



CITY OF HAMILTON
PUBLIC HEALTH SERVICES
Healthy Living Division

TO:	Mayor and Members Board of Health
COMMITTEE DATE:	November 16, 2015
SUBJECT/REPORT NO:	Food Advisory Committee - BOH15029 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Dr. Ninh Tran (905) 546-2424 Ext. 2169 Sandy Skrzypczyk (905) 546-2424 Ext. 3523
SUBMITTED BY & SIGNATURES:	Ellen Pezzetta Director, Healthy Living Division Public Health Services Department Dr. Ninh Tran Associate Medical Officer of Health Public Health Services Department

RECOMMENDATION

- (a) That the roles and responsibilities respecting emergency food from the Food and Shelter Advisory Committee and community food security continuum from the Community Food Security Stakeholder Committee mandates be reallocated to the new advisory committee, Food Advisory Committee, being established for the 2014-2018 term of Council;
- (b) That the mandate for the new advisory committee be, “the Food Advisory Committee will support and advise on the implementation of Hamilton’s Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level, based on internationally recognized principles of healthy public policy and best practices/available evidence”;

- (c) That the draft Terms of Reference for the Food Advisory Committee, attached as Appendix A to Report BOH15029, be approved;
- (d) That two (2) members of City Council be appointed as representatives to the Food Advisory Committee, with a requirement for each member to attend at least one (1) meeting per year;
- (e) That three (3) members of City Council be appointed to the recruitment process for the Food Advisory Committee (plus two alternates), including one to two (1-2) from the disbanded Food and Shelter Committees and Community Food Security Stakeholders Committee;
- (f) That for 2016, a base budget of \$1,500 be established within the Legislative budget to support the Food Advisory Committee.

EXECUTIVE SUMMARY

Up until July 2015, the City had two volunteer advisory committees addressing food security that resulted in limited collaboration and coordination on policies and programs between the two committees. Staff resources were allocated to support both committees and were required to consult both committees on City food-related issues. Often this resulted in conflicting feedback from each committee on how to address food security based on their respective expertise and approaches to food security.

Public Health Services supports the merging of the roles and responsibilities respecting emergency food from the Food and Shelter Advisory Committee and community food security continuum from the Community Food Security Stakeholder Committee mandates into a new Food Advisory Committee to be established for the 2014-2018 term of Council.

The proposed mandate for the new food advisory committee is, “the Food Advisory Committee will support and advise on the implementation of Hamilton’s Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence.”

Draft Terms of Reference for the Food Advisory Committee detailing the mandate, membership, roles, responsibilities, and procedural processes have been developed and are attached for the consideration of the Board of Health (Appendix A to Report BOH15029).

Alternatives for Consideration – See Page 9

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: \$1500 annually to cover refreshments, parking, and costs associated with committee work and activities, such as printing, displays, etc.

Staffing: Public Health Services will provide 0.2 FTE for Staff Liaison to provide support and coordination. In addition, staff representation is recommended from Planning & Economic Development, Community & Emergency Services, and Public Works to attend committee meetings and provide content expertise as needed. Staffing support from Clerks will be required to advise and respond to procedural issues as necessary. Two (2) members of City Council will be appointed as representatives to the Food Advisory Committee with a requirement for each Councillor to attend a minimum of (but not limited to) one (1) meeting per year.

Legal: There are no Legal implications associated with Report BOH15029.

HISTORICAL BACKGROUND

On March 14, 2002, Report SPH2009 established the creation of the Food and Shelter Committee with the mandate “to provide policy recommendations to Committee of the Whole regarding social and health policies for persons for whom barriers exist to safe and affordable housing and nutritious food.” This advisory committee focused on food insecurity issues in particular for citizens with limited economic access to food and who often relied on emergency food programs.

At the Board of Health meeting on June 25, 2007, the following motion was carried in response to Food Security BOH07031 (Item 7.1), “That Public Health Services staff be directed to form a stakeholders’ committee to develop a food continuum policy and strategic action plan with community input.” This resulted in the creation of the Community Food Security Stakeholders Committee that focused on broad food system and community food security issues that impact food access for all citizens.

On September 17, 2014, the General Issues Committee was presented with Report CL14010, which recommended the merging of like Advisory Committees and the disbanding of a number of Advisory Committees, as well as recommendations pertaining to Sub-Committees. This report recommended that the Community Food Security Stakeholders Committee and the food aspects of Food and Shelter Committee be merged into one Food Strategy Committee. Consideration of options for the 16 Advisory Committees was deferred to the 2014 – 2018 term of Council following a further review by staff.

On July 6, 2015, the General Issues Committee received Report CM15007, which recommended that Public Health Services staff report back to the Board of Health in the Fall 2015, reallocating the roles and responsibilities respecting emergency food of the

Food and Shelter Advisory Committee and the food continuum of the Community Food Security Stakeholder Committee to a newly formed food advisory committee with a mandate to support and inform the Food Strategy, and address food related issues.

During July and August 2015, Public Health Services staff conducted a review of Hamilton's disbanded food-related advisory committees' mandates, Terms of Reference and minutes, Canadian municipal food advisory committees, and relevant City reports. Staff consulted with the past Chairs and interested members of the Food and Shelter Advisory Committee, Community Food Security Stakeholders, staff liaisons, and Clerks staff. In addition, input was sought from the interdepartmental Food Strategy Steering Team, which consists of representation from four City departments. Feedback was obtained on the draft Terms of Reference for the new food advisory committee, with a focus on its mandate, membership, roles, responsibilities, and procedural processes.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Not Applicable

RELEVANT CONSULTATION

In preparation for developing the new food advisory committee mandate, Terms of Reference and minutes, and numerous documents were reviewed, such as:

- The recommendation report of March 12, 2002: New Food and Shelter Committee (Report SPH02009);
- The BOH Information Report of June 6, 2006: Food Security: Planning Strategy and Approach to Policy Development (Report PH6024);
- The BOH Recommendation Report of June 15, 2007: Food Security (BOH07031);
- The recommendation report of September 22, 2010: Amendments to Food, Shelter and Housing Advisory Committee (Report CS10088);
- The recommendation report, received by the General Issues Committee on September 24, 2014: Establishment of City of Hamilton's Advisory/Sub-Committees/Volunteer Committees and the Citizen Engagement Process (Report CL14010);
- The recommendation report of July 7, 2015: Review of the City of Hamilton's Advisory Committees (Report CM15007);
- Food and Shelter Advisory Committee's mandate, Terms of Reference, and minutes;

- Community Food Security Stakeholders Committee's mandate, Terms of Reference, and minutes;
- Advisory Committee Procedural Handbook, update of May 2015; and,
- Mandates and Terms of References from several Canadian municipal food advisory committees, including Toronto Food Policy Council, Chatham-Kent Food Policy Council, Halton Food Council, Edmonton Food Council, and Vancouver Food Policy Council.

Based on a review of these documents staff developed a draft Food Advisory Committee Terms of Reference (TOR) to guide discussions with the most recent past Chairs and interested members of Food and Shelter Advisory Committee and Community Food Security Stakeholder Committee. Staff consulted with Clerks to ensure procedural processes were accurate and in accordance with recommended practices. In addition, the interdepartmental Food Strategy Steering Team was consulted in the development of the mandate and TOR.

Consultations occurred in August 2015, focusing on the key elements of the draft TOR, including the mandate, membership composition, roles and responsibilities, and procedural processes for the new Food Advisory Committee. The past advisory committee members who provided feedback were in general agreement with the mandate and membership for the new food advisory committee. While there was not full agreement on issues raised, the following is a summary of feedback from the past committee members:

- Food security and ensuring everyone has access to food is considered a priority for this committee to address;
- All aspects of food security (from individual food insecurity to the broader food system) need to be addressed and given equal attention by the new food committee;
- Some members expressed concern about the mix of citizens and service providers and large and small scale farmers/food industry being able to function together at the same table;
- Enhancing the opportunity for diverse representation from across the food system to collaborate would be positive; however, it is recognized that initially it will take time for the members to learn about and respect each other's perspectives;
- Clear communication and orientation about the new food committee's mandate, roles, responsibilities, and procedural processes were welcomed;

- Concern was expressed that if the role of the Secretary was assigned to a citizen member that it would be difficult to fulfill without support from staff;
- Council and staff liaison support was necessary and appreciated in order for the committee to function well and feel valued; and,
- Staff liaison representation from all relevant City departments is considered crucial for the new committee members to be informed about City procedures, and in turn, inform City staff based on their expertise and experience.

ANALYSIS AND RATIONAL FOR RECOMMENDATION

Up until July 2015, the City had two volunteer advisory committees addressing food security that resulted in limited collaboration and coordination on policies and programs between the two committees. Staff resources were allocated to support both committees and were required to consult both committees on City food-related issues. Often, this resulted in conflicting feedback from each committee on how to address food security based on their respective expertise and approaches to food security.

Food insecurity and community food security are terms that are often used interchangeable; however, over time they have been defined as two separate approaches to food security. The term food insecurity is generally used to describe limited economic and physical access to food at an individual or household level. Community food security builds on previous definitions of food insecurity by highlighting the importance of considering sustainability, social justice, community self-reliance, and using a food systems lens when working to achieve food security for all people, including those most at risk (Dietitians of Canada, 2007¹; Hamm & Bellows, 2003²).

Individual, household, and community food security strategies are not discrete processes and outcomes, but are located within a continuum of food security. The food security continuum considers approaches within three categories: 1) Short term relief actions to provide temporary or immediate relief to hunger, generally at the individual and/or household level; 2) Capacity building actions involving people experiencing food insecurity, and strengthening current food systems through partnerships and networks; 3) Long-term strategies that are broader in scope to ensure all citizens have access to food from a healthy, sustainable and just food system.

Hamilton's Food Strategy proposed vision is, "A city with a sustainable food system where all people at all times have economic and physical access to enough safe, nutritious food to meet their dietary needs and food preferences". The proposed goals and actions for the Food Strategy are being developed based on a food system framework, which will require ongoing commitment from many stakeholders from the entire food system in order to achieve them.

Public Health Services recommends the new Food Advisory Committee's mandate be to support and advise on the implementation of Hamilton's Food Strategy, and the development of inclusive and comprehensive food related policies and programs at the individual, household, and community/population level based on internationally recognized principles of healthy public policy and best practices/available evidence. This mandate will ensure that the Food Advisory Committee will increase the coordination, capacity, and effectiveness of Hamilton's forthcoming Food Strategy and the City's ability to engage the community on relevant and timely food issues and all food-related policies and programs.

Membership Composition

An examination of similar food advisory committees from other cities shows that they consist of a range of 12 to 29 members. It is recommended that the new Food Advisory Committee be comprised of 13 to 18 voting members. Individuals who do not live in Hamilton but work in the City of Hamilton in a food-related business or organization would be eligible for membership on the Food Advisory Committee based on their ability to advise on food policies and programs in the City.

It is recommended that the composition of the Food Advisory Committee include representation from all components within the food system as follows:

- Food Production: two to three (2-3) members (e.g., representation from rural and urban agriculture; including large and small scale farmers, gardeners, soil specialists, and horticulturalists)
- Processing & Distribution: two to three (2-3) members (representation from large and small scale food production and distribution; including food entrepreneurs, managers/operators of incubators, food banks, food hubs, food box delivery programs, warehousing, storage, etc.)
- Buying & Selling: two to three (2-3) members (e.g., representation from large and small scale food retail; including grocers, restaurateurs, Farmers Markets managers, social enterprise food entrepreneurs, specialty food stores owners, street vendors, etc.).
- Consumption: two to three (2-3) members (e.g., representation from community and neighbourhood based food programs and cultural groups; including food literacy educators, consumers, chefs, food enthusiasts, etc.)
- Food Waste Management: two to three (2-3) members (representation from food waste management; including researchers/consultants, managers, operators of environmental groups, gleaning programs, experts/experienced individuals in composting/resource management, etc.)

- Three (3) members at large (citizens at large, local food advocates, etc.)
- Two (2) City Councillors (non-voting, one representing urban and one representing rural wards)

City Staff Liaisons

City of Hamilton staff will be assigned to this committee as non-voting members to provide technical and content expertise and support, including:

- Public Health Services: one to two (1-2) with expertise in nutrition, food systems, policy, and health protection
- Community and Emergency Services: one to two (1-2) with expertise in social policy and community programs
- Planning and Economic Development: one to two (1-2) with expertise in land use planning, licensing, and economic development related to agriculture and food
- Public Works Department: one to two (1-2) with expertise in urban agriculture and food waste management

Councillor Liaisons

In accordance with other advisory committees, two (2) members of City Council will be appointed as representatives to the Food Advisory Committee. Past committee members have clearly indicated that frequent attendance by the Councillor liaisons is desired and valued. Council members who are appointed as liaisons would not count toward the committee's quorum and would not have voting privileges.

Roles, Responsibilities, and Procedural Processes

Lack of knowledge regarding procedural processes has been identified through the review of the minutes and reflected in some past actions by the members of the disbanded food-related advisory committees. Based on the Advisory Committee Procedural Handbook prepared by Office of the City Clerk, Legislative Section, May 2015, the Food Advisory Committee's roles and responsibilities, and procedural processes are provided in the TOR. This provides potential applicants the information required to have an understanding of the expectations for members and will act as a reference once the committee is established.

For continuity, staff recommend that one to two (1-2) Councillor Liaisons from the disbanded Community Food Security Stakeholders Committee and Food and Shelter Advisory Committee be included in the Interview Sub-Committee (i.e., Councillors Merulla, Pasuta, Collins, or A. Johnson).

ALTERNATIVES FOR CONSIDERATION

Not supporting the formation of a Food Advisory Committee that considers all aspects of food security at the individual, household, and community level with representation from stakeholders within all components of the food system.

The lack of a food advisory committee with a comprehensive approach to food security would result in the continuation of uncoordinated, less effective approaches to food security that are not sustainable, not best practice, nor the best use of City resources.

Financial: The specific impact is unknown, but it is anticipated that the funding of food actions will increase because they will not be streamlined toward common goals and funds may be allocated to actions that do not align with best practices and the forthcoming corporate Food Strategy.

Staffing: Staffing requirements could increase to assess and act on the many requests for food initiatives and funding that address similar food security issues, thus reducing the cost effectiveness of City resources.

Legal: No legal implications.

Policy: The specific policy implications are unknown; however, requests for food policies from community stakeholders not affiliated with, or informed by, an advisory committee regarding food, may not align with the goals of the Food Strategy and other corporate strategic plans, and, the City will not have an established community forum for the exchange of information and advice on proposed food policies.

ALIGNMENT TO THE 2012 – 2015 STRATEGIC PLAN

Strategic Priority #1

A Prosperous & Healthy Community

WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.

Strategic Objective

1.5 Support the development and implementation of neighbourhood and City wide strategies that will improve the health and well-being of residents.

Strategic Priority #2

Valued & Sustainable Services

WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.

Strategic Objective

2.2 Improve the City's approach to engaging and informing citizens and stakeholders.

APPENDICES AND SCHEDULES ATTACHED

Appendix A to Report BOH15029 – Food Advisory Committee Terms of Reference

REFERENCES

- 1 Dietitians of Canada. (2007). Community food security: a position of Dietitians of Canada. Retrieved from <http://www.dietitians.ca/>
- 2 Hamm, M.W., & Bellows, A.C. (2003). Community food security: background and future directions. J Nutr Educ Behav, 35 (1): 37-43.