Minutes for Neighbourhood Liaison Table Meeting

December 2nd, 2025

Attendees: Joel MacLeod (HUCCHC Chair), Simone Atungo (HUCCHC), Tiffany Toplin (HUCCHC), Susan Boyd (Hamilton Public Health), Monika Abdelmaseh (De dwa da dehs nye>s), Kim Ritchie (Lived Experience), Sonia Taylor (Resident), Joda Eisenberg (Resident), Jonathan Garyfalakis (Resident), Mathieu Payette (Resident), Norm Buckley (Resident)

Meeting Notes: Joel MacLeod

Location: 276 Aberdeen Ave – Coach House Meeting Room

1. **Welcome**
   i. The Chair opened the meeting and welcomed all attendees. He noted that, based on preliminary scans of other HART Hubs across the province, Hamilton Urban Core appears to be the first to proactively establish and engage a Neighbourhood Liaison Table as part of its model. The Land Acknowledgement was read in recognition of the enduring presence, stewardship, and sacrifices of Indigenous Peoples that allow us to gather on this land.
   ii. The Chair informed the group that an Organization Participation Agreement had been provided for their review and signature. He explained that under this agreement, participants will be required to adhere to confidentiality and the provisions under the Freedom of Information and Protection of Privacy Act. This will support more open, transparent, and accountable dialogue among members.

ACTION: Meeting participants were asked to review the Participation Agreement and return a signed copy.

2. **Introductions**
   i. The Chair invited the meeting participants to introduce themselves and identify their role at the table.

3. **Meeting Guidelines and Expectations**
   i. The Chair went over expectations for participant's conduct at meetings and highlighted the importance of the following:
      i. Ensuring respect between all members
      ii. All voices would be allowed to speak and be heard
      iii. All members will come to meetings prepared to address the topics at hand, and that we would stay on topic.
      iv. All Advisory Liaison Table members will work towards ensuring meetings adhere to time
      v. A proposed regular meeting time was presented to the group for the first week of each month. Meetings will be held at 276 Aberdeen Ave in the Coach House and then shift to an online forum once the Residential Treatment Site is up and running.
      vi. Joda Eisenberg proposed that, rather than shifting to online meetings, the table continue meeting in person at Hamilton Urban Core's main office at 430 Cannon Street once the Residential Treatment Site becomes operational. This approach would help maintain consistent in-person engagement. The table unanimously agreed.
      vii. The Chair explained that the table's structure would include two Co-Chairs with one representing HUCCHC and the other representing the neighbourhood residents, to be elected at this meeting. Joda Eisenberg recommended postponing the election to a future meeting, noting that residents will take this discussion offline and confirm at the next meeting. Norm Buckley and Mathieu Payette indicated that they were not interested in the resident Co-Chair role due to limited availability.
      ACTION: The resident participants will identify a Co-Chair and confirm at the next meeting.

4. **Terms of Reference**
   i. The Chair reviewed the Terms of Reference which was circulated to participants with the meeting materials prior to the meeting.

ii. The Chair highlighted that the table is advisory in nature and will operate using a consensus-building model. If an impasse is reached, a vote will be taken, with decisions determined by majority rule.

iii. Jonathan Garyfalakis asked that it be noted that the resident participants are fewer in number (T=5) compared to the total number of other representatives on the Neighbourhood Laision Table (T=7). This was identified as a potential issue should a discussion item require a majority vote for decision.
ACTION: This issue was tabled for discussion at the next meeting to determine a mitigation strategy and path forward.

5. Decision Making and Consensus Process

i. Jonathan Garyfalakis noted that the Terms of Reference did not include a formal accountability mechanism. The Chair responded that the Terms of Reference emphasize openness and transparency among Neighbourhood Liaison Table members. He further affirmed HUCCHC's commitment to clearly explaining the rationale behind its decision-making processes. It was mentioned that HUCCHC previously committed to responding in a timely manner to action items from a previous meeting held on October 31st, 2025, and did not follow through on their commitment. Simone Atungo noted that the organization followed up on most items, however, there may be a communication issue as the items addressed were not clearly identified. She offered to meet with John Garyfalakis offline to confirm which items were addressed and which remain outstanding. This information will also be shared with the meeting participants.
ACTION: Simone Atungo will follow up with John Garyfalakis and the meeting participants to ensure that the outstanding action items are addressed.

ii. It was decided that the Terms of Reference would be revised to include a section that addresses accountability.

6. Program and Site Update

i. The Chair asked Simone Atungo to provide a progress update on 276 Aberdeen Ave. Residential Treatment and Recovery Site. The highlights provided were as follows:
   - Architects met with Owner to discuss building condition and proposed renovations required
   - Architects will be meeting with the City of Hamilton to review building plans on file at the city and proposed retrofits
   - It is anticipated that permits to begin renovation work will be filed with the City within the next two weeks
   - According to the revised project plan, the timeline for the completion of the renovation work and program launch was moved to April 2026.

   Joda Eisenberg asked if the project milestones can be shared with the Neigbourhood Liaison Table.

   ACTION: Simone Atungo agreed to follow up internally to confirm that the information can be shared.

7. Meeting Schedule and Next Steps

i. The Chair noted that the next meeting will be held during the first week of January 2026. A poll will be sent out to participants to determine the date.

ii. Joda Eisenberg suggested pushing the meeting time back to 7 to 8pm to accommodate family commitments. The meeting participants agreed.

iii. HUCCHC proposed to provide an overview presentation on the Residential Treatment and Recovery model and the evidence behind it at the next meeting to support ongoing learning and education. This was agreed to by all members

iv. Jonathan Garyfalakis inquired about the state of KPI development at 276 Aberdeen Ave. Citing the October 31st meeting, HUCCHC would present their KPI's in a subsequent meeting.

v. Kim Ritchie noted that developing KPIs before the program model and infrastructure are fully established is problematic. She emphasized that the infrastructure should be designed to align with the KPIs and not the other way around.

vi. Simone Atungo cited that at the October 31st meeting, HUCCHC understood that some KPI's would be developed jointly with the Neighbourhood Liaison Table, with resident input and HUCCHC expertise together.

vii. Mathieu Payette proposed including a Hamilton Police representative to participate on the Neighbourhood Liaison Committee to provide a base line statistic for community safety from which the table could proceed to measure against.

viii. The Chair stated that an invitation to the Hamilton Police Services Community Outreach was extended, however no response was received to date.

ix. Susan Boyd pointed out that Hamilton Police are often overwhelmed with requests to sit on boards and committees around the city. Therefore, she recommended that it might be more prudent to invite them to attend as a guest at a future meeting. This proposal was agreed to.

8. Wrap Up and Closing

i. The Chair provided a recap of the action items for follow up:

   i. The Chair will distribute an online poll of to confirm the date for the next meeting.
   ii. The Terms of Reference will be updated to include accountability.
   iii. The Neighbourhood Liaison Table members will sign and return the Organization Participation Agreement.
   iv. The residents of the Neighbourhood Liaison Committee will choose their Co-chair before the next meeting
   v. At the next meeting, HUCCHC will present an evidence-based approach to implementing the Residential Treatment and Recovery program model.

The Chair adjourned the meeting at 7:05 pm.