



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

<b>TO:</b>	Mayor and Members Board of Health
<b>COMMITTEE DATE:</b>	January 14, 2019
<b>SUBJECT/REPORT NO:</b>	Food Advisory Committee 2019 Budget Request and Annual Report (BOH19004) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Sandy Skrzypczyk (905) 546-2424, Ext. 3523
<b>SUBMITTED BY &amp; SIGNATURE:</b>	Kevin McDonald Director, Healthy Environments Division Public Health Services

**RECOMMENDATION**

- (a) That the Food Advisory Committee 2019 base budget submission attached as Appendix A to Report BOH19004 in the amount of \$1,500 be approved and referred to the 2019 budget process for consideration;
- (b) That, in addition to the base funding, a one-time budget allocation for 2019 of \$1,000, funded by an increase to the tax levy, be approved and referred to the 2019 budget process for consideration;
- (c) That any remaining 2019 funds be returned to the Advisory Committee reserve; and,
- (d) That the Food Advisory Committee's annual report included in this report be received.

**EXECUTIVE SUMMARY**

The Food Advisory Committee requests that a total budget of \$2,500 be referred to the 2019 budget process for consideration. The Food Advisory Committee's 2018 budget has been fully spent. The additional request for \$1,000 above their \$1,500 base budget is required to implement the Committee's 2019 work plan to conduct relevant

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community engagement and event(s). This report also fulfils the Food Advisory Committee's requirement to submit an annual report outlining key areas of work accomplished and future plans to fulfil their mandate to support and advise on the implementation of the Food Strategy.

***Alternatives for Consideration – See Page 7***

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: The Food Advisory Committee is requesting a budget of \$2,500.00 for the 2019 operating year, which represents an increase of \$1000.00 over the 2018 budget allocation.

Staffing: There are no staffing implications.

Legal: There are no legal implications.

**HISTORICAL BACKGROUND**

The Food Advisory Committee was created as a result of the City's 2014 advisory committee review process and the 2016 Hamilton Food Strategy. This newly formed committee brought together food issues that previously were addressed on two separate advisory committees in order to address food with a broader food systems lens.

Established in 2016, the Food Advisory Committee is a citizen member committee that advises the Board of Health on issues relating to Hamilton's Food Strategy, focusing on community food security and a health-promoting food system. Since its inception, this Committee has served as the community reference group providing advice and support from community-based experts and passionate citizens on the implementation of the Food Strategy.

Food Advisory Committee members are appointed by Council. The Committee membership can accommodate 13 to 18 members. Current membership includes a range of food system expertise in farming and food businesses, food literacy, food access and waste, policy, and non-profit/community-based food programs. Membership also includes a non-voting Staff Liaison from Public Health, Healthy Environments Division. Members attend monthly meetings and contribute actively to supporting and advising on a range of food system issues.

The past decade has seen an increase in attention given to food issues from food insecurity and beyond, leading to the development of food strategies across Canada and around the world. Attention to food issues now spans the economic,

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environmental, social, and health impacts on our food system, which is reflected within the Food Advisory Committee's mandate.

### **Food Advisory Committee Mandate**

The Food Advisory Committee reports to the Board of Health with the mandate 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.

The complete Terms of Reference is attached as Appendix B.

### **Food Advisory Committee Accomplishments**

Food is increasingly recognized as a lever that can accomplish many goals within the City. Because of its multifunctional nature, food has the potential to comprehensively respond to numerous challenges and opportunities. In this regard, the Food Advisory Committee plays an important role in cultivating relationships, building trust, and creating opportunities for collaboration between the City and the community to advance Hamilton's Food Strategy.

Since its establishment, the Food Advisory Committee has focused on four themes:

#### **1. Policy**

The Food Advisory Committee was 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 Committee formed a Priority Action 1 subcommittee and met several times to draft criteria for inclusion in a funding criteria checklist. These recommendations are strongly reflected in the final 2017 Food Strategy Priority Action 1: Funding Criteria Process and Checklist (BOH13001(e)) Recommendation Report.

#### **2. Delegation**

Committee members attended the June 19, 2017 Board of Health meeting to present their proposed funding criteria and process to address Priority Action 1 and express their support for the Food Strategy Priority Action 1: Funding Criteria Process and Checklist BOH13001(e) Recommendation Report.

#### **3. Advising Staff**

The Food Advisory Committee has welcomed several City staff to present and garner input on the following food actions:

- Food Strategy Implementation Plan;
- Food Strategy's five (5) Priority Actions;
- Green Bin Marketing Campaign;
- Food Waste Action Plan;
- Recreation Centres & Food Actions;
- Food Literacy Actions;

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- Climate Change and Food; and,
- Revision to the Food Strategy pages 42-43.

#### **4. Events**

- 100 in One Day, June 2018: To help inform the next steps for the Food Strategy, the Food Advisory Committee developed and implemented an interactive display outlining the 14 Food Strategy recommendations to gather feedback from citizens at the Hamilton Farmers Market. Approximately 120 citizens were engaged, and the top three Food Strategy Recommendations with the most support were:
  - Build stronger City-Farm relationships to enhance the growth and development of local food;
  - Improve children and youth's eating habits, food skills, and knowledge of food systems through food literacy; and,
  - Promote physical access to healthy, local foods in all neighbourhoods.
- Food Literacy Month, October 2018: In collaboration with Public Health Registered Dietitians, the Food Advisory Committee sponsored a panel discussion after the showing of the film, Before the Plate, at the Zoetic Theatre on October 26<sup>th</sup>, 2018. Approximately 68 Hamiltonians attended the film and engaged in a lively panel discussion about Hamilton's food system and food literacy.

#### **Moving Forward**

The Food Advisory Committee strives to help the City develop more effective policies and programs to respond to community food security opportunities and challenges. The Committee currently does this by providing input to work being led by Public Health and other City staff. Moving forward within its mandate, the Committee would like to enhance its effectiveness by brokering opportunities for Public Health and other City staff to engage with a wide range of community-based food organizations and experts on community food security and Hamilton's food system. The following outlines how the Food Advisory Committee will achieve this:

- **Engagement with the Board of Health, Councillor Liaison Members, the City**  
Given the diverse membership on the Food Advisory Committee, the Committee is in a position to tap into the knowledge of the community and bring that knowledge to the Board of Health, Public Health, and to other City staff. The Food Advisory Committee appreciates the facilitation and advice provided by the Staff Liaison, and engagement with the Council Liaisons provides the opportunity for knowledge exchange regarding food actions with a Council appointed community reference group. Communication between the Committee and the City enables the Committee to fulfil its mandate with a clear understanding of any aspirations or concerns that the Board of Health, Councillors, City departments, and community members may have regarding the Food Strategy.

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- **Collaboration on Food Strategy Activities**

The Food Advisory Committee intends to continue to focus on activities that impact the Food Strategy, including relevant community engagement, implementation of food actions, and any Food Strategy reviews and/or changes. The Committee values and supports the Food Strategy's systems-based approach to addressing community food security in Hamilton by examining the challenges and opportunities at each stage of food production, distribution, processing, consumption, and disposal.

The Food Advisory Committee welcomes working in collaboration with Public Health and other City staff, networks, committees, or organizations in activities that impact the Food Strategy and/or the Implementation Plan. Ideally, proposed actions that impact the Food Strategy would be communicated to the Committee and incorporate citizen feedback, as appropriate, before being proposed to the Board of Health and Council. This would maintain the participatory, representative, and transparent processes supporting the implementation of the City of Hamilton's Food Strategy.

Members of the Food Advisory Committee encourage community stakeholders, networks, organizations, and citizens to work with them and the City through a collaborative, transparent, and consistent process that allows for input from all concerned community groups and citizens.

- **Fostering Awareness of Role, Responsibilities, and Membership**

The Food Advisory Committee has a well-defined mandate and structure. Advisory committees with an unclear idea of their purpose or their role in municipal processes run the risk of being ineffective and can lead to mutual frustration between the City and community. Ensuring that all existing and new members involved are fully aware of their mandate, role, responsibilities, and the structure of their relationship with the City goes a long way toward ensuring a productive dynamic.

The Food Advisory Committee is committed to fostering a membership with a balanced representation from all the components within the food system with skills and experience in at least one aspect of community food security. This allows for diversity in knowledge and perspectives to contribute to progressive and innovative policy and program recommendations from the Committee. The Committee will continue to foster a well-functioning committee with members that respects the complexity and sensitivity of their work with diverse partners and appreciates the need for personal and group skills, problem-solving, and collaboration in order to provide constructive and realistic advice to the Board of Health.

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The Food Advisory Committee has made efforts to reach out to many stakeholders to attend meetings and engage in collaborative efforts regarding the Food Strategy. The Committee feels that this outreach to stakeholders and citizens should be continued and that everyone is encouraged to apply to serve on the Committee. This will ensure the independent nature of the Food Advisory Committee, as it was intended, and enable citizens from diverse areas of the food system to participate. Advisory committee meetings are open to the public and all interested community stakeholders are invited to attend and share their feedback on the implementation of the Food Strategy.

- **Community Food Assessment: Mapping Hamilton's Food Environment**

The Committee identified the need to conduct a community food assessment to collect evidence to identify assets, strengths, gaps, and needs within Hamilton, and the resources, services, and systems that could inform actions. Mapping Hamilton's food assets and opportunities will help to showcase and draw attention to food as an integral element of our rural and urban food system. As in other cities with food mapping initiatives, this will help to grow Hamilton's appetite for using food assets to solve city challenges; make it easier for City staff and officials to see and use community food assets strategically; and inspire, support, and guide the community in their food actions.

### **Conclusion**

The Food Advisory Committee would like to convey their full support for the Food Strategy and its Implementation Plan. The Food Strategy was developed through extensive consultation with over 2,700 of stakeholders throughout Hamilton. It is the opinion of the Committee that Public Health did an excellent job incorporating the viewpoints of a truly diverse group of stakeholders. And the Committee is proud to support a Food Strategy that takes a food systems-approach to community food security in Hamilton.

In conclusion, the Food Advisory Committee has a clear mandate that is carried out by a membership in which their professional or community work reflects the values and principles within the Hamilton Food Strategy, Hamilton Food Charter, and the Food Advisory Committee's Terms of Reference. Although it is a relatively new committee, it has made a valuable contribution to the implementation of the Food Strategy and should continue to be engaged and supported by the Board of Health and City staff.

### **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

No policy implications or legislated requirements.

### **RELEVANT CONSULTATION**

Corporate Finance Services were consulted regarding the process and template to use for submitting Advisory Committee budget requests.

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The Food Advisory Committee provided significant input into their draft 2019 Food Advisory Committee budget, and they prepared their annual report and their plans for moving forward in the next term.

### **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

The Food Advisory Committee has put forward a base budget request of \$1,500 to cover basic expenses; however, to implement their work plan to conduct relevant community engagement and event(s), an additional \$1,000 is needed. See Appendix A for the Food Advisory Committee 2019 Budget Submission.

### **ALTERNATIVES FOR CONSIDERATION**

The Board of Health does not refer the Food Advisory Committee budget request to the budget process for Advisory Committees.

Financial: Food Advisory Committee would not have a budget to operate.

Staffing: There are no staffing implications.

Legal: There are no legal implications.

Policy: Community Engagement was initiated in forming this Committee in 2016 and not continuing to fund it could be seen as not adhering to the City's commitment to community engagement.

Pros: Not funding the Committee may leave additional funds in the Advisory Committee Reserve to be used by other citizen advisory committees.

Cons: Not funding the Committee may result in lower or inequitable engagement and potential loss of volunteer members if basic funds to support the committee such as parking reimbursement, refreshments, training/education and meeting supplies are not available. In addition, not increasing the Committee's budget restricts their ability to fulfil their mandate in any meaningful manner to support and advise the City's Food Strategy implementation.

The Advisory Committee Review recommendations of reforming and amalgamation of food related committees would not be followed if budget was not assigned to the Food Advisory Committee.

## **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.*

### **Clean and Green**

*Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.*

### **Built Environment and Infrastructure**

*Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.*

### **Culture and Diversity**

*Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.*

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix A to Report BOH19004 - Food Advisory Committee 2019 Budget Submission  
Appendix B to Report BOH19004 - Food Advisory Committee Terms of Reference

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