



Hamilton

FOOD & SHELTER ADVISORY COMMITTEE MINUTES

Monday, September 8, 2011

2:00 p.m.

Good Shepherd Centres, Room C
143 Wentworth Street South, Hamilton

Present: Don Jaffray (elected as Chair): Vice-Chair: To be Determined
Members: Thayra Marting, Alexander Ramirez, Anne Wilson, Carmen Salciccioli, Denise Arkell, , Fernando Forero, Loretta Hill-Finamore, Maria Pelaez, Medora Uppal,

**Absent with
Regrets:** Larry Huibers, Robert Foster

Also Present: Molly Elliott (staff liason) Senior Policy Analyst and Michele Attard (minute taker), Program Secretary/Housing Services Division, Carolin Anderson, Program Manager/Employment and Income Support Divison

1. WELCOME

Introductions around the table were made

Molly read the Terms of Reference for members information, the following changes were suggested:

- **Composition:** - There are gaps in the membership representation as outlined in the Terms of Reference. Committee members asked that Molly find out what process they need to go through to fill those gaps. Representatives from Aboriginal Community, Newcomers and Seniors sector are most notable. It was also suggested that a representative from the Addictions sector could also be added to the Terms of Reference.
- **Resources:** - Need clarification on if Don Jaffray is a voting member. In addition to being a resource from the SPRC, Don is able to act as a representative from the Community Justice Consortium, a committee of service providers who work with individuals involved in the criminal justice system. Loretta suggested that Patty O'Shea from MCYS may be a good resource for the committee.
- **General Information:** – Second bullet regarding Emergency service providers; suggested that this bullet point belongs in the Resources section of the Terms of Reference.
- **Frequency of Meetings:** - Meetings will be held the second Thursday of the month (not second Tuesday as stated in the Terms of Reference). Location of the meetings will be at the Good Shepherd Family Centre (not at City Hall) unless otherwise notified.

- **Recommendations:** It was suggested that the last paragraph under "Minutes" in the Terms of Reference be separated out under a new heading of "Recommendations". It was suggested that the committee clarify the process of recommendations to council because the objectives in the Terms of Reference's indicate bringing forward the recommendations in a timely manner. Molly will clarify with Clerks the statement in the Terms of Reference that says "either as staff report (signed by GM of Community Services) or a report from the FSAC chair" are vehicles to make recommendations to council. Members are unsure if the last option is in fact an option.
- Molly mentioned that reports to council are usually done annually. Members suggested a report be given to Council every six months period to keep them up to date.
- Alex mentioned that he is working on an initiative with youth in high schools and could send members information if required.
- Molly informed members that an alternative representative can be sent from your sector if you are not able to attend, please be sure to update the representative beforehand.

Action: Further discussion at the next meeting regarding the mandate
Molly will draft a revised Terms of Reference to be reviewed for approval at next meeting.
Molly will follow up with Clerk's office regarding new membership, (specifically Aboriginal and seniors sector) and procedures for recommendations to council.

2. APPOINTMENT OF CHAIR & VICE CHAIR

There were discussions of the role of the chair person such as Chair will review the minutes and Agendas, and give presentations to Council.

Alex asked if it was possible to defer the election of Chair until members have had more of a chance to get to know each other. Molly identified that it was important that a Chair be elected immediately because otherwise that puts her in the position of chairing the meetings which is not appropriate for her to be doing as the City staff liason.

Motion: Nomination to appoint Don Jaffray as Chair
Carmen moved/ Denise seconded, Carried
Don agreed to take on the role of chair for up to a year, and asked members to look at appointment at that time in order to honour Alex's concern of not all members being familiar with one another yet. Members thanked Don for accepting the role of chair.

Motion: It was agreed that the nomination of vice chair will be deferred to the next meeting.
Medora moved/ Anne seconded, Carried

3. CHANGES TO THE AGENDA

None

Motion: Agenda approved as presented
Denise moved/ Loretta seconded, Carried

4. DECLARATIONS OF INTEREST

Molly reviewed the statement of conflict of interest for members. Molly stated that a conflict of interest occurs when a committee member participates in committee discussions or decision-making about any matter that may financially benefit that member, a member of his/her family, a person with whom the member is in personal or business contact, or any organization with whom the member is affiliated.

A copy of the Municipal Conflict of Interest Act is attached for reference.

Members asked to change the agenda name to "Conflict of Interest Declarations".

None

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

N/A

6. BUSINESS ARISING FROM THE MINUTES

N/A

7. PRESENTATIONS

7.1 Presentation by Carolin Anderson respecting Ontario Works caseloads for August. Carolin will provide a copy of the stats for city staff to distribute to members.

Members appreciated the information and thought there could be opportunities for all members to share their stats at a future meeting. Members asked Carolin if she could provide stats on ODSP rates and geographical stats.

Action: Carolin will provide members with a copy of the rates and tables for the next meeting. Carolin also mentioned that she will update members of any legislative regulations as they occur.

7.2 Anne asked members if she could do a presentation on barriers for people with disabilities. Members agreed that they would be interested in a presentation.

Action: Anne will come back to the committee with some ideas on how and when she would like to do her presentation.

8. DISCUSSION ITEMS

8.1 Distribution of Membership List

A membership list was circulated around the table for correction/revisions. Molly asked members to let her know if they would prefer their contact information not be shared with other members. If there are no concerns then the contact list will be distributed at next meeting. Molly mentioned that the contact list is not a public document. Revised membership list will be reviewed at the next meeting.

Action: City staff will update the membership list for next meeting

8.2 Meeting Time

Molly asked members if this time and location of meetings is convenient and to let her know otherwise.

Members were in agreement that 2:00pm the 2nd Thursday of the month is OK. Denise suggested that some meetings could also be held at Neighbour to Neighbour. It was identified that that would be more convenient for some members.

Action: Molly will connect with Denise to see what the availability is at Neighbour to Neighbour and then let committee members know if there will be some location changes.

8.3 Refreshments & Budget

Molly presented the approved budget for 2011 to committee members which include any costs incurred for meeting expenses and refreshments. Molly explained that the budget is until December 2011. Molly asked members to let her know if they have any transportation costs that need to be re-imbursed or if they have any dietary requirements. Five out of the six citizen representatives identified that reimbursement for transportation costs in the form of bus tickets, mileage or taxi vouchers would be very helpful to support their ability to participate on this committee. Sector representatives agreed that they do not need reimbursement for transportation costs.

Action: Molly will investigate the process for re-imbursing citizen representatives for transportation costs. Chair requested an update of the budget report each quarter.

8.4 Request from Director of Housing & Homelessness Division

Molly distributed a letter from Gillian Hendry, requesting city staff do a presentation on an update of the Housing & Homelessness Action Plan at the next meeting in October. Members were in agreement with the presentation.

Action: Molly will communicate that to her colleagues and arrange for them to be at the next meeting

8.5 Orientation information

There was a discussion of information that would be useful to members of the committee. Members asked city staff to put together a map of

services in the community and a brief history of the committee. Carmen mentioned that some results of this Committee's work include the Committee's recommendation to council that dollars be allocated to Food Share to help with the food shortage for this summer and the Christmas Hamper program.

Action: Each member will send Molly their information in order to complete the mapping. City staff will pull together a brief history of the committee.

8.6 Action Log

There was some discussion of having action points for each meeting. It was suggested that an action log be created with the minutes to keep members on track. Members also suggested that they should bring to the next meeting some ideas on what they can contribute to this committee.

Action: City staff will set up an Action Log for the next meeting. Committee members will come prepared to speak to what they can contribute to the work of this committee.

9. GENERAL INFORMATION & OTHER BUSINESS

9.1 Women's Sector

Medora informed members that there were urgent concerns around the homelessness women in the community. Since January the shelters have been over capacity, this has been impacted by the closing of Summerville House and Wesley Centre. Good Shepherd Centres have been trying to respond to this crisis and working on a plan to help.

Loretta also mentioned that youth at the shelter are a lot younger and therefore older youth have to go to the Women's Shelters which puts further pressure on the women's service sector.

Motion: Members thought that this crisis in the Women's Shelter should be the first priority for the committee to address.

Alexander moved/ Anne seconded, Carried

Action: Medora will bring back more information for members at the next meeting.

10. ADJOURNMENT

That, there being no further business, the meeting be adjourned at 4:10 p.m.