



Hamilton

**Approved Minutes**  
**FOOD ADVISORY COMMITTEE**  
**June 14, 2017, 7:00 – 9:00 p.m.**  
**Room 264, City Hall**  
**71 Main Street West, Hamilton**

**Present:** Vijay Jos (Co-Chair), Sophie Augurusa (minute-taker), Lauren Beeler, Lynn Gates, Nancy Henley, Kate Flynn, Laurie Nielsen, Steve Robinson, Bill Slowka, Ravi Shah, Clare Wagner, Sandy Skrzypczyk (Staff Liaison)

**Absent with Regrets:** Luc Peters (Co-Chair), Jessica Brand, Chris Krucker (Secretary), Tracy Hutchings, Bill Wilcox

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**1. CHANGES TO THE AGENDA**

Agenda for June 14, 2017 was approved as presented.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

**(Laurie Nielsen/Kate Flynn)**

Food Advisory Committee Minutes, dated May 10, 2017 were approved as presented.

**CARRIED**

**4. CONSENT ITEMS**

None

**5. PRESENTATIONS**

None

**6. DISCUSSION ITEMS**

Brief introductions were made and a welcome was extended to new members who were unable to attend last month's meeting.

**6.1** Food Strategy Update & Discussion: Sandy Skrzypczyk, Public Health Services, City of Hamilton informed the Committee that the Food Strategy's Priority Action 1 report will be attached to the June 19<sup>th</sup> Board of Health meeting agenda and posted on the City's website early next week.

Membership update: Mohamedfat-Hi Aden' membership has been revoked due to lack of attendance in accordance with the Advisory Committee procedural handbook and the Committee's terms of reference. Councillor Merulla has resigned

from the Committee due to scheduling and will not be replaced with another City Councillor.

**Kitchen scan project:** A Ryerson University Nutrition Communication Masters student will be conducting the telephone surveys for the kitchen scan. The student's placement is 6 weeks in duration, and she also has other projects during this time, which may impact the amount of time left for the telephone surveys. The survey aims to collect information on what facilities are available in the city and identify gaps that may exist across the City. Ultimately gathering information about community food assets may help support food actions in neighborhoods. It was suggested that 541 Barton Eatery is opening another community kitchen that could be applicable for the survey and is a part of this "low-hanging fruit" Food Strategy action.

**Budget:** We are half-way through the year and the budget for the FAC has not been spent; however, more parking vouchers will be needed to be purchased out of this budget.

**Email sharing:** Up until this point Sandy has been sending out communications to the Committee with blind email addresses. Sandy would like to obtain consent from FAC members to share each other's emails if that would help make communication between each other more efficient.

**Action:** Sandy will email FAC members to obtain/confirm consent from members who are comfortable with sharing their email with each other.

**6.2 Food Strategy Priority Action 1 Delegation:** Kate Flynn discussed the collated recommendations that will form the FAC's delegation at the Board of Health (BOH) June meeting. Members provided some minor feedback to be incorporated. The BOH meeting starts at 1:30 pm.

**Action:** Kate to delegate and Laurie and Nancy will attend the June 19<sup>th</sup> meeting to represent the Committee.

**6.3** Vijay continued the review and discussion from last month's meeting regarding the April 12 check-in activity. Some of the feedback has already been incorporated, such as the timed agenda and call for agenda items 1 week in advance. Moving forward, it would be beneficial for the FAC to develop a plan to focus ideas and discussions. No consensus was achieved from the Committee to have longer meetings beyond the 2 hours.

The potential of inviting stakeholders as guests when discussing relative topics would be dependent on the circumstance and current discussion items; extending invitations are permitted with prior discussion with the co-chairs and staff liaison to ensure there is time on the agenda.

Specifics to help the committee function even better at meetings were outlined in the summary of responses. The Committee felt that the Sub-committee process should continue based on capacity and need because it helps achieve actionable items. Consensus was to rename the sub-committees as working groups to better

reflect their role. Recommendations to help move sub-committee discussion into decision and actions include

- Write out expectations
- Subcommittee chairs should get input from all members
- Create timeline for subcommittees/working groups; once one working group project is completed, a new one can be created
- Make sub-committees mandatory for members
- Subcommittees based on 5 priority actions

Not all of the feedback received from the check-in activity has been agreed upon and are still open to further discussion as needed.

**Action:** Provide 10 minutes on the agenda each month for Member Updates.

**6.4 Planning Activity:** Members participated in planning activity to identify the Committee's focus for the remainder of the year and into next year. Members provided their input on post-it notes to identify "What" Food Strategy actions they would like to focus on; next steps will be to review everyone's comments and determine who and when these actions may be accomplished.

**Action:** Sandy will collate and send out a summary of the action ideas for further discussion at the September meeting.

**6. GENERAL INFORMATION & OTHER BUSINESS**

None

**7. ADJOURNMENT**

**(Laurie Neilsen/Lauren Beeler)**

The meeting was adjourned at 9:00 pm.

**CARRIED**

**Next Meeting:**

**Wednesday September 13, 2017, 7:00 – 9:00 pm  
City Hall, Room 264**