

**Municipality of the County of Kings****School Food Program Funding Policy**

Policy Category	Finance	Most Recent Amendment	-
First Council Approval	July 21, 2020	Future Review Date	May 2021

1. Purpose

The Municipality of the County of Kings (the “Municipality”) recognizes the value and importance of school food programs and access to nutritious and healthy food as a means to improve student health, well-being, and success at school. The Municipality supports efforts to ensure school food programs are properly resourced as a means to make nutritious food more accessible to all students, especially those that need it most.

This Policy demonstrates Council’s commitment to improving access to nutritious, healthy food for students in a way that considers equity across the primary and secondary schools serving students of the County of Kings. This Policy:

- creates an efficient and equity-based program for allocating funds to school food programs;
- encourages schools to improve access to nutritious and healthy foods through free food programs if possible, pay-what-you-can, or revenue neutral programs;
- provides for a base amount of funding to be provided to schools, along with funding calculated on a consideration of enrolment and equity;
- standardizes applications and reporting requirements for funding recipients; and
- calls for the Municipality to undertake advocacy for improved funding of school food programs from the Provincial and Federal governments.

2. Scope

This Policy applies to funding provided to public schools in the County of Kings serving primary and secondary school students as identified in Schedule A, which is attached to and forming part of this Policy.

3. Definitions

3.1 Census subdivisions: the general term for municipalities (as determined by provincial/territorial legislation) or areas treated as municipal equivalents for statistical purposes; a catchment area for which census data are collected and aggregated. Data used in this Policy are from census subdivisions Kings A, Kings B, Kings C, Kings D., Berwick, Kentville, and Wolfville, as determined by Statistics Canada.

3.2 Gini coefficient: a statistical measure of economic inequality in a population; takes a value from 0 to 1 where a coefficient of 0 indicates a perfectly equal distribution of income or wealth within a population and a coefficient of 1 represents absolute inequality.

3.2 Social determinants of health: a range of personal, social, economic, and environmental factors that determine individual and population health.

4. Policy Statements

4.1 As part of budget deliberations each year, Council shall establish an amount of funding to be provided to school food programs for allocation pursuant to this Policy.

4.2 School food programs shall be ineligible for funding from other municipal grant programs, particularly those identified in Policy FIN-05-018 Community Grants. Other school programming initiatives shall still be available for funding per Policy FIN-05-018.

4.3 This Policy and supporting communications materials shall be circulated to the administration of each school party to this Policy within the first week of the academic year. Such communications materials shall, at a minimum, identify:

- the funding formula used for calculating allocations;
- data required and timelines for submitting information required to calculate allocations;
- the requirement for a letter of commitment to be executed before funding is released by the Municipality;
- requirements for use of funds; and
- details of accountability requirements.

4.4 Recognizing that primary and secondary school funding, including funding for school food programs, falls within the jurisdiction of the Province of Nova Scotia and is supported by the Government of Canada, Council shall undertake advocacy efforts for improved school funding from other levels of government.

Eligibility

4.5 All public schools identified in Schedule A of this Policy shall be deemed automatically eligible for funding.

If a school food program provided by a school ceases to operate for any reason, the administration of the school receiving funds shall return unspent funds to the Municipality.

If a school in receipt of funding wishes to no longer be party to this Policy, notice in writing must be provided to the Municipality.

Funding Formula

4.6 Funding shall be provided to individual schools based on a three-part formula that provides for a base amount to all schools, and variable funding based on student enrolment and equity considerations.

The funding formula does not take into account any other funding an individual school may otherwise receive, i.e. the municipal allocation does not reduce allocations based on fundraising efforts.

4.6.1 The base amount of funding is an equal amount of funding provided to all schools to address conditions and challenges that are common to all schools in providing nutritious and healthy food to students.

4.6.2 Funding based on student enrolment is variable to provide for funding appropriate to the number of students being served by the school food program.

Enrolment numbers for each school shall be provided to the Municipality by September 30 each year. In cases where this is not provided or unavailable, the student enrolment for the preceding academic year may be used in this calculation.

4.6.3 Equity-based funding provides needs-adjusted allocations to student populations based on two social determinants of health. The social determinants of health considered in this calculation shall be income, Gini coefficient, and affordable housing. These determinants shall be equally weighted in determining the equity-based portion of the total allocation.

The income allocation shall be determined by calculating a median household income for the entire County, then by determining the degree to which median household incomes in individual census subdivisions deviate from the County-wide average. This amount of deviation will be used, for each census subdivision, as a multiplier on funding that would otherwise be equally distributed. The multiplier will be applied in a way that increases the funding allocation to census subdivisions with lower-than-average household incomes, and reduces allocations to those with higher ones.

The Gini coefficient allocation shall be determined by calculating an average Gini coefficient for the entire County, then by determining the degree to which individual census subdivisions deviate from the County-wide average. This amount of deviation will be used, for each census subdivision, as a multiplier on the funding that would otherwise be equally distributed. The multiplier will be applied in a way that increases the funding allocation to census subdivisions with higher Gini coefficients, and reduces allocations to those with lower ones.

The housing affordability allocation shall be determined by calculating the County-wide average number of households, including both renters and owners, who spend more than 30 per cent of their pre-tax income on shelter costs. Corresponding percentages for each census subdivision are then measured against this County-wide average, with the resulting variance being used as a multiplier for the funding that would otherwise be equally distributed. The multiplier will be applied in a way that increases the funding allocation to census subdivisions with a higher-than-average proportion of households spending greater than 30 per cent of their income on shelter costs, and reduces allocations to those with lower-than-average proportions.

4.7 Funding shall be provided based on the following allocations to each of the three components established in section 4.6.

Component	Per cent of Funding
Base Amount	25%
Enrolment	25%
Equity	50%
Total	100%

Use of Funding

4.8 Within the academic year for which funding has been provided, funds must be entirely spent solely on the food, equipment, resources, or personnel required to operate an impactful school food program.

While discretion is provided to individual schools on how funding is directed to different components of their school food program, schools shall direct funding to those areas of the program that will have the greatest impact on access to nutritious and healthy foods.

4.9 In making decisions on use of funding, schools shall consider the following:

- The diverse and individual needs of their student population, including those more vulnerable than their peers due to socioeconomic, dietary, or health considerations;
- The primary objective of funding shall be to increase free access to nutritious and healthy foods in accordance with the Canada Food Guide and the Food and Nutrition Policy for Nova Scotia Public Schools.
- Providing free food programs to students. Where this is not possible, schools shall endeavour to provide pay-what-you-can programs.
- Service and sale of food and beverages primarily for the purposes of providing nutrition, rather than revenue generation.
- Not charging a premium price for nutritious or healthy food options.
- Promotion of eating local, unprocessed, and whole foods.
- Opportunities for students to build capacity to make independent and health-focused decisions about food.
- Food packaging and environmental consciousness.
- Opportunities to leverage municipal funding with funding available from other levels of government, industry organizations, food service providers, and community organizations.

Funding Schedule

4.10 Funding allocations shall be provided to the schools identified in Schedule A of this Policy no later than October 31 each year.

The annual allocation to any given school shall be provided in full at that time.

Surpluses & Restricted Use of Funding

4.11 Funds shall be issued to the administration of each school under letters of commitment signed by the Chief Administrative Officer and Principal. The letters of commitment shall be prepared by the Chief Administrative Officer and shall reflect the requirements of this Policy.

The letter of commitment shall specify that funds allocated in accordance with this Policy shall be solely directed at school food programs and not used for any other purposes, and that surpluses or carry-over of funds is not permitted unless in accordance with section 4.12.

4.12 Schools shall account for any carry over by reporting to the Municipality any current-year surplus and/or planned surpluses for multi-year initiatives.

The Municipality reserves the right to account for any prior year annual surplus as part of future allocation(s).

Accountability

- 4.13 All funding recipients shall be required to submit a report on the use of municipal funds. For transparency, schools must report the total revenues and expenses for all food programs offered.
- 4.14 All funding recipients shall be required to describe, and quantify where possible, the impact of the school food program on student well-being, achievement, relative health, and success.
- 4.15 Accountability reports for use of funds shall be due to the Municipality no later than June 30 for the preceding school year.
- 4.16 Failure to submit accountability reports by the required deadline will result in the school being ineligible for future funding until such time as the necessary reports are submitted.
- 4.17 Funding shall be revoked should there be a misappropriation of funds or misrepresentation by the receiving school.
- 4.18 The Chief Administrative Officer shall advise Council of any schools that have not satisfied the accountability requirements.

Reporting

- 4.19 A report of funding allocations shall be published to the Municipality's website by May 1 each year. This report shall include all recipient schools and the amount of funding provided to each.

5. Responsibilities

- 5.1 Council will:
 - 5.1.1 ensure the Municipality has a current and comprehensive policy on funding school food programs.
 - 5.1.2 identify an amount to be allocated for school food program funding each year.
 - 5.1.3 undertake advocacy efforts for improved school food program funding from the Provincial and Federal governments.
- 5.2 The Chief Administrative Officer will:
 - 5.2.1 administer and implement the School Food Program Funding Policy;
 - 5.2.2 ensure the accuracy of the schools identified in Schedule A;
 - 5.2.3 identify necessary revisions to the School Food Program Funding Policy; and
 - 5.2.4 support and inform the advocacy efforts of Council for improved school funding from other levels of government.

6. Amendments

Date	Amendments

SCHEDULE A**SCHOOLS INCLUDED IN SCHOOL FOOD PROGRAM FUNDING**

School
Aldershot Elementary
Berwick and District School
Cambridge and District Elementary School
Central Kings Rural High School
Coldbrook and District School
Dwight Ross School
École Rose-des-Vents
Evangeline Middle School
Gaspereau Valley Elementary School
Glooscap Elementary School
Highbury Education Centre
Horton High School
Kings County Academy
Kings County Adult High School
Kingston and District School
L. E. Shaw Elementary
New Minas Elementary School
Northeast Kings Education Centre
Pine Ridge Middle School
Port Williams Elementary
Somerset and District Elementary School
St. Mary's Elementary School
West Kings District High School
Wolfville School