

Terms of Reference for the Community Food Security Stakeholder Committee

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.

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

Amended on February 28, 2011