



Meeting Minutes

Meeting	Smart Cities City/County Advisory Board of Management
Date	May 7, 2020
Location	Webex Conference Call
Time	9:00 – 9:30 AM
Present	Mayor Cam Guthrie (City of Guelph), Warden Kelly Linton (County of Wellington), CAO Scott Stewart (City of Guelph), Barbara Swartzentruber, Cathy Kennedy, Andrea Ravensdale, Ania Orłowska, Ashlee Cooper, Michelle Lowther
Regrets	CAO Scott Wilson (County of Wellington)

Discussion Items

1. Welcome and Introductions – Barbara Swartzentruber
2. Review 10-Point Recovery Plan and Plan for Communication – Barbara Swartzentruber
3. Approve Terms of Reference – All
4. Next Steps – All

Item 1: Welcome and Introductions

Barb welcomes and introduces participants

Item 2: Review 10-Point Recovery Plan and Plan for Communication

Barb shares details of the “Grow Back Better: Our Food Future’s 10-point COVID Recovery Plan” that will be presented to Guelph City Council on May 11 (Appendix 1)

Summary:

Point 1: Emergency Food Relief – immediate food distribution. The SEED is working with partners to prepare and deliver 100,000 nutritious food boxes between April and October through contact free home delivery. Funding of \$90K is going towards scaling up and launching the project. Through the Our Food Future collaborations, the SEED was quickly able to source refrigeration and warehouse needs through 10C to scale up the project.

Point 2: Harve\$t Impact Community Donation Platform: To address direct food and logistic costs for the SEED's emergency Food Home Delivery Program. Goal is to raise \$100K+ in matching community donations and will be launched early May.

Point 3: "Get Growing" project will boost local food production by supporting gardening at home. Collaborating with the YMCA/YWCA, we are launching the Kids Get Growing program that will provide children with a gardening kit that will include a workbook, seeds, seedlings and soil from All Treat Farms. The pick up locations are the YMCA/YWCA, Shelldale and Fergus Big Brother/Big Sister's office. We do not know the demands for the project, but we are starting with 500 kits with a launch date of May 22.

We are also working with new Canadians to support increased access to growing food from their home country.

Funding of \$155K to launch "Get Growing" projects, starting with Kids Get Growing on May 22 and programs running until June 2021.

Point 4: Seeding our Food Future – Micro-grant project run by Innovation Guelph and partners in the community. Grants of up to \$5K to new and existing food system businesses. Program will launch May 27.

Point 5: Harve\$t Impact fund will be launched making finances available sooner to food businesses and social enterprises to drive innovation and economic recovery. Open for applications in the fall and investments early 2021. Total funding \$500K

Point 6: Business Tools and Services – Provision Coalition will be supporting eight businesses to provide food loss and waste prevention to increase circularity and profitability. Launching this month with \$250K funding.

Point 7: Open Food network (open source, not-for-profit) is an ecommerce platform for local farmers and opening to Wellington markets to create online sales channels. It will take time to grow but seen as an important platform for farmers to market across Guelph and Wellington County. Funding 10K

Point 8: Piloting distribution and delivery models for online food delivery through low carbon circular systems to meet needs of producers, businesses and consumers. Funding \$60K

Point 9: Leveraging Food System Data in partnership with Alectra GRE&T Centre.

Conducting food and waste flow study, launching a collaboration platform to pilot ways to find value in waste.

Point 10: Utilizing the expertise of the Community Steering table, we will convene a Food Resiliency Table to champion and help guide our work.

All of the above points are to ensure resources are available to support an inclusive green, social and economic recovery strategy over the next 18 months.

Branding: The programs will be launched using Our Food Future branding and brand guidelines. When there are community collaborators engaged, their profile will also be featured.

Mayor Guthrie identifies this as an opportunity for a first announcement coming out of the win that could be supported with videos from himself and Warden Linton.

Warden Linton also recognizes this as an extremely important opportunity to leverage the current situation of heightened interest and awareness in food security and the food supply chain. There is interest in wholesome food and using your own gardens to produce food will garner interest and momentum for the project and also provide opportunities for farmers, on- farm production and community gardens.

Both Mayor Guthrie and Warden Linton agreed to provide comments for the front end of the 10-Point Plan document, and short videos to support and draw attention to the launch of the Children's Kit and additional components of the plan.

Item 3: Approve Terms of Reference

This meeting is acknowledged as the first meeting of the Smart Cities City/County Advisory Board of Management. The terms of reference shared at this meeting was created with the input of the City's Clerks department and the City's Project Management Office.

The role of committee is to provide strategic direction and oversight for the Our Food Future initiative and is responsible for monitoring the implementation of the vision/objectives. It is expected to address the needs of City and County, includes governance, mandate, reporting and committee composition.

Intention to meet twice a year.

County and City approve the TOR. (Appendix 2)

Item 4: Next steps

Smart Cities office to work with City and County Communications Offices to complete communications materials.

Key Messages to be included in communications materials:

- Acknowledgement of how the City/County have pivoted quickly to address immediate concerns of COVID-19 and the associated investment of 1.6M from the Smart Cities funding
- Identify how the 1.6M aligns to the Goals of the Our Food Future 50 x 50 x 50
- Note that the ability to be agile/pivot so quickly was due to the relationships built through the Our Food Future initiative and the applicable collaborations with community partners