

CITY OF HAMILTON

PUBLIC HEALTH SERVICES
Healthy Living Division

TO: Mayor and Members Board of Health	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: February 28, 2011	
SUBJECT/REPORT NO: Community Food Security Stakeholder Committee BOH07031(c) (City Wide)	
SUBMITTED BY: Elizabeth Richardson, MD, MHSc, FRCPC Medical Officer of Health Public Health Services Department	PREPARED BY: Vicki Edwards: 905-546-2424 ext. 3632
SIGNATURE:	

RECOMMENDATION

- (a) That Appendix “B” attached to Report BOH07031(c) respecting the revised Mandate and Objectives for the Community Food Security Stakeholder Committee Terms of Reference be approved;
- (b) That Appendix “C” attached to Report BOH07031(c) respecting the 2011 – 2012 Workplan Priorities of the Community Food Security Stakeholder Committee be received for information.

EXECUTIVE SUMMARY

Members of the Community Food Security Stakeholder Committee (CFSSC) have reworded the mandate and shortened the list of objectives in their Terms of Reference to better reflect their actual workplan.

The CFSSC workplan for 2011-2012 focuses on four directions: local food infrastructure and procurement, education and outreach, policies to support local food, and community food access.

Alternatives for Consideration – See Page 3

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial: No additional costs to support committee work beyond the \$1,000 allocated within the existing operating budget.

Staffing:

Public Health – Vicki Edwards, Elizabeth Shaver Heeney, Richard MacDonald
Community Services – Brian Kreps, Simon Taylor
Public Works – Anne Winning
Planning and Economic Development – Sue Coverdale and Robert Clackett, alternating

Legal: N/A

HISTORICAL BACKGROUND (Chronology of events)

The Community Food Security Stakeholder Committee Terms of Reference were approved in November, 2007, BOH07031 (a), and amended in February, 2009, BOH07031 (b), (Appendix A to Report BOH07031(c)). The Terms of Reference outlined a broad mandate and many diverse objectives to address community food security.

As the committee has worked together and developed a workplan, it became apparent that the original mandate and objectives did not reflect the direction the work was currently taking in 2011 and 2012.

The committee members reworded the mandate and revised and cut down the number of objectives to reflect the actual workplan and to provide a better understanding of the committee work in the community. The new wording was approved by the committee members at the Oct. 6, 2010 meeting.

POLICY IMPLICATIONS

N/A

RELEVANT CONSULTATION

The members of the Community Food Security Stakeholder Committee contributed to the revision of the mandate and objectives within the Terms of Reference.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

The committee recommends that the Terms of Reference be updated with the revised mandate and objectives (Appendix B to Report BOH07031(c)). The wording change allows for greater clarity and better reflects the actual workplan.

The committee has prioritized the following four goals on its 2011 – 2012 Workplan (Appendix C to Report BOH07031(c)):

- Help develop local food infrastructure and procurement
- Do more food security education and outreach
- Plan and provide support for policies that support local food
- Support enhanced community food access

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

The terms of reference of the committee could stand as previously approved, however this may not accurately reflect the current work of the committee.

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability, 3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development, 6. Environmental Stewardship, 7. Healthy Community

Growing Our Economy

- The committee will continue to help develop local food infrastructure and local food procurement in Hamilton. This supports farmers and workers in all sectors of the food system to earn a living wage.

Environmental Stewardship

- Sourcing more local food helps to protect the environment. Community food security ensures that current food and nutrition needs are met without compromising the ability of the system to meet the needs of future generations.

Healthy Community

- Adequate access to food is addressed through the food mapping project, farmers' market white paper, and food policy/charter development.

APPENDICES / SCHEDULES

Appendix "A" to Report BOH07031(c)
Appendix "B" to Report BOH07031(c)
Appendix "C" to Report BOH07031(c)

Terms of Reference for the Community Food Security Stakeholder Committee (Current)

Mandate:

To develop a food continuum policy and strategic action plan that will move Hamilton towards being a place where all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes self-reliance and social justice.

Objectives:

- Develop a comprehensive community and city-wide policy that leads to community food security
- Create multi-sector partnerships and networks, including councillors, public health, city departments, non profit organizations, farmers and the volunteer sector to develop the infrastructure needed to achieve sustainable food systems
- Recommend strategic actions and specific policy/by-law changes to support and enhance community food security
- Raise awareness about food system issues among Hamiltonians
- Ensure that a municipal economic development plan supports
 - land use policies that facilitate urban agriculture
 - local food businesses in low income neighbourhoods
 - increased community capacity for self-reliance for nutritious food
- Support local farmers with Eat Local initiatives
- Support Food Disclosure Systems in the food service industry
- Keep apprised of relevant monitoring and research initiatives and identify potential gaps
- Encourage innovation and community development by providing technical support to local organizations (e.g. research, grant writing)
- Advocate for an approach to physical planning that provides for sustainable agriculture
- Ensure that the perspectives of persons and communities who are experiencing food insecurity are taken into consideration
- Develop and maintain an annual work plan

Membership:

Stakeholders (10-12) representing, but not limited to:

- the agricultural community, preferably a member of the City of Hamilton Agricultural and Rural Affairs Advisory Committee
- local environmental groups including Eat Local Committee

- emergency food service providers
- social service advocates and/or providers
- Hamilton Roundtable for Poverty Reduction (corresponding member)
- researchers
- relevant labour organizations
- food industry (production, retail and/or food services)
- those directly experiencing food insecurity

City Councillors:

- Councillor Bratina
- Councillor McHattie
- Councillor Pasuta

City of Hamilton staff (6 – 8) non-voting members/technical support representing:

- Public Health Services (3-4 with expertise in nutrition, policy and health protection)
- Community Services (1-2)
- Planning Economic Development Department (1-2)
- Public Works Department (1)

Each stakeholder group will assign a member to sit on the committee. At maximum, membership term coincides with the term of City Council. A person's membership ceases if three consecutive meetings are missed.

In the event that there are more than 12 interested representatives from the stakeholders group, members will be selected through an application and interview process and approved by the Board of Health and Council.

Alternates may attend when necessary, with voting privileges.

Quorum will be reached when 10 members are present, five of whom are community stakeholder representatives (exclusive of the co-chairs.)

Sub-Committees and/or Work Groups will be struck and appointed by the Stakeholder Sub-Committee as per need to address specific topics, issues or questions (i.e., Eat local policy committee for the city, good food box work group.)

Chair:

The Committee will have two Co-Chairs, one a community representative and one a Councillor.

Minutes:

Minutes will follow the City of Hamilton template. Clerical support from Public Health Services will compile and circulate minutes to members within seven days of the meeting. Minutes will be included on the Board of Health agenda for information and any recommendations needing approval would be included in a report from the committee Chairs. Minutes will be circulated to interested corresponding members.

Reports to:

Board of Health

Frequency of Meetings:

Monthly, or at minimum quarterly and also at the call of the Chair.
No meetings to be held during the months of July, August and December unless called by the Chairs.

Work Group or Sub-committee meetings will be scheduled as required.

Review of Terms of Reference:

To be reviewed on an annual basis, at a minimum.

Approved on: November 26, 2007

Amended on February 23, 2009

Terms of Reference for the Community Food Security Stakeholder Committee (Draft)

Committee Mandate:

To move Hamilton towards being a place where all community residents obtain a safe, culturally acceptable, nutritionally adequate diet through a sustainable food system that maximizes self-reliance and social justice.

Committee Objectives:

1. Advise Hamilton City Council and staff on community food security issues and related policy development.
2. Recommend strategic actions and specific policy/by-law changes to support and enhance community food security.
3. Act as a bridge between the City, local organizations and residents through community food security education, outreach, and networking.
4. Encourage innovation and community development by providing technical support to local organizations (e.g. research, grant writing).
5. Include the needs and perspectives of individuals and communities who are marginalized by the current food system (e.g., people living in poverty, farmers).

Membership:

Stakeholders (10-12) representing, but not limited to:

- the agricultural community, preferably a member of the City of Hamilton Agricultural and Rural Affairs Advisory Committee
- local environmental groups including Eat Local Committee
- emergency food service providers
- social service advocates and/or providers
- Hamilton Roundtable for Poverty Reduction (corresponding member)
- researchers
- relevant labour organizations
- food industry (production, retail and/or food services)
- those directly experiencing food insecurity

City Councillors:

- Councillor Johnson
- Councillor McHattie
- Councillor Pasuta

City of Hamilton staff (6 – 8) non-voting members/technical support representing:

- Public Health Services (3-4 with expertise in nutrition, policy and health protection)
- Community Services (1-2)
- Planning Economic Development Department (1-2)
- Public Works Department (1)

Each stakeholder group will assign a member to sit on the committee. At maximum, membership term coincides with the term of City Council. A person's membership ceases if three consecutive meetings are missed.

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2011 – 2012 Workplan Priorities of the Community Food Security Stakeholder Committee (CFSSC)

Alignment with objective #	GOALS	ACTIONS
1,2,3,4,5	Help develop local food infrastructure and procurement	<ul style="list-style-type: none"> • Continue to explore models for a local food distribution initiative (LFDI) with various partners. • Consult with key stakeholders (e.g., local farmers, city staff, food retailers and distributors, restaurateurs, and community and emergency food providers) about LFDI models, planning • Continue discussions with City food providers (e.g., cafeterias, lodging homes, arenas, etc.) about local procurement • Recommend local purchasing guidelines for City facilities and city grant recipients • Plan for future local procurement work with schools & daycares
3	Do more food security education and outreach	<ul style="list-style-type: none"> • Continue work on Hamilton Food Matters website (with partners) • Continue ongoing outreach (using display, giving presentations at community events) • Develop an “education and outreach plan” for the CFSSC, and work with city staff and local partners to implement plan
1,2,3,4,5	Plan and provide support for policies that support local food	<ul style="list-style-type: none"> • Support further development and implementation of Community Garden Policy • Continue to explore possibilities for a Farmers’ Market Policy (with local stakeholders) for all areas of the City • Plan for potential development of food action plan/ charter/ strategy in 2011-12
1, 5	Support enhanced community food access	<ul style="list-style-type: none"> • Continue food outlet mapping project (in partnership with city departments and Ryerson University) • Draft document to enhance food continuum, clarify roles of key actors and identify potential partnerships within and outside the city (in partnership with the Food and Shelter Advisory Committee and other stakeholders)