



**CITY OF HAMILTON**  
**PUBLIC HEALTH SERVICES**  
 Healthy Environments Division

<b>TO:</b>	Mayor and Members Board of Health
<b>COMMITTEE DATE:</b>	June 19, 2017
<b>SUBJECT/REPORT NO:</b>	Food Strategy Implementation Process for Priority Action 1 BOH13001(e) (City Wide) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Sandy Skrzypczyk (905) 546-2424, Ext. 3523
<b>SUBMITTED BY:</b>	Kevin McDonald (A) Director, Healthy Environments Division Public Health Services Department
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That the Board of Health approve the Food Initiatives Criteria Process and Checklist for Funding Requests, attached as Appendix A to Report BOH13001(e); and
- (b) That the item be removed from the Outstanding Business List.

**EXECUTIVE SUMMARY**

In 2016, Council endorsed the Hamilton Food Strategy: A Healthy, Sustainable, and Just Food System for All - a ten year strategy that sets direction for resource allocation and decisions for how the City and community will address food issues. The Food Strategy builds on our assets and is a holistic food systems approach to integrate municipal food decisions from separate policy and program areas.

While Hamilton has a rich history of food actions with many positive outcomes, some actions have led to stand-alone policies and programs that require monetary and staffing resources. Council and/or staff often receive funding requests for “stand-alone or one-off” food programs and actions that may not be sustainable, supported by evidence/best practices, or in alignment with the Food Strategy’s principles, goals, and actions.

The City currently offers Community Funding and Grants Programs that are open for community stakeholders to apply to in competition with other applicants. However, this does not preclude some community stakeholders from approaching the City for funding and/or resources for food initiatives outside of this existing City funding and grant structure.

The proposed *Food Initiatives Criteria Process and Checklist for Funding Requests* is in response to Council's request for direction to help facilitate decision-making when these requests come forward from community stakeholders. A transparent funding process with criteria ensures fairness and a level playing field among all community stakeholders and ensures funding is allocated to be in alignment with the City's Food Strategy.

***Alternatives for Consideration – See Page 9***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)**

Financial: There are no immediate financial implications within the recommendations in Report BOH13001(e). Any resulting recommendation to endorse a requester's proposal for funding of a community food initiative will identify the financial costs to the City that require approval by the appropriate Standing Committee and Council.

Staffing: Other than the interdepartmental Food Strategy Steering Team staffing to complete the *Food Initiatives Criteria Process and Checklist for Funding Requests*, there are no staffing implications associated with the recommendations in Report BOH130013(e).

Legal: There are no legal implications associated with the recommendations in Report BOH13001(e).

**HISTORICAL BACKGROUND (Chronology of events)**

In August 2012, Public Health Services was directed by the Board of Health to lead the development of the Food Strategy in collaboration with Planning and Economic Development, Community and Emergency Services, and Public Works. In July 2013, the interdepartmental Food Strategy Steering Team (FSST) was formed with representatives from these four City departments.

Between late 2013 to June 2014, the FSST completed an internal departmental environmental scan of City resources allocated toward food initiatives. The scan identified that Hamilton is addressing many components within the food system and that there are a number of gaps and opportunities to shift what the City is currently doing, to be innovative, and to build on existing actions and community assets.

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In August 2016, the *Hamilton Food Strategy – A Healthy, Sustainable, and Just Food System for All* was endorsed by the Board of Health. The Food Strategy has four overarching Goals, 14 food systems Recommendations, and 46 Actions to be achieved over the next 10 years.

Of the 46 Actions, five Priority Actions were identified to focus on first based on the following criteria:

- Achievable within 2016/17 to 2019,
- Within the Municipality's jurisdiction/control,
- Resources are available for implementation,
- Contribute to meeting more than one Food Strategy Goal, and
- Align with at least one or more key Food Strategy themes.

Since August 2016, the FSST in collaboration with the Food Advisory Committee and other community stakeholders have been addressing the Food Strategy's five Priority Actions and the development of the Food Strategy's implementation plan. The first Priority Action that the FSST and the Food Advisory Committee have focused on is:

1. *Funding Criteria Process*: Create a formal, transparent process for requests for municipal funding for community food programs as they arise at any City of Hamilton subcommittee meetings or by Council via Council motions, delegations, or staff direction.

The Board of Health's approval of the *Food Initiatives Criteria Process and Checklist for Funding Requests* outlined within this report achieves the successful fulfilment of this Food Strategy Priority Action.

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

There are no policy implications or legislated requirements associated with the recommendations in Report BOH13001 (e).

## **RELEVANT CONSULTATION**

The Food Advisory Committee (FAC), a citizen committee with the mandate to advise and support the implementation of the Food Strategy, has been integral in the development of the *Food Initiatives Criteria Process and Checklist for Funding Requests* to address the Food Strategy's Priority Action 1. The FAC formed a Priority Action 1 subcommittee and met several times to draft criteria that could be incorporated into a funding criteria checklist. The FSST has reviewed and considered the FAC's recommendations, attached as Appendix B to Report BOH 13001(e), and their recommendations are strongly reflected in the proposed *Food Initiatives Criteria*

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*Process and Checklist for Funding Requests*, as identified in Table 1 below. The FAC supports the recommendations in Report BOH13001 (e).

**Table 1: Alignment of Proposed *Food Initiatives Criteria Process and Checklist for Funding Requests* and the Food Advisory Committee Recommendations. (Refer to Appendix B for Food Advisory Committee Recommendations Priority 1.)**

<b>Food Advisory Committee Recommendations</b>	<b>Proposed Food Initiatives Criteria Process and Checklist for Funding Requests</b>
<b>Recommendations 1, 2, &amp; 4</b>	The Checklist fulfils the request for an evaluation tool and includes the majority of the FAC's key considerations for evaluation criteria.
<b>Recommendation 3</b>	<p>Currently, businesses are not eligible to apply for Hamilton Community Funding and Grant Programs; consideration of businesses to request City funds for food initiatives would be at the discretion of Council or outside of the scope of this Process and Checklist. Requests for assistance from small businesses may be better directed to work with the City's Small Business Enterprise Centre.</p> <p>In keeping with the City's budget process, all requests for budget items are required to be submitted yearly for review.</p> <p>The City Enrichment Fund has opportunities for applicants to submit new applications through its various streams. Interested stakeholders should consult the General Guidelines for the program and follow up with each stream staff lead for specific details.</p>
<b>Recommendations 5, 6, &amp; 7</b>	The Process Step 3 addresses these recommendations by providing the requestor access to the completed Criteria Checklist and staff report at the time that these are submitted to Council for the final decision regarding the request.
<b>Recommendation 8</b>	Staff who oversee City Enrichment Fund Programs that could be relevant to food initiatives have been informed of this recommendation for their consideration and review of existing communications regarding City Enrichment Fund Programs.
<b>Recommendation 9</b>	All recipients of City Enrichment Funds are required

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<b>Food Advisory Committee Recommendations</b>	<b>Proposed Food Initiatives Criteria Process and Checklist for Funding Requests</b>
	to submit a report. Recipients who receive City funds outside of the City’s Community Funding & Grants Programs should also be required to submit a report.
<b>Recommendation 10</b>	Staff concurs that a review of the proposed <i>Food Initiatives Criteria Process and Checklist for Funding Requests</i> should be conducted after an appropriate length of time after its implementation.

**ANALYSIS AND RATIONALE FOR RECOMMENDATION  
(Include Performance Measurement/Benchmarking Data if applicable)**

A healthy food system is one where all the processes involved in food production to food waste management work together to enhance the environmental, economic, social, and nutritional health of a community. The Food Strategy takes a holistic food systems approach that builds on and extends existing and new food actions through a coordinated approach within a larger framework, including ensuring that City funds are administered toward food initiatives in a fiscally responsible and cost effective approach.

**Existing City Approach to Funding Community Initiatives**

The City of Hamilton provides several established Community Funding and Grant Programs, each with specific mandates and criteria:

<b>Funding Program</b>	<b>Focus</b>	<b>Who Can Apply</b>
City Enrichment Fund	Funding in the areas of Agriculture, Arts, Communities, Culture & Heritage, Community Services, Environmental, Sport & Active Lifestyles	<ul style="list-style-type: none"> <li>• Incorporated not-for-profit organizations</li> <li>• Organizations with a charitable number</li> <li>• Community associations</li> <li>• Unincorporated groups with not-for-profit goals and governance structure.</li> <li>• Individual artists and collectives (Arts</li> </ul>

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<b>Funding Program</b>	<b>Focus</b>	<b>Who Can Apply</b>
		Program Only)
Hamilton Future Fund	Funding for various City and community organizations, projects, and initiatives	<ul style="list-style-type: none"> <li>• Departments, Agencies, or Boards</li> </ul>
Neighbourhood Engagement Matching Grant Program (pilot project ending December 2017)	Provides one-time matching funds to support neighbourhood and place-based grassroots initiatives across all neighbourhoods in the City	<ul style="list-style-type: none"> <li>• Informal &amp; formal groups</li> <li>• Non-profit organizations depending on amount requested</li> </ul>

**Why the Need for the Food Initiatives Criteria Process and Checklist for Funding Requests**

The City of Hamilton often receives “one-off” requests for funding and/or staff resources from community stakeholders for food initiatives, such as events or projects/programs that support, sustain, promote, inform, educate, celebrate, and preserve the local food sector, or provide access to food.

The *Food Initiatives Criteria Process and Checklist for Funding Requests* is a tool to help Council and the FSST assess these one-off funding requests that are received from community stakeholders. These requests for City funds and/or staff resources for food initiatives come through various channels outside the established City funding and grant structure outlined above, such as the requester approaches a Councillor and Ward funds are used, one or more Councillors are approached for support to fund their food initiative, or delegations are made to a Standing Committee. The requests for City funds and resources are submitted mainly from various non-profit organizations and community groups.

Despite the City’s Community Funding and Grant Programs that are in place, approximately five requests have come forward in the past 2-3 years that Public Health Services staff know of and have addressed. This is a result of delegations to the Board of Health requesting funding for a food initiative and community stakeholders approaching Councillors with project proposals requesting financial and/or staff support or to bring forward a motion in support of their food initiative. Some potential funding sources that have contributed to these food initiatives include Area Rating, departmental budgets, budget enhancements, or City reserve funds.

In addition to direct financial costs, these requests impact staffing because they have to set aside other projects within their work plans to explore potential internal funding

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options, assist in the coordination or evaluation of the project, or grant proposal writing on behalf of the community stakeholder.

Currently, there is a gap in a coordinated approach to respond to these community requests for municipal funding for food initiatives that the City receives outside of Hamilton's existing Community Funding and Grant Programs process. While the Food Strategy provides the guidance to focus on specific goals, recommendations, and actions, the lack of a mechanism that is transparent and fair to address these one-off food initiative funding requests can hinder the full and cost effective implementation of the Food Strategy.

In addition, the existing reactionary approach to one-off food initiative funding requests limits the time required to review the projects to make informed decisions and may lead to City funds being allocated toward food initiatives that are:

- Not evidence informed or best practise,
- Not in alignment with the Food Strategy or other City strategies, or
- Not beneficial to the whole community.

### **A Fair Transparent Approach to Address Community Food Initiatives Requests for City Funds**

The *Food Initiatives Criteria Process and Checklist for Funding Requests* provide a fair and transparent approach for Council and staff to respond to community requests for City funds that are received outside of the City's existing funding and granting structures. Establishing transparent criteria in alignment with the Food Strategy and the City Strategic Plan provides the standard by which the City is able to make an informed judgment or decision and treat all one-off requests fairly.

The goals of the *Food Initiatives Criteria Process and Checklist for Funding Requests* are to:

- Treat all of the one-off funding requests transparently, fairly and consistently.
- Provide a proactive approach to assess requests.
- Provide Council with information and recommendations to help them decide whether to allocate City funds and/or other resources, such as staff time, toward these requests.

Council ultimately retains the right to make the final decision whether to allocate funds, including the amount of funds toward proposals/requests received from the community.

The proposed *Food Initiatives Criteria Process and Checklist for Funding Requests* is **not** meant to:

- Imply that a new grant program or City Enrichment Fund stream has been established.
- Guarantee that City funds and/or other resources will be made available for community stakeholders requests for food initiatives outside of the existing Community Funding and Grants Programs.
- Encourage or invite community stakeholders to submit funding requests outside of the Community Funding and Grants Programs.

### **Process for Food Initiatives Funding Requests**

#### **Step 1**

- Any food initiative request for City funds that occurs outside of the Community Funding and Grants Programs should be provided in writing by the requestor.
- Once received by Council, a Standing Committee, or Staff, the written proposal should be directed to the Food Strategy Steering Team (FSST).

#### **Step 2**

- At the next scheduled FSST meeting, which generally occurs monthly throughout the year, staff will review the proposal and assess it according to the criteria as per the *Food Initiatives Funding Request Checklist*. Depending on the complexity of the request, additional time may be required to complete the *Checklist*.

#### **Step 3**

- Staff will report back to the Board of Health or appropriate Standing Committee with the completed *Food Initiatives Funding Request Checklist* and recommendations regarding the proposal in question.
- Council decides to accept or not accept staff's recommendations.
- Requestor is notified of the date that the request in question will be discussed at the Board of Health or appropriate Standing Committee and when the agenda and supporting report will be posted on the City's website. This will provide the opportunity for the requestor to review the completed *Food Initiatives Funding Request Checklist* and staff report. The requestor can choose to attend the relevant meeting to hear if Council endorses the staff recommendations. This also provides the requestor the opportunity to come prepared to make a delegation or submit a written response.

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**Information Requirements from Requestor and Funding Request Checklist**

To assess the proposed food initiative, the requestor will be required to provide the follow information:

**1. Details of the Project/Program**

- a. Has the project been done in other municipalities?
- b. Is this program/project being undertaken as a pilot, and if successful would it be expanded in the future?
- c. Has the organization undertaken other food initiatives?
- d. Describe a general overview of the business plan.

**2. Food Strategy**

- a. Alignment with Food Strategy Goals and Recommendations, and
- b. Implementation of specific Food Strategy Action(s).

**3. Funding Sources (including the amount and an explanation of present and past requests for funding)**

- a. City funding,
- b. Other government,
- c. Other organizations, and
- d. Length of funding (e.g., one time request, on-going).

**4. Other City Impacts**

- a. Such as City staff resources, and
- b. Use of City facility, etc.

Staff will review the information provided and incorporate into the *Checklist*, attached as Appendix "A" to Report BOH13001 (e), and make recommendations to Council whether to support or not support the food initiative funding request.

**ALTERNATIVES FOR CONSIDERATION**

**(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)**

The Board of Health could choose to amend the Food Initiatives Criteria Process and/or Checklist for Funding Requests proposed by staff herein this report. Any amendments to the Process and/or Checklist may result in financial, staffing, legal, and policy implications that are unknown at this time.

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The current proposed *Food Initiatives Criteria Process and Checklist for Funding Requests* provides a means of aligning City funding and resources with Hamilton's Food Strategy and is supported by the City's citizen Food Advisory Committee. Any amendment to the Process and/or Checklist would be strengthened if alignment to the Food Strategy and support of the Food Advisory Committee is maintained.

At a minimum, regardless of any process for allocating City funds and resources toward requests for food initiatives outside of the City's existing funding and grants structure, priority should be given to those who can demonstrate commitment to the following:

- Alignment with the Food Strategy's principles, goals, recommendations, and actions, and Hamilton's Strategic Plan,
- Accessibility,
- Effectiveness, and
- Accountability through sound management and financial practices.

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement & Participation**

*Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.*

### **Economic Prosperity and Growth**

*Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.*

### **Healthy and Safe Communities**

*Hamilton is a safe and supportive city where people are active, healthy, and have a high quality of life.*

### **Our People and Performance**

*Hamiltonians have a high level of trust and confidence in their City government.*

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report BOH13001(e) – Food Initiatives Criteria Process and Checklist for Funding Requests

Appendix B to Report BOH13001(e) – Food Advisory Committee Recommendations Priority 1 Final

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