



Hamilton

**MINUTES**

**Food Advisory Committee**

**Thursday June 9, 2016, 7:00 – 9:00 p.m.**

**Room 264, City Hall**

**71 Main Street West, Hamilton**

**Present:** Tyler Ferguson, Alan Griffiths, Nancy Henley, Vijay Jos, Noor Nizam, Laurie Nielsen, Luc Peters, Jeffrey Smallwood, Bill Wilcox, Sandy Skrzypczyk (Staff Liaison)

**Absent with Regrets:** Mohamedfat-Hi Aden, Jessica Brand, Katherine (Kate) Flynn, Tracey Fraser, Chris Krucker, Steve Robinson, Virginia Stonehouse, Clare Wagner

**Also Present:** Jessica Alessio, Khadeeja Sajid (Guests)

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**1. CHANGES TO THE AGENDA**

Agenda for June 9, 2016 was approved as presented.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

Notes taken at the first orientation meeting; therefore, approval not required.

**4. PRESENTATIONS**

4.1 Presentation by Jessica Alessio and Khadeeja Sajid, students at Public Works, respecting the Green Bin Marketing Campaign was received. Committee members provided feedback on draft concepts developed by marketing consultants.

**5. DISCUSSION ITEMS**

5.1 Appointment of Chair/Co-chair

Three Committee members put forth their names and provided a short rationale for their interest in the chair/co-chair positions. Ballot voting was conducted. Luc Peters and Vijay Jos have been elected as Chair/Co-Chair for this term. They will determine how they will collaborate on the roles/responsibilities of their positions and report back to the Committee.

## 5.2 Appointment of Secretary

Chris Krucker is acclaimed as Secretary for this Committee. Members discussed moving the day of the week for meetings to accommodate the Secretary's prior commitment as a vendor at the Dundas Farmers' Market, which is held Thursday evenings during the growing season. Evenings work best as most members cannot attend during the day due to work commitments. The Committee does not meet again until September 8<sup>th</sup> (no regularly scheduled meetings during July and August).

**Action:** Next meeting will be held on **Wednesday, September 14<sup>th</sup> from 7 – 9 pm**. Sandy will book a meeting room at City Hall.

## 5.3 Follow-up on queries from last meeting

Sandy provided the responses she received regarding queries from the last meeting as follows:

- The Terms of Reference can be amended to indicate that the Chair/Co-Chair positions are filled by two citizen Committee members.
- Meetings can be held at different locations/move around; however, they must be held at City facilities/sites.
- As per Appendix F in the Procedural Handbook, as part of the Acknowledgement Form – if a member misses 3 consecutive meetings without Committee approval, they may be subject to replacement on the Committee.
- At this time, attending a meeting virtually is not permissible.
- The Food Strategy cannot be shared until it has been submitted to the Board of Health for endorsement. The Food Strategy Recommendation Report is expected to be on the Board of Health August 11<sup>th</sup> agenda for discussion and endorsement. The agenda and accompanying reports are posted on the City Website about one week before the meeting.

**Action:** Sandy will send a link to all committee members once the August 11<sup>th</sup> Board of Health agenda and reports are posted on the City website. Committee members are invited to review the Food Strategy Report at that time. The Chair via Sandy will send out a meeting invite to discuss the Food Strategy before the August 11<sup>th</sup> meeting.

## **6. GENERAL INFORMATION & OTHER BUSINESS**

Email correspondence was discussed, and members present at the meeting suggested that there was no need to “reply to all” unless the discussion warranted that it is circulated to all members. For example, if sending regrets, please just send to Sandy (staff liaison) and the Chair/Co-Chairs.

Sandy, as staff liaison, will circulate major correspondence, such as agendas, minutes, etc., to all members.

## **7. ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

**Next Meeting: Wednesday September 14<sup>th</sup>, 2016, 7:00 – 9:00 pm, City Hall, Room 264**