at (604) 675-3800

Operational Requirements

To permit a kitchen, VCH will review a food premise and food safety plan, including:

- Building design
- Food storage areas and surfaces
- Dishwashing
- Temperature logs for cold food storage
- Ventilation
- Pest control and waste disposal
- Washroom and hand washing facilities

VCH also conducts regular inspections to ensure ongoing food safety requirements are being maintained.

Food Safety Plans

A food safety plan is required for a permitted kitchen, and ensures safe food handling practices such as maintaining proper temperatures, procedures of preparation for high risk foods, hygiene and food storage. Food Safety plan templates and examples are available online.¹⁵

FoodSafe Certification

When delivering all types of food programming, Foodsafe certification is an important piece to providing safe food handling and kitchen practices. Also, it can be a great training option to build the skills of volunteers and staff around food programming and your center's kitchen based activities.

Ideally, a food safe certified staff or volunteer is present in the kitchen during any food preparation or handling. However, if this is not possible, a food safe certified person needs to be present in the establishment.

Since regulations have recently changed and now require Foodsafe certification renewal every 5 years, all kitchens need to consider this as an ongoing required cost to providing any food service within their organizations. The course can be done online, by correspondence or be taught by an instructor at your facility. The course is 8 hours of classroom instruction, and it can often be challenging to meet a group's requirements for scheduling, language needs, access to space and financing for the course.

An option that can help to offer more accessible and affordable Foodsafe training is to certify one or more staff for in-house training. This allows for more flexible scheduling options, the ability to tailor it to participants (such as seniors', youth, and larger groups).

As your region's health authority, the application and approval to teach Foodsafe is managed by Vancouver Coastal Health. The two basic requirements to teach Foodsafe I are:

- Completion of FOODSAFE Level 1 and Level 2 with a final mark of not less than 90% in each
- Significant teaching and facilitating experience with a knowledge of Foodsafe and the course material

¹⁵ <http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans>

For further requirements, detailed information and instructor application forms, see [Foodsafe Instructor Training](#).¹⁶

VCH Permits:

Once you get your permit, there may be conditions that determine what types of activities you can do in your kitchen. These conditions can include:

Food Service Establishment

Food premises in which food is processed, served or dispensed to the public, and intended for immediate consumption. Some permits may designate the number of 'seats' that a facility is able to serve. For example, at Mount Pleasant Community Center, their permit states, "Food Service Establishment with 50 seats or less." However, VCH states that they no longer regulate how many seats a food service establishment can serve.

'No Grease Laden Vapors'

Foods cooked that do not produce grease-laden fumes, where essentially there can be no frying, or frying only at the frequency and volume of that typical of a domestic home. Preparation of soups, re-heating foods and making baked goods are all acceptable. A quick sauté of vegetables may be fine when preparing dishes or soups, however if a lot of grease is observed, then an adequate vent hood is needed.

Exempt

A permit will state exempt when it is a social service agency that is exempt from paying the full VCH permit fees. This type of facility will pay a reduced or fully exempt rate relating to their charitable and/or social service activities.

ON INFRASTRUCTURE:

Marpole Community Centre's older kitchen had useful features for food-based programming but had not had a health permit in many years.

Staff met with a VCH Health Officer to discuss kitchen equipment needs. After a review of their space, the limiting factor was the lack of a separate handwashing sink.

They proceeded to install one and now their next step is to develop their food safety plan.

– Tony Syskakis, Community Recreation Supervisor (Marpole-Oakridge Community Centre)



¹⁶ <http://www.foodsafe.ca/teach.html>

ENHANCING IMPACT THROUGH COMMUNITY PARTNERSHIPS

Across Vancouver, networks of committed people and organizations are already engaged in food and kitchen-based programming. Connecting with these activities strengthens the continuum of support for community members, minimizes duplication of programs and services, and creates opportunities for improved programming and cross-promotion.

Simple **examples** of food-based program partnerships include:

- Co-sponsoring a workshop, workshop series, or seasonal event with another organization
- Making your centre's kitchen available for an existing community group to host a community kitchen or food preservation session
- Pooling funding or resources within your centre, for example, incorporating healthy hands-on snack making into an existing afterschool program

Example **benefits** of collaboration include:

- Working with **culturally-focused organizations** (e.g. Aboriginal organizations) can support the delivery of culturally-appropriate programming, recruitment of facilitators with language and/or cultural knowledge and skills, and outreach to participants who are perhaps new to the community centre system

ON COLLABORATION:

"Renfrew Park Community Centre and Renfrew Collingwood Food Security Institute (Collingwood Neighbourhood House) have collaborated on programs and events for 10+ years. This partnership was formalized in a 2011 MOU that is reviewed and renewed by the RPCC Association and RCFSI staff each fiscal year. Under this agreement, RPCC Association allocates RCFSI an annual sum, enabling RCFSI to take the lead on joint initiatives including public fruit trees, seed swaps, instructor recruitment for free food and gardening workshops, and instructor training. We aim for 3+ community members to lead workshops each year. Recent collaborations include: container gardening, community garden tour, kimchi, canning (jam, salsa, pickles), and an ongoing Cultural Cooking Club."

-Nick Fong, Recreation Programmer (Renfrew Park Community Centre) & Cassandra Ly (Community Food Liaison (RCFSI))

Who are the Neighbourhood Food Networks?

The Neighbourhood Food Network (NFNs) is a coalition of grassroots, food-focused networks from across Vancouver. Each network is focused on food justice and resilience at the neighbourhood level, and is involved with a range of food and kitchen-based programming. There are currently 14 member networks. Look for one nearest your centre.

The NFNs represent the will of community members, organizations, and agencies to collaborate on community-based food initiatives and programs.

VNFNs provide a space for NFN representatives from across the city to collaborate, share best practices and advocate for food justice with a unified voice.

- Reaching out to your local **Neighbourhood House** can help you find facilitators with kitchen-based expertise and knowledge of neighbourhood food resources
- Connecting with your local **Neighbourhood Food Network**¹⁷ is an opportunity to draw from the expertise and local knowledge of others whose food-based mandates align with your centre's goals

¹⁷ <http://vancouverfoodnetworks.com/>



CITY OF RECONCILIATION: FOOD PROGRAMMING AND INDIGENOUS COMMUNITIES

In 2014, the City of Vancouver adopted a framework to become a City of Reconciliation. Since that time, city staff have been using these guiding principles and long terms goals to ensure that First Nations and urban Aboriginal communities are better supported and reflected in City services.

ON RECONCILIATION & FOOD PROGRAMMING

“Britannia Community Centre in partnership with the Grandview Woodland Food Connection is prioritizing Indigenous Reconciliation work, especially given that Grandview Woodland is home to many Indigenous residents who use Britannia. In the past two years, we have partnered with the Indigenous led Wild Salmon Caravan (WSC) recognizing that working to help protect wild salmon is a critical Indigenous food security issue. The WSC is an effort to raise awareness of the need to protect salmon through an arts and culture focus. This includes organizing a Mardi Gras style parade in Vancouver and a week-long caravan following the salmon up the Fraser River and stopping in communities along the way. Work has included helping with parade planning and logistics, building art props for the parade, and community engagement.”

- Ian Marcuse, Britannia Food Sustainability Programmer and Coordinator (Grandview Woodland Food Connection)

This chart offers suggestions to connect the Reconciliation framework with kitchen-based programming:

Reconciliation Framework	Programming Ideas
<p>Cultural Competency</p> <p>All City staff should have access and opportunity to learn about the history of Aboriginal peoples, starting with acknowledging the history of Indian residential schools and the impact of harm from the loss of land and culture.</p> <p>City staff should provide access and opportunities for Aboriginal Vancouverites to engage in City businesses and services.</p>	<p>Seek out Indigenous instructors and elders to offer programming such as traditional foods, food preserving, edible and medicinal plant workshops, film screenings or presentations (enhanced with food demonstration or other food component);</p> <p>Consider Indigenous-focused meal programs, such as a recurring family dinner night or weekly afterschool barbecue focused on school-aged youth;</p> <p>Making facility space available for community events and ceremony;</p> <p>Dedicating garden space for Indigenous harvesting and hosting a feast during harvest time</p>
<p>Strengthening Relations</p> <p>Continue building and strengthening relationships with Musqueam, Squamish and Tsleil-Waututh Nations, as well as with Vancouver’s urban Aboriginal community.</p>	<p>Develop and foster relationships with urban Aboriginal organizations (e.g. by offering joint programming, cross-promoting programs, and recruiting instructors from the pool)</p>
<p>Effective Decision-making</p> <p>Enhancing how the City of Vancouver works with First Nations and urban Aboriginal communities, conducting work differently and taking thoughtful risks, making exceptions to normal processes that still align within the City mandate, while having better alignment with First Nations and urban Aboriginal priorities.</p>	<p>If you have volunteer advisory committees, seek out diverse representation from different cultural groups in the neighbourhood, including Indigenous members;</p> <p>Engage Aboriginal voices in ongoing program decision-making processes, including event menu planning or preserving workshop topics</p>

OUTCOMES AND PROGRAM EVALUATION METHODS

When planning your kitchen-based programming, what do you hope to achieve in the short and long-term? How will you know if your program is on track to achieving these goals, or if new learnings need to be incorporated?

Getting familiar with different planning tools, and choosing the option(s) that work best for your centre can help keep your program planning on track. Planning and evaluation tools also offer ideas for keeping track of successes, challenges, and milestones. These records are not only useful for reflection and program development, but for celebrating progress and helping to attract new allies and community champions.

PUTTING YOUR KITCHEN TO WORK

The *SMART Fund Guide to Using Outcomes to Design & Manage Community Health Activities*¹⁸ uses visual imagery and a flow chart model¹⁹ to map the connections between individual activities and initiatives and broader processes of community change.

Other evaluation methods emphasize documenting stories of successes and challenges. Collecting stories is a powerful way to understand the impact of kitchen-based food programming on participants and leaders.



CONCLUSION

Engaging community members through food and kitchen based programming meets a great number of community programming goals. At a very basic level, food is central to our beings, our families and our communities. Food and related programming not only provide nutrition and sustenance: they also offer ways to connect with each other, with our neighbours, with heritage and place.

The resources in this guide provide programmers with an introduction to community development methods of food based programming, providing approaches to exploring centre specific needs and capacities, types of

¹⁸ http://www.smartfund.ca/docs/smart_outcomes_guide.pdf

¹⁹ For another sample logic model, see p. 12 of this [Outcome Measurement Toolkit](https://www.erieinsurance.com/GivingNetwork/pdfForms/Outcome-Measurement-Toolkit-Binder.pdf) (<https://www.erieinsurance.com/GivingNetwork/pdfForms/Outcome-Measurement-Toolkit-Binder.pdf>)

activities, and ways to deliver food focused programs. An effort has been made to include information for Vancouver specific resources that support center programming and logistics (including locally based best practices), as well as further suggestions for more advanced methodologies and reading.

As part of a varied, holistic recreational program, kitchen and food based programs can offer a wide spectrum of benefits including social activity, opportunities for relationship building, cultural learning opportunities, increasing our knowledge of local food, and our connection with food and health. The authors hope this guide is valuable in creating ideas, inspiration and a better understanding of how to build such programs in your own community centres.

Additional inquiries about these resources may be directed to:

Rebecca Till
Green Programmer
Vancouver Board of Parks and Recreation
rebecca.till@vancouver.ca
604-257-8106

and

Jonathan Choi
Senior Environmental Health Officer
Vancouver Health Protection
Vancouver Coastal Health Authority
jonathan.choi@vch.ca
604-675-3838

Thanks and have fun!

ADDITIONAL RESOURCES

Food Safety

Canning and Preserving Food Safely

While many people preserve food at home using methods passed down through generations, programmers should recruit instructors with training and knowledge of the safest most up-to-date preserving methods.

Safe preserving guidelines are updated regularly. Potential facilitators without recent training can be supported or encouraged to obtain training (see options listed). Recruiting trained facilitators protects everyone by minimizing the risk of food-borne illness, especially botulism (a rare and potentially fatal illness associated with unsafe canning methods).

Options for training/examples of credentials:

Greater Vancouver Food Bank – Train-the-Trainer Canning Certificate

<https://www.foodbank.bc.ca/workshop-descriptions/>

First Nations Health Authority – Canning Knowledge and Keeping our Babies Strong Through Food Recipe Stories and Training

<http://www.fnha.ca/about/news-and-events/news/canning-knowledge-and-keeping-our-babies-strong-through-food-recipe-stories-and-training-questions>

Produce Preservation Program

<http://www.preserveproduce.ca/>

BCIT Food Technology Diploma

<https://www.bcit.ca/study/programs/500adiplt>

National Center for Home Food Preservation (USA)

<http://nchfp.uga.edu/index.html>

FOODSAFE is British Columbia's food safety, handling and sanitation training. The Level 1 program is a one-day training. It will equip staff and volunteers with the knowledge and skills to apply food handling and preparation techniques and to follow safety measures to prevent food-borne illness.

Can be taken through Distance Education. Exams are available in ten languages.

Options for training:

<https://www.foodsafe.ca>

<https://www.foodsafe-courses.com/>

Food safety plans (templates and examples):

<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans>

Park Board Risk Management manual

Identifies risks related to meal programs, instructional programming, potlucks, and nutrition lectures as well as methods to reduce these risks.

<http://citywire.city.vancouver.bc.ca/> (internal city website)

Guide for Planting, Growing and Harvesting Fresh Produce to Reduce Health Risks (City of Vancouver)

These guidelines are designed to assist gardeners and farmers to reduce health risk when growing food in urban environments, and includes information on soil contamination and pollutants that can affect produce.

<http://vancouver.ca/files/cov/guide-to-reduce-health-risks-urban-farming.pdf>

<p>Providing Nutritious and Safe Food: Guidelines for Food Distribution Organizations with Grocery or Meal Programs (BC Centre for Disease Control)</p> <p>Includes resources for training staff and volunteers to understand guidelines for accepting food donations and recovery, liability issues, and challenges associated with food waste reduction and food recovery.</p>	<p>http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/FDO%20Guidelines%20with%20Grocery%20or%20Meal%20Program.pdf</p>
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Food Workshops & Programming

<p>Food Skills for Families</p> <p>A hands-on, curriculum-based program that makes healthy eating, shopping and cooking easy, quick and fun. Six-session program teaches people how to make healthy meals, snacks and beverage choices and to gain confidence in the kitchen.</p>	<p>Diabetes Canada</p> <p>http://www.foodskillsforfamilies.ca/about/</p> <p>A simple way to introduce kitchen programming to your centre. CDA provides facilitator, handbooks, and groceries; host organization is responsible for promotion, recruitment, and equipment. Contact CDA for most up-to-date information on program costs (if any).</p>
<p>Greater Vancouver Food Bank – Facilitator Training Workshops (Various) & Kitchen Program Templates</p> <p>GVFB offers a wide range of training opportunities for food programming facilitators, including:</p> <ul style="list-style-type: none"> • Community Kitchen Leadership 101 • Food Safety • Knife Skills • Train-the-Trainer Canning • Kitchen Log Book • Attendance Sheet 	<p>Greater Vancouver Food Bank</p> <p>https://www.foodbank.bc.ca/our-programs/community-kitchens/</p> <p>Facilitators and would-be facilitators can gain confidence, skills, and get connected with a network of facilitators operating at organizations throughout the Lower Mainland.</p> <p>GVFB’s website also offers free templates for community kitchen signs, sign-up sheets, kitchen checklists, and others that can be adapted for use at individual centres.</p>
<p>FoodShare – “How-to” Guides</p> <p>This Toronto-based organization offers printable how-to guides/lesson plans in a range of subjects: starting a community garden, starting a community market, and more.</p>	<p>FoodShare</p> <p>http://foodshare.net/resources/printable/</p>
<p>Lessons Learned in Organizing Community Food Skills Workshops: A Facilitation Guide</p> <p>A resource for organizations to foster food based skills workshops around preparing, preserving, and storing local food.</p>	<p>Ecology Action Centre</p> <p>Since 1971, the Ecology Action Centre has been working at the local, regional, national and more recently, international level to build a healthier and more sustainable world. Food in community is one of their main streams of focus.</p> <p>https://ecologyaction.ca/files/images-documents/file/Food/Our_Food_facilitation_guide.pdf</p>
<p>Let’s Eat: Role of Food Provision During Social</p>	<p>United Way of the Lower Mainland & Vancouver Coastal</p>

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<p>Support Programming</p> <p>This study examines the positive impact and role of food provision during social support programs. Useful for understanding dimensions of food programming beyond nutrition to include culture, social interaction, and more.</p>	<p>Health</p> <p>http://www.uwlm.ca/wp-content/uploads/2016/01/Qualitative-Research-Study-Role-of-Food-Provision-during-Social-Support-Programming.pdf</p>
<p>Preventing Potluck Paranoia</p> <p>A potluck can be an opportunity to socialize and to taste a wide variety of foods. This bulletin gives tips on organizing a safe potluck and serving food safely to avoid illness, on handling leftovers safely, and hints to make your potluck special.</p>	<p>http://msue.anr.msu.edu/resources/preventing_potluck_paranoia_e3246</p>

<p>Nutrition & Healthy Food Choices</p>	
<p>Basic Food Skills</p>	<p>Mapleton Teaching Kitchen</p> <p>The website is a great resource for food skills programs, healthy eating, community gardens, bulk buying programs, and basic tips for community food mentors.</p> <p>http://www.healthyeatingnl.ca/wp-content/uploads/2016/01/Basic-Food-Skills.pdf</p>
<p>Healthy Choices: A Healthy Eating Toolkit for Recreation, Sport and Community</p> <p>Intended to help recreation, sport and community food service providers provide more healthy food and beverage choices in their facilities and at events.</p>	<p>Healthy Eating in Newfoundland</p> <p>For centres wishing to integrate health food and beverage choices beyond kitchen-based programming.</p> <p>http://www.healthyeatingnl.ca/online-resources/making-the-move-to-healthy-choices-a-healthy-eating-toolkit-for-recreation-sport-and-community-food-service-provider/</p>
<p>Dietary Guidelines for the Brazilian Population</p> <p>The Brazilian Food Guide is known for its innovative and accessible approach to healthy eating. In addition to food recommendations, the guide emphasizes relationships and social eating.</p>	<p>Ministry of Health of Brazil</p> <p>http://www.fao.org/nutrition/education/food-based-dietary-guidelines/regions/countries/brazil/en/</p>
<p>BC Dairy Nutrition Education</p> <p>Nutrition education lesson plans and workshop ideas for different education levels (children, youth, and adult learners). Options to book workshops for your centre. Dairy-focused.</p>	<p>BC Dairy</p> <p>https://bcdairy.ca/nutritioneducation</p>

Community Development & Civic Engagement

Everything Present in the Seed: Community Leadership Manual & Facilitator's Guide

Focuses on developing the leadership potential of volunteers, and contains curriculum to help build the essential skills needed for community development work. Helpful planning and reflection activities for food program facilitators.

Decoda Literacy Solutions

<http://www.decoda.ca/resources/rsc-adults/rsc-adults-community-literacy/everything-present-in-the-seed-community-leadership-training-facilitators-guide/>

Road to Global Citizenship: An Educator's Toolkit

A comprehensive guide to help educators to facilitate learning in ways that foster global citizenship.

UBC Centre for Teaching and Learning

<http://ctl.ubc.ca/files/2011/05/rgctoolbook.pdf>

My Health My Community: Community Profiles

- Community Profiles for Health and lifestyle data from more than 33,000 Lower Mainland adults.
- Prioritizes health actions in key areas (e.g. lifestyle behaviours, built environment, key population segments etc) that will reduce chronic disease and injuries.
- Summarizes indicators of health and well-being (tobacco use, physical activity food security), including neighbourhood specific reports

<http://www.myhealthmycommunity.org/Results/CommunityProfiles.aspx>

Food Justice

Greater Vancouver Food Bank – Facilitator Training Workshops (Various)

GVFB partners with local educational and advocacy organizations to offer a wide range of training opportunities for food program facilitators. This includes food-specific skills, as well as complimentary skills and knowledge. These include:

- **Power & Diversity**
- **Levelling Power & Community Engagement**
- **Indigenous Cultural Competency**
- **Food Justice 101**
- **Mental Health First Aid (Basic)**
- **Let's Talk Food Access (food programming for inclusion of people with disabilities)**

Greater Vancouver Food Bank

Food justice identifies the marginalization of certain populations as being experienced in, and reproduced through, food systems inequalities. In Vancouver, these populations may include (but are not limited to) Indigenous people, people of colour, seniors, and people with lower incomes. Considering these inequalities is important in the design and implementation of kitchen-based programming as we work towards inclusive and welcoming neighbourhoods.

<https://www.foodbank.bc.ca/workshop-descriptions/>

Community Food Centres Canada (CFCC)

Written resources and audio-visual information in areas of food justice advocacy, as well as lesson and workshop plans.

<http://thepod.cfccanada.ca/>

<http://goodfoodorganizations.ca/>

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<p>Good Food Organizations is a project of CFCC and supports organizations who are committed to making an impact in areas of health, social justice, and sustainable food systems. It fosters capacity to offer health and dignified food programs in their communities through training, resources, grants, and more.</p>	
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Food Programming and Indigenous Communities

<p>Brad Marsden, Residential School Facilitator Supporting documents and material related to mandatory Residential School training for Park Board staff</p>	<p>http://parkboardmeetings.vancouver.ca/2016/20160111/PRESENTATION-TRCCallsToAction-20160111.pdf</p> <p>http://fireacrossthe land.blogspot.ca/</p>
<p>Indigenous Food Systems Network website A wealth of resources on Indigenous food systems</p>	<p>http://www.indigenousfoodsystems.org/content/resources</p>
<p>Greater Vancouver Food Bank Indigenous Cultural Competency Training 1-day cultural competency training intended for kitchen programming facilitators and volunteers</p>	<p>https://www.foodbank.bc.ca/workshop-descriptions/</p>
<p>Mental Health First Aid - First Nations Kitchen programming facilitators can develop and enhance skills to better support inclusion and wellness of Indigenous participants, grounded in historical context</p>	<p>http://www.mentalhealthfirstaid.ca/en/course-info/courses</p>
<p>PHSA San'yas Indigenous Cultural Safety Training Multiweek facilitated on-line training program to further develop cultural competency, empathy, and promote positive partnerships (developed for health providers; suitable for staff)</p>	<p>http://www.sanyas.ca/</p>
<p>Vancouver Native Health website Links to a range of programs and services. Facilitators wanting to provide information about Indigenous-focused programming and support can look here</p>	<p>http://www.vnhs.net/research</p>
<p>Walking a Balanced Path A guide for facilitators working to support leadership and wellness with Indigenous communities</p>	<p>http://www.decoda.ca/read-all-about-lit/walking-a-balanced-path/</p>

Commercial Kitchen Suppliers & Professional Cleaning Services

<p>Investing in the right food preparation equipment will ensure that your centre's kitchen has long-lasting equipment that can accommodate a whole variety of users, functions</p>	<p>Suggestions for commercial kitchen equipment suppliers:</p> <ul style="list-style-type: none"> • http://www.paragondirect.ca/
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<p>and programs.</p> <p>Doing a quick internet search for ‘commercial kitchen suppliers in Vancouver’ will provide you with a significant number of commercial kitchen equipment providers. Some of these companies will provide both a mix of large cooking equipment, as well as kitchen smallwares (such as larger pots, pans, more industrial style utensils, chafing dishes and food warmers, and equipment for commercial dishwashers). Some companies also offer used equipment as well kitchen design and layout services.</p>	<ul style="list-style-type: none"> • https://pacificrestaurantssupply.com/ • https://abmfoodequipment.com/ • http://www.dunlevyfoodequipment.com/ • https://www.russellfood.ca/home/
<p>Commercial kitchen ventilation systems need to be cleaned regularly to keep them compliant with strict fire, health and insurance regulations. It is best to have the kitchen regularly cleaned on a scheduled basis with a professional cleaner. Cleaning can include:</p> <ul style="list-style-type: none"> • Kitchen grease exhaust systems (including hoods, ducts and fans) • Cooking equipment • Stainless steel counters • Shelving • Dish pits • Tiled walls and floors • Air duct cleaning 	<p>Suggestions for professional kitchen/vent cleaning companies:</p> <ul style="list-style-type: none"> • http://www.preventcleaning.ca/ • https://www.castlecleaningservices.ca/commercial-kitchen-cleaning-services/ • http://www.greaseducks.com/

Planning with Outcomes & Evaluation

<p>A SMART Fund Guide to Using Outcomes to Design & Manage Community Health Activities</p> <p>This planning approach uses visual and mental images to link programs/activities with larger goals. This model challenges us to reach beyond traditional goals and objectives to describe <i>how our community will be changed</i> as a result of this work.</p>	<p>SMART Fund/Vancouver Coastal Health</p> <p>http://www.smartfund.ca/docs/smart_outcomes_guide.pdf</p>
<p>A Developmental Evaluation Primer</p> <p>This guide is useful for understanding ongoing processes of project development. It can also help us to explain the change process to our champions and allies.</p>	<p>The J.W. McConnell Family Foundation</p> <p>http://www.mcconnellfoundation.ca/de/resources/publication/a-developmental-evaluation-primer</p>

Further Reading

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Cidro, J., Adekunle, B., Peters, E. & Martens, T. (2015). Beyond food security: Understanding access to cultural food for Urban Indigenous people in Winnipeg as Indigenous food sovereignty. *Canadian Journal of Urban Research/Revue canadienne de recherche urbaine, Food and the City Special Issue*. 24(1): 24-43.

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Nutrition Resource Centre (2016). *Healthy beverages in recreation settings: Resources to limit sugar-sweetened beverages and promote water consumption*. Retrieved from: <http://opha.on.ca/getmedia/3b9edebf-4bc8-4844-9d49-232eb6484677/Resource-Toolkit-Healthy-Bev-in-Rec-Settings.pdf.aspx?ext=.pdf>

Vancouver Coastal Health (2013). *Food Security in Social Housing Action Framework and Resource Guide*. Vancouver, BC. Retrieved from <https://www.vch.ca/media/Food-Security-in-Social-Housing-Action-Framework-and-Resource-Guide-September-30-2013.pdf>

RECIPES

Chickpea and Vegetable Tagine

Ingredients for 8 Servings	Ingredients for 16 Servings	Instructions:
1 large onion, finely diced	2 large onions, finely diced	<p>In a large pot cook the onion in oil with salt in over moderate heat until golden (about 10 mins.)</p> <p>Add all the spices, lemon rind and garlic and cook until fragrant and well combined, about 2 minutes. Add the water, carrots, potatoes, dried fruit, chickpeas, and tomatoes. Stir occasionally to prevent from burning, gently bring to a slow simmer, and cook until the veggies are almost cooked.</p> <p>Add the zucchini and simmer until all the vegetables are tender. Season to taste and serve.</p>
2 Tbsp. extra-virgin olive oil	4 Tbsp. extra-virgin olive oil	
2 tsp. ground cumin	4 tsp. ground cumin	
2 tsp. of salt	4 tsp. of salt	
1 tsp. paprika	2 tsp. paprika	
1 tsp. of coriander	2 tsp. of coriander	
3 star anise	3 star anise	
1 tsp. of cardamom	2 tsp. of cardamom	
1 tsp. crushed spicy red pepper	1 tsp. crushed spicy red pepper	
1/4 tsp. saffron threads (optional)	1/2 tsp. saffron threads (optional)	
1 tablespoon minced preserved	2 tablespoons minced preserved lemon rind (or regular lemon if not available)	

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lemon rind (or regular lemon if not available)		
2 cinnamon sticks	4 cinnamon sticks	
2 to 3 cloves of garlic, minced	4 to 6 cloves of garlic, minced	
2 cups of water	4 cups of water	
3 carrots, peeled and cut into large segments	6 carrots, peeled and cut into large segments	
2 small/medium potatoes, cut into 2 inch pieces	4 small/medium potatoes, cut into quarters	
½ cup of dried fruit such as raisins, chopped dried apricots or dates (optional)	1 cup of dried fruit such as raisins, chopped dried apricots or dates (optional)	
1 540ml can of chickpeas	2 540ml can of chickpeas OR 1 cup dried chickpeas, soaked overnight and cooked	

OR 1 cup dried chickpeas, soaked overnight and cooked until tender	until tender	
1 796 ml can whole tomatoes, drained and chopped	2 796ml ounce cans of whole tomatoes, drained and chopped	
1 medium zucchini, cut into large 4 inch pieces	1 medium zucchini, cut into large 4 inch pieces	
Salt to taste	Salt to taste	

Herby Green Rice

Ingredients for 8 Servings	Ingredients for 16 Servings	Instructions:
3 cups of brown basmati or long grain rice	6 cups of brown basmati or long grain rice	Rice can be presoaked overnight or for a few hours to speed up cooking time. Cook rice until tender and all the water is absorbed (about 30-40 mins). Fluff with a fork, and let rest for 5-10 minutes covered with a lid.
5 cups of water	10 cups of water	
2 tsp. of salt	4 tsp. of salt	
2 cups of fresh herbs, washed and roughly chopped (parsley, basil, dill, cilantro, mint, green onions)	4 cups of fresh herbs, washed and roughly chopped (parsley, basil, dill, cilantro, mint, green onions)	

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3 Tbsp. of fresh lemon juice	6 Tbsp. of fresh lemon juice	While the rice is cooking, put 2 cups of mixed fresh herbs with lemon juice, olive oil and water. Blend until smooth.
2 Tbsp. of olive oil	4 Tbsp. of olive oil	
¼ cup of water for blending	1/2 cup of water for blending	
		After the rice has sat and is still warm, add the herb mixture. Mix until completely combined and serve as soon as possible.

Crispy Vegetable Slaw

Ingredients for 8 Servings	Ingredients for 16 Servings	Instructions:
½ a small green cabbage, as thinly sliced as possible	1 small green cabbage, as thinly sliced as possible	Wash and prepare all vegetables. Combine in a large bowl. Toast pumpkin seeds on low to medium heat until they are slightly browned and start to pop. Cool. <u>For dressing:</u> in a small bowl whisk together honey and vinegar, and add yogurt, salt and shallots. Whisk oil in slowly until fully combined. Season to taste. Just before serving, add dressing to vegetables and seeds and toss to fully combine.
2 carrots, peeled and julienned	4 carrots, peeled and julienned	
5 radishes, washed and sliced thinly	10 radishes, washed and sliced thinly	
1 small kohlrabi, peeled and julienned	2 small kohlrabi, peeled and julienned	
1 apple, peeled and thinly sliced	2 apples, cored and thinly sliced	
2 Tbsp. or so of freshly minced herbs (such as parsley, dill, or mint)	2 Tbsp. or so of freshly minced herbs (such as parsley, dill, or mint)	
½ cup of pumpkin and/or sunflower seeds, toasted	1 cup of pumpkin and/or sunflower seeds, toasted	
Dressing:		
½ cup of natural yogurt	1 cup of natural yogurt	
2 tsp. of honey	4 tsp. of honey	
3 Tbsp. of apple cider vinegar	6 Tbsp. of apple cider vinegar	
1/2 cup of olive oil	½ cup of olive oil	
2 Tbsp. of finely minced shallot or red	4 Tbsp. of finely minced shallot or red onion	

onion		
Salt and freshly ground pepper to taste	Salt and freshly ground pepper to taste	

Apple Pudding Cake

Ingredients for 8 Servings	Ingredients for 16 Servings	Instructions
3 cups all-purpose flour (375g)	6 cups all-purpose flour (375g)	Preheat oven to 350° F.
1 cup packed brown sugar (100g)	2 cups packed brown sugar (100g)	<p><u>Make the pudding batter:</u> In a medium bowl, mix together the flour, sugar, baking powder, salt and cinnamon. In a small bowl, mix together the milk, melted butter and vanilla.</p>
6 tsp. baking powder	12 tsp. baking powder	
¾ tsp. salt	1 ½ tsp. salt	<p>Add the wet ingredients to the dry ingredients. Stir to combine well. Add cut apples, rhubarb and optional nuts and. Spread batter in to the bottom of a greased 8-cup baking dish.</p>
¾ tsp. cinnamon	1 ½ tsp. cinnamon	
1 ½ cups milk (360 ml)	3 cups milk (360 ml)	
2 tsp. of vanilla	4 tsp. of vanilla	<p><u>Prepare the sauce:</u> In a medium bowl mix together the brown sugar and flour. Add the boiling water, butter, vanilla and salt. Stir to combine and melt butter. Gently pour over batter, being sure to leave ¾-1 inch of room at the top of the baking dish.</p> <p>Bake in pre-heated 350° oven for 35-40 minutes or until toothpick in centre comes out clean when inserted in the top cake part. Pudding will have formed a cake-like top with lots of sauce underneath. Allow to cool for 5 minutes, and enjoy warm.</p>
6 Tbsp. butter, melted	12 Tbsp. butter, melted	
1 cup of rhubarb, cut into small pieces	2 cups of rhubarb, cut into small pieces	
1 cups of apples, chopped into small pieces	2 cups apples, chopped into small pieces	
1/2 cup of chopped nuts (optional)	1 cup of chopped nuts (optional)	
Sauce:		
1 cup packed brown sugar (600g)	2 cups packed brown sugar (600g)	
3 Tbsp. all-purpose flour	6 Tbsp. all-purpose flour	
4 cups boiling water (1200ml)	8 cups boiling water (1200ml)	

PUTTING YOUR KITCHEN TO WORK

3 Tbsp. butter, softened	6 Tbsp. butter, softened	
6 tsp. vanilla	12 tsp. vanilla	
Generous pinch of salt	Generous pinch of salt	

RECIPE CHALLENGE ACTIVITIES

Carrot Cake Energy Balls

Challenge:

- There are ***no instructions*** for this group. Look at the picture. **Hint:** Carrots need to be finely grated and you need to make twice the recipe.
- Choose 2 people to determine the instructions together. Then communicate these instructions to the group.
- Choose 2/3 people to prep ingredients and make the recipe



Ingredients:

1/2 cup dates, pitted
1/2 cup dried apricots or other dried fruit
5 cup almond flour or other nut flour
1 cup of finely grated carrots
1 cup of quick cook oats
1 tsp. Cinnamon
1/2 tsp. Vanilla

- 2 Tbsp. honey
- 2 Tbsp. Nut butter
- 1 Tbsp. cocoa powder, sifted
- 3 cups of grated coconut

Salad Jars

Challenge:

Pay attention to your instructions! There are a few missing instructions and ingredients that aren't included in the recipe that you need to work with. As a group, determine what the missing elements are and figure out how you will divide labour of prepping and putting the recipe elements together.

Ingredients:

- 4 cans of mixed beans and corn
- 2 bunches of curly kale
- 1/2 cup of chopped Cilantro or parsley(optional)
- 1 red onion
- 4 cups of cooked quinoa
- 4 cups of red cabbage, sliced thinly

Dressing;

- 1 1/2 cups of olive oil
- 1/2 cup apple cider vinegar
- 2 Tbsp. Dijon mustard
- 1 Tbsp. chili powder
- 2 tsp. of cumin
- 4 tbsp. Tomato paste
- 1 small clove of garlic
- 2 tsp. Honey
- Salt to taste

For the dressing, add all ingredients into the mason jar. Blend with hand blender. You can also use a blender instead to combine ingredients.

Instructions:

- Mix beans together with red onions and cilantro.
- Strip kale from stems, chop finely. Toss with dressing, massaging well.
- To make salads, first layer quinoa, red cabbage, then kale
- When ready to eat mix well (try giving it a shake!)

(missing ingredients are 2 cups of toasted pumpkin seeds, 4 chopped avocados)

Smoothie

Challenge:

- 2 people will each have some of the instructions. They need to communicate these instructions in turns to the group so they can make the recipe. They do not know what the other person has for instructions.

- There is one rule--you are not allowed to say 'NO' or speak in the negative. You can only speak in the positive.
- Choose 2 people to prep ingredients, make the recipe and serve the smoothie to the larger group.

Ingredients:

- 1/2 cup of frozen cranberries (or other tart frozen fruit—pitted cherries are delicious!)
- 10 pitted dates
- 2 Tbsp. of soaked pumpkin seeds
- 1 ripe pear
- 1 banana
- 1/2 tsp. Vanilla extract
- 2 cups of milk or non-dairy milk
- 1 tsp. of orange zest

Instructions 1:

- You will double the recipe.
- Cut dates into small pieces
- Wash and dry pear. Cut and core. Chop into small pieces.

Instructions 2:

- Peel and cut banana
- Zest orange
- Add all ingredients and blend until smooth. Serve

Edamame Avocado Dip

Challenge:

- 2-3 people will be prepping/making the food
- 1 person will have the ingredients and amounts
- 1 person will have the recipe instructions. Their role is to instruct the small group to make the food
- The recipe needs to be served to the large group on small plates

Ingredients:

- 1 package shelled edamame (green soybeans), 1 lb
 - 4 green onions, cleaned and finely chopped
 - 1/2 cup roughly chopped cilantro
 - 5 tablespoons olive oil
 - 4 large avocado, peeled, pitted and cubed
 - 3 lemons, juiced
 - 2 Tbsp. cumin powder
 - salt and to taste
 - Tortilla chips for dipping
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Instructions:

- Rinse and pat dry cilantro with paper towel
- Finely chop stems and roughly chop leaves.
- Trim, and clean green onions. Mince finely
- Blend edamame, avocado, olive oil, lemon and cumin powder in food processor. Scrape down sides and continue to blend until smooth. You may need to add a small amount of water to make it liquid enough to blend.
- Add cilantro and green onions. Blend again slightly.
- Season to taste.
- Serve with tortilla chips or veggie sticks