



HAMILTON URBAN CORE COMMUNITY HEALTH CENTRE
Strong Core Healthier Lives

Neighbourhood Liaison Table (NLT)
Meeting Minutes (Draft) – May 4, 2026
Location: Virtual Meeting

Attendance: J. MacLeod (Co-chair); R. Greenspan (Co-chair); Y. Stoikos; L. Fuller; G. Cowell, M. Payette, N. Buckley, K. Gargarello, K. Ritchie, S. Boyd, S. Atungo

Regrets: M. Abdelmaseh, T. Bruce

1) Welcome & Land Acknowledgement

- J. MacLeod called the meeting to order and delivered the Land Acknowledgement.

2) Declaration of Conflict of Interest

- R. Greenspan asked if there were any conflicts of interest to be declared.
- No conflicts were declared.

3) Approval of Agenda

a) Agenda item addition: KPI discussion

- K. Gargarello requested KPIs be added to the agenda.
- J. MacLeod made a motion to add a KPI discussion item after the community outreach item.
- A vote was taken to confirm the addition and the motion carried.

4) Minutes From Previous Meeting

a) K. Gargarello noted that the previous meeting minutes omitted key points, including:

- An inquiry about renovations to a commercial kitchen
- Parking and staff count discussion
- Program information such as 14 beds / 90-day stays; no visitors, escorts to appointments, security guard presence; and programming limited to the coach house
- S. Atungo confirmed that the minutes will be amended to incorporate the changes and posted on the website as usual.



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5) Program and Site Update

a) Construction / Renovation Update

- S. Atungo reported a construction kickoff meeting on April 27 involving the vendor JJ McGuire, construction site manager, the architect, and internal Hamilton Urban Core staff, with increased on-site activity expected in the coming days.
- She confirmed that the building permit and a QR code sheet to access additional information regarding the future plans for the site were posted at the site, discussed previously.
- She mentioned that the targeted opening date is July 6, 2026.

b) Discussion: Visibility of QR code / construction information

- K. Gargarello expressed concern that the QR code is difficult to see/scan from the road and questioned whether the posted permit/QR meets the intention of a “construction sign.”
- G. Cowell, K. Ritchie, and L. Fuller suggested simple approaches to make the QR code more accessible (e.g., laminated/plexi signage attached to construction fencing).
- S. Atungo agreed to take the recommendations back to the construction team/contractors to adjust placement closer to the sidewalk/fence.

c) Program Readiness / KPIs

- S. Atungo noted internal work is underway on program readiness, including ensuring the organization is adhering to the funder requirements, KPI/performance measures, and reporting systems.
- She also stated that neighbourhood/community KPIs would be consolidated into the same reporting/dashboard approach and shared at the table.

6) Community Commitments & Follow Up

a) Privacy fence planning & timeline

- S. Atungo advised privacy fencing discussions were underway with immediate neighbours, aiming to install a fence comparable to the existing fence on the other side of the property.
- J. MacLeod clarified during the discussion that the fence focus described is on the west side (from the street perspective) and north side/alleyway area, with repairs to the north fence to be included.



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- K. Gargarello asked for clarification regarding the following items: which neighbours are involved, fence height/material (opaque vs. chain link), and whether there will be alley access/gate.
- S. Atungo noted final design details have not yet been confirmed
- N. Buckley described the rear/alley condition and access via steep stairs, providing contextual neighbourhood knowledge.

b) Smoking mitigation measures

- S. Atungo described work underway to establish a designated smoking area near the rear back of the property positioned to reduce impact on neighbours.
- K. Gargarello asked how smoking will be controlled (how many people at once, hours, frequency).
- J. MacLeod indicated smoking would be controlled and staggered (not all residents at once), with designated times dependent on resident population and policies.
- S. Atungo confirmed program policies will be in place before opening and offered to share them once finalized.
- No marijuana smoking was explicitly confirmed.

c) Safety and neighbourhood integration approaches

i) Police engagement update

- J. MacLeod reported attending the Kirkendall Connect event, meeting the Kirkendall Neighbourhood Association president, and initiating follow-up for continued dialogue.
- He also reported meeting Sgt. Allen Schultz (Ward 1 police liaison), who expressed willingness to participate at the NLT as scheduling permits, and to provide baseline area crime statistics.
- J. MacLeod offered to reach out to Sgt. Schultz again and request the area crime statistics for the NLT to review in advance of him participating at the table
- J. MacLeod indicated that Sgt. Schultz may not attend the next NLT meeting in person; however, he may possibly phone in
- He noted that Sgt. Schultz will aim to attend the July NLT meeting

ii) Security guard approach

- K. Gargarello asked inquired about the security presence (location, visibility, posture, whether “authoritative” or casual), and whether guards have use-of-force capability.



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- S. Atungo explained security would be monitoring/surveillance-oriented, not an “authoritative” posture, and positioned more around the coach house area rather than prominently at the front of the building.
- J. MacLeod indicated the security company used at 430 Cannon is being extended to 276 Aberdeen and that guards are trained and able to promptly respond to trespass issues.

d) Parking and deliveries (follow-up from prior concerns)

- K. Gargarello asked for an update on parking and staff counts.
- S. Atungo stated internal discussion concluded on-site parking should be sufficient for staff, with no anticipated need for overflow street parking.
- J. MacLeod noted residents will not have vehicles and described available on-site parking areas; final staffing numbers were not confirmed at the meeting.
- Deliveries were described as “episodic”; logistics would be managed to minimize neighbourhood impact, though exact protocols are still being worked out.
- G. Cowell emphasized neighbourhood sensitivity around parking and suggested tracking parking impacts as a KPI; he also flagged the risk of residential permit parking changes for the neighbourhood over time.

7) Community Outreach Planning

a) Communications to residents

- G. Cowell noted some residents misunderstood the bed count numbers and assumed residents will drive and park at the site.
- He recommended clarifying that “few vehicles” will be parked at the location and residents will not be driving vehicles which should be highlighted in the fact sheets and communication materials.
- K. Gargarello stated she did not receive the hand-delivered notice about the commencement of the site renovations, despite living very close to the facility and emphasized broader community uncertainty about how to engage or get information.
- J. MacLeod reported that a letter and FAQ document was hand-delivered to nearby homes along Aberdeen and Homestead.
- He noted that following the previous NLT meeting, a press release was sent out, along with contact information for an inbox which is monitored by him.
- Joel clarified that the QR code posted along the perimeter fence sends an email directly to him (rather than linking to a webpage).



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- He pointed to the organization's website and social media outlets as ongoing communication channels to provide information and update to the public and community.

8) Wrap-Up and Closing Reflections

a) KPI discussion deferral

- Due to time overrunning, the group agreed not to proceed with a full KPI discussion.
- Initial KPI themes were captured for discussion at the next meeting which included smoking, noise, safety, parking, loitering, and number of police calls, etc.
- S. Atungo noted she will keep a list of these items for reference at the next meeting.

b) Adjournment

- J. MacLeod adjourned the meeting and indicated minutes would be prepared and circulated before the next meeting.