



Hamilton

**MINUTES  
FOOD & SHELTER ADVISORY COMMITTEE**

**Thursday, November 10, 2011 - 2:00 p.m.,  
Good Shepherd Centre,  
143 Wentworth St. S., Hamilton**

---

**Present:** Chair: Don Jaffray  
Vice-Chair: Alexander Ramirez  
Members: Carmen Salciccioli, Denise Arkell, Fernando Forero, Medora Uppal, Maria Christina Pelaez,

**Absent with**

**Regrets:** Thayra Marting, Anne Wilson, Robert Foster, Loretta Hill-Finamore, Larry Huibers,

**Also Present:** Molly Elliott, Senior Policy Analyst and Michele Attard (minute taker),  
Program Secretary/Housing Services Division;

**Guests:** None

**1. WELCOME**

Don welcomed everyone to the meeting. Introductions were made around the table.

**2. CHANGES TO THE AGENDA  
(Denise Arkell/Carmen Salciccioli/Carried)**

Food & Shelter Advisory Committee Meeting Agenda approved as presented.

**3. DECLARATIONS OF INTEREST (Declarations of Conflict of Interest)**

None

**CARRIED**

**4. APPROVAL OF MINUTES OF PREVIOUS MEETING  
(Alexander Ramirez/Carmen Salciccioli/Carried)**

Food & Shelter Advisory Committee Meeting Minutes, dated October 13, 2011 were approved as presented.

**5. PRESENTATIONS**

None

**6. BUSINESS ARISING FROM MINUTES**

**6.1 Update on process for Terms of Reference revisions**

Molly called Stephanie in the Clerks Office and it was suggested that the committee hold off on revising the Terms of Reference until 2012. Members thought that the committee would be more established and could then put forth changes after a year. Members agreed on waiting to revise the Terms of Reference at a later date; Molly mentioned that she has kept the draft of member's comments for the future review.

**Action:**

City staff will update the action log to include the review of the Terms of Reference for September.

**6.2 Membership & Voting Members**

Molly inquired with Clerks Office on voting members and Don is a voting member.

Molly mentioned that at our September meeting it was suggested that there were gaps in representation around the table, specifically Aboriginal and Newcomers and possibly Seniors. Molly has sent out letters to Hamilton Executive Directors Aboriginal Coalition (HEDAC) and Scott Jones at Micah House and is waiting for a response on membership. Clerks Office will then approve the new members and hopefully they can attend the meeting in January.

It was mentioned that there is also a group called Hamilton Immigration Partnership Council (HIPC) and would members be interested in learning more about them. Don will talk to a member of this group to see if they are interested in giving a presentation or if they can provide any linkages in the community.

There was some discussion of whom can represent seniors, it was mentioned that there is a Seniors Advisor Committee. Molly will check into this representation a little further. It was suggested that in the next six months members could look at representation of the committee in preparation for revising the Terms of Reference in September.

It was also suggested that members bring back information of how they can provide linkages in the community, and how they connect to Food & Shelter. Each member agreed to give a short presentation giving a snap shot of how each member fits into the picture.

**Action:**

Molly will follow up with new membership and get approval from Clerks Office, and also check into representation on the committee for seniors.

**Action:**

Don will follow up with HIPC for 2012.

**Action:**

That each member gives a short presentation at the January meeting of how they connect to Food & Shelter.

**6.3 Process of Recommendations to Council**

Molly informed members that a report can go to Council if it is inline with the mandate of the Terms of Reference which only has to be signed by Don the Chair. If a report is not inline with the mandate then it has to be approved by the General Manager before going to the Emergency & Community Services Committee.

**6.4 Transportation barriers – FSAC mandate & actions**

Deferred to January meeting in Anne's absence;

**6.5 Budget Request Update**

Molly mentioned that the budget will be presented to Emergency & Community Services Committee on November 23<sup>rd</sup>. The request is for \$500 as in previous years.

**6.6 2011 – 2012 Work plan**

Molly distributed a draft template of the work plan for 2011 – 2012 for members review. Members agreed with the template and the following work items were included:

- Women's Homelessness (Medora)
- Food Security (financial stability) (Denise)
- Bed Bug Issues (Maria Christina, Alex & Fernando)
- Transportation Issues (Anne/Molly)
- Organization & Structure of the Committee (Alex)
- Mapping of each sector representation on the committee (All)
- Terms of Reference Review (All)

Members agreed that these were the priorities of the committee and each member chose to take the lead and provide information on the above topics for the work plan.

There was some discussion around the issues of bed bugs within the city and its impact on individuals. It was suggested that Larry or Nasir speak at the next Food & Shelter meeting giving members information so that they can be better informed. Members would like to know what the best strategy is to help with the bed bug issue.

**Action:**

Rob will bring back a list of emergency shelters in Hamilton as information for committee members to the next meeting.

**Action:**

Don will invite Larry or Nasir to give a presentation on bed bugs at a future meeting in 2012.

**Action:**

Molly will revise the work plan template and send a copy to members in order to fill in information for each topic on the work plan.

**7 DISCUSSION ITEMS**

**7.1 FSAC Activity Update - Presentation to Council for Dec 7th**

Molly distributed a draft presentation to Council for review by committee members. Members reviewed the draft and gave feedback. Members agreed that it was important to make Council aware of the issues with the Women's Services. Members thought that a short term strategy is needed now, but it is not sustainable; a long term strategy is needed for sustainability. It was also suggested that the Homelessness Women's Collaborative could support the committee with recommendations to council. Members asked if the collaborative could give a presentation to the Food & Shelter committee when it is established.

Members had a discussion on past accomplishments, and thought that a reminder to council regarding the Emergency Food allocation of \$350,000 for food banks would be mentioned; this funding was not annualized. Molly will inquire with city staff to see if a report is going to council regarding this funding.

It was also suggested that the items on the work plan for 2011 - 2012 be included in the presentation and to mention that the committee members are doing research on these items and looking for solutions.

Denise mentioned that the Emergency Food Strategic Planning Committee will be giving a presentation to council on December 7<sup>th</sup> also.

Molly mentioned that all members are invited to attend the presentation to Council on December 7<sup>th</sup> and the meeting will be at City Hall at 1:30 p.m.

**Action:**

City staff/Don will make the necessary revisions to the presentation for December 7<sup>th</sup>.

**8 GENERAL INFORMATION & OTHER BUSINESS**

Carmen gave an update of the men's shelters in Hamilton, informing members that the Out of the Cold program is expanding its meal programs within the city. Denise gave an update of the Emergency Food Strategic Planning Committee which has completed the standards document for the food system and is in the process of implementation. The committee has also developed a Speakers Package for the media for all members to reference.

A copy of the Food & Shelter Committee contact information was distributed to members at the meeting. Medora made a revision to the contact information which will be corrected.

Michele distributed a sheet with information on the Utilities Arrears Program to members in Carolin's absence.

**Action:**

Michele will update the contact list and send a copy via email to members before the next meeting.

**9 NEXT MEETING**

No meeting will be held in December, our next meeting will be January 12<sup>th</sup>, location to be determined, possibly Neighbour to Neighbour.

**Action:**

Denise will check for availability at Neighbour to Neighbour for January 12<sup>th</sup>.

**8 ADJOURNMENT**

There being no further business, the meeting adjourned at 4:20 pm.