



City of Hamilton

KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 19-001
Date: October 22, 2019
Time: 5:00 p.m.
Location: Room 193, 1st Floor
City Hall, 71 Main Street West

Diedre Rozema, Clean and Green Coordinator (905) 546-2424 ext. 5089

Pages

1. CEREMONIAL ACTIVITIES

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

4.1 Keep Hamilton Clean & Green Advisory Committee Minutes, dated
September 17, 2019

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5. COMMUNICATIONS

6. DELEGATION REQUESTS

7. CONSENT ITEMS

8. PUBLIC HEARINGS / DELEGATIONS

9. STAFF PRESENTATIONS

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9.2 (Re)envision the HSR

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14. PRIVATE AND CONFIDENTIAL**15. ADJOURNMENT**



Hamilton

**MINUTES
KEEP HAMILTON CLEAN & GREEN (KHCG)
ADVISORY COMMITTEE**

Tuesday, September 17, 2019

5:00 p.m.

Room 193, 1st Floor

City Hall

71 Main Street West, Hamilton

Present: Chair: Lennox Toppin

 Members: Brenda Duke
 Leisha Dawson
 Rick Lipsitt
 Kerry Jarvi
 Danielle Hudson
 Sue Dunlop
 Marisa DiCenso
 Heather Donison

Absent with
Regrets: Felicia Van Dyk (Vice-Chair)
 Councillor N. Nann

Also Present: Diedre Rozema, Clean & Green Coordinator, Business
 Programs

1. CHANGES TO THE AGENDA

(Lipsitt/Dawson)

That the agenda for the September 17, 2019 meeting of KHCG Advisory Committee be approved, as presented.

CARRIED

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

(i) May 21, 2019 (Item 3.1)

(Lipsitt/Donison)

That the Minutes of the May 21, 2019 meeting of KHCG Committee be approved, as presented.

CARRIED

(ii) June 18, 2019 (Item 3.2)

(Donison/Lipsitt)

(a) That the Minutes of the June 18, 2019 meeting of the Keep Hamilton Clean and Green Committee, be received; and,

(b) That the presentation from Jim Charlier, Garden Walk Buffalo Niagara, be received.

CARRIED

4. CONSENT ITEMS

No consent items.

5. PRESENTATIONS

(i) Graffiti Initiatives – Funding for Legal Street Art Wall at Woodlands Park (Ward 3) (Item 5.1)

Ken Coit, Manager of Placemaking, Public Art and Projects addressed the Committee respecting the legal street art wall pilot program at Woodlands Park.

(Hudson/Dawson)

WHEREAS, the role of the Keep Hamilton Clean and Green (KHCG) Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood/community initiatives that aim to beautify our community and prevent litter, illegal dumping and graffiti as well as promoting desired behaviours in the community that support the Clean and Green Hamilton goals;

WHEREAS, legal street art walls have been proven to be an effective way to reduce 'tagging' in areas where graffiti is prevalent and provide an opportunity for aspiring muralists to practice their art in a safe, creative, and educational space;

WHEREAS, the north edge of Woodlands Park at Wentworth Street is the proposed location for the installation of a legal street art wall where young local artists can be mentored and inspired by local and internally acclaimed artists;

WHEREAS, the legal street art wall at Woodlands Park is a pilot project in partnership with the City of Hamilton, providing all permitting and approvals, and is anticipated to launch on September 21, 2019;

WHEREAS, the KHCG Committee's 2019 budget includes \$5,000 to support City of Hamilton graffiti prevention programs;

WHEREAS, the Keep Hamilton Clean and Green (KHCG) Committee expressed support of the project as an initiative to beautify our community and prevent graffiti, but was unable to approve the motion to fund the project at its June 18, 2019 meeting due to a lack of quorum; and,

WHEREAS, a contribution of \$5,000 from Corporate Financials Operating Budget (211090) was to the Woodlands Park Capital Account 4241809304 for the purpose of creating a legal street art wall at Woodlands Park in Ward 3 as per Council direction on July 12, 2019;

THEREFORE, BE IT RESOLVED:

- (a) That the City's Keep Hamilton Clean and Green Committee support the street art wall as part of its mandate to combat graffiti in the city in the amount of \$5,000, and that the funds be used to reimburse the \$5,000 contribution from the Corporate Financials Operating Budget (211090);
- (b) That the Keep Hamilton Clean and Green Committee receive recognition for their support of the legal street art wall pilot project; and,
- (c) That staff report back to the Keep Hamilton Clean and Green Committee to share the results of the legal street art wall after completion of the pilot project.

CARRIED

6. DISCUSSION ITEMS

(i) Keep Hamilton Clean & Green Committee Revised Terms of Reference (Item 6.1)

Committee members reviewed and provided feedback on the draft Terms of Reference. City staff will incorporate feedback and present an updated draft at a future meeting.

(ii) Keep Hamilton Clean & Green Committee Draft Workplan 2018 – 2022 (Item 6.2)

Committee members reviewed and provided feedback on the draft workplan. No changes were made to the document but Committee members indicated that the workplan should be

flexible to allow for new items, projects or programs to be considered when opportunities arise.

(Lipsitt/Dunlop)

That the Keep Hamilton Clean & Green Committee Workplan 2018-2022, be approved.

CARRIED

(iii) Keep Hamilton Clean & Green Committee Revised Meeting Schedule September 2019 – June 2020 (Item 6.3)

Committee members reviewed and provided feedback on the revised meeting schedule. Some meeting dates have been changed due to conflicts with holidays or busy times of year. Committee requested that City staff from the Planning Department be invited to a future meeting to provide information about the requirements for greenspace in new development projects.

(Lipsitt/Di Censo)

That the revised Keep Hamilton Clean & Green Committee meeting schedule from September 2019 – June 2020, be approved.

CARRIED

(iv) Keep Hamilton Clean & Green Committee Proposed 2020 Budget Request (Item 6.4)

Committee members reviewed and provided feedback on the proposed 2020 budget request. Committee members requested that the format of the budget be modified to better express how expenditures support the Clean & Green strategy focus areas.

(Lipsitt/Donison)

That the Keep Hamilton Clean & Green Draft 2020 Budget Submission be approved, as amended.

CARRIED**(v) 2019 Community Appearance Index Results (Item 6.5)**

Committee members reviewed the 2019 Community Appearance Index Results and asked staff to provide more information at a future meeting about how other municipalities make use of the results of this exercise to enhance their community cleanup initiatives.

(Hudson/Duke)

That the 2019 Community Appearance Index Results be received.

CARRIED**7. NOTICES OF MOTION**

No Notices of Motion were presented.

8. MOTIONS

No Motions were presented.

9. OTHER BUSINESS

The Chair provided information about the following upcoming activities / community events:

- Opening of the legal street art wall on Saturday, September 21 at Woodlands Park
- Beautiful Alleys annual fall cleanup on Saturday, September 28 at Powell Park and surrounding neighbourhoods

The Chair provided an update about the work underway to create a policy / guiding document to formalize the Committee's Clean & Green Neighbourhood Grant program. A draft document is anticipated to be available for the Committee to review and discuss at the next meeting.

10. ADJOURNMENT

(Dawson/Hudson)

That, there being no further business, the meeting be adjourned at 6:37 p.m.

CARRIED

Respectfully submitted,

Lennox Toppin
Chair, Keep Hamilton Clean and
Green Committee

Diedre Rozema
Clean & Green Coordinator, Business Programs
Environmental Services Division, Public Works Department



CITIZEN COMMITTEE REPORT

To:	Chair and Members Public Works Committee
From:	Lennox Toppin (Chair) Keep Hamilton Clean and Green Committee _____ (to be signed by the Chair)
Date:	September 17, 2019
Re:	Keep Hamilton Clean & Green Committee 2018-2022 Workplan

Recommendation:

That the Keep Hamilton Clean & Green Committee 2018-2022 Workplan, attached as Appendix "A", be approved.

Background:

In December 2018, General Issues Committee approved the Keep Hamilton Clean & Green Committee's annual budget request for 2019, which included a request for approximately \$3,867 from the Committee's reserve to fund an orientation session to familiarize Committee members with the Clean & Green Strategy and support the development of an action oriented workplan for the 2018-2022 term.

LURA Consulting, a Hamilton based consulting firm specializing in collaborative planning, was retained to develop discussion activities and lead the session.

During two Committee meetings, held in May and June 2019, the Keep Hamilton Clean & Green Committee undertook work planning activities to determine the Committee's priorities and objectives for the duration of the term. Additional consultation was carried out online. The Keep Hamilton Clean & Green Committee approved the workplan at the Committee meeting held in in September 2019.

Analysis/Rationale:

The Workplan aligns to the focus areas of the current Clean & Green Hamilton Strategy. Activities and initiatives proposed in the workplan are based on the expertise and advice of Keep Hamilton Clean & Green Committee members. Realistic timelines for implementation of each activity and potential partners in implementation have been proposed to help guide the Committee's work for the duration of its term.

The Workplan items will be incorporated into the Committee's topics of discussion during meetings and be used to guide discussions on the Committee's budget and expenses. Workplan check-ins will be conducted on a regular basis to ensure the Committee continues to work towards the goals identified in the Workplan. However, Committee members understand that environmental concerns in Hamilton are subject to change due to extreme weather, climate change and shifts in federal, provincial and municipal policy directions. Therefore, the Workplan is a "living" document that may change over time in response to new opportunities or challenges that arise.

Appendices:**Appendix A – Keep Hamilton Clean and Green Committee 2018-2022 Work Plan**

Keep Hamilton Clean and Green Committee 2018-2022 Work Plan

Introduction

The role of the Keep Hamilton Clean and Green Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood and City initiatives that aim to beautify our community and prevent litter, illegal dumping, and graffiti as well as promoting desired behaviours in the community that support the Clean and Green Hamilton goals.

Throughout its existence, the Keep Hamilton Clean and Green Committee has supported the implementation of the City’s Clean and Green Strategy. It was determined that their four-year work plan would include implementation of actions related to the theme areas with the existing strategy. In addition to this, it was recognized by the committee that the time has come to update the strategy.

Background

This work plan was developed by LURA Consulting in collaboration with the Keep Hamilton Clean and Green Committee, based on the current themes of the Clean and Green Strategy (Litter, Illegal Dumping, Graffiti, Beautification and Environmental Stewardship). The activities that informed the workplan included an ideation session, an online survey, and an implementation session, detailed below:

- **Ideation Session** – Committee members were asked to reflect on their motivations to join the committee and how their interests aligned with the theme areas within the current Clean and Green Strategy. Members were also asked to identify 3 goals they would like to achieve during their term on the Committee. Following this activity, LURA facilitated a discussion on what is being done within each area of focus, and by whom, to understand the current conditions and identify potential partners.
- **Online Survey** – following the first session, LURA staff synthesized the actions and asked committee members how they would like to implement the actions, who should be involved in implementation, and what they felt were the most important actions through an online survey.
- **Implementation Session** – LURA staff presented the results of the survey to the Committee and discussed any actions that required further clarification for implementation.

Work Plan

The following work plan is organized by the theme areas of the existing Clean and Green Strategy, in addition to an “Other” section which includes broader actions that apply across all theme areas.

The tables for each area of focus outline the action, the method for implementation, timeline, leaders, and potential partners to involve.

Appendix “A” to Citizen Committee Report respecting
Keep Hamilton Clean & Green Committee 2018-2022 Workplan

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Litter	Use Team-Up to Clean-Up data to inform future engagement efforts regarding litter.	Partnerships Education	2019	City Staff (technical work) with Committee Support (input on how to use the data)	Community/Neighbourhood groups	Invite City staff to present technical work at a Cmte meeting; Cmte members to provide advice and feedback. Committee to review list of TUTCU participants (formal groups) and recommend other groups for City staff to engage with.
Litter	Spread the message of anti-littering	Partnerships	2021	City Staff and Committee Members	Environmental groups Community/Neighbourhood groups Schools and students Business Improvement Areas (BIAs) Great Shoreline Clean-Up Stewards of Cootes	Share Great Canadian Shoreline data card/annual results
Litter	Educate the public about the impacts of litter on Hamilton’s natural environment	Education	2022	City Staff with Committee Support	Schools and students Stewards of Cootes Neighbourhood groups Great Shoreline Clean-Up Business Improvement Areas	Committee to consult with community organizations and residents about key challenges/issues to develop messaging/themes

Appendix “A” to Citizen Committee Report respecting
Keep Hamilton Clean & Green Committee 2018-2022 Workplan

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Illegal dumping	Provide education on free large-item removal to prevent illegal dumping.	Education (staff and public)	2020	City Staff with Committee Support	Residents	Committee to consult with City staff and external groups about commonly dumped item and dumping areas Consider implenting or funding appropriate action (e.g. social media campaign?)
Illegal dumping	Foster a sense of pride and beautify neighbourhoods historically known as being dumping grounds.	Events Partnerships	2021	City Staff with Committee Support	Community/Neighbourhood groups Residents/Local Champions	Consider hosting or supporting neighbourhood "bin day" events in partnership with local groups
Illegal dumping	Educate community on the reporting process for illegal dumping bylaw enforcement.	Education	2022	Committee Members	City Staff	Invite City staff to present their work to the Committee and provide feedback on process improvements

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Beautification	Implement de-pave projects across the City to add more garden space.	Events Education	2022	City Staff with Committee Support	Green Venture Community/Neighbourhood groups	Invite Green Venture to present their work to the Committee Consider participation or possible sponsorship
Beautification	Promote pollinator and gardens including native plants.	Education	2021	City Staff with Committee Support	Hamilton Naturalists Club Environment Hamilton Green Venture Community/Neighbourhood groups	Invite organization to present their work to the Committee Consider participation or possible sponsorship

Appendix “A” to Citizen Committee Report respecting
Keep Hamilton Clean & Green Committee 2018-2022 Workplan

Beautification	Develop a reputation for being a beautiful city through beautification and landscaping in the city (i.e. gateway and medians).	Partnerships Programs	On-going	City Staff with Committee Support	City Staff (e.g. horticulture) Business Improvement Areas (BIAs) Community/Neighbourhood groups Tourism Hamilton	Committee could participate in the Mum Show (e.g. create and deliver a booth or sponsor a workshop in 2020 for 100 th anniversary)
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Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Graffiti	Continue providing support for victims of graffiti.	Programs	On-going	City Staff with Committee Support	Community/Neighbourhood groups	Continue providing funds for graffiti initiatives Encourage public use of graffiti reporting tools Provide feedback and advice on development of a “Graffiti Angels” volunteer cleanup program
Graffiti	Support “green” graffiti and art projects through partnerships with local artists and youth.	Events Partnerships	2019	City Staff with Committee Support	Local artists Youth Schools and students Community/Neighbourhood groups City Councillors	Provide funding and feedback on legal art wall pilot projects Support and promote Concrete Canvas event and activities

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Environmental Stewardship	Support the development of a private tree protection by-law.	Engagement/ Consultation	On-going	Committee Members	City Staff Environmental Groups	Invite City staff to present to the Committee, provide feedback and advice Provide letter of support when staff report re. bylaws are considered by City Council or Committees

Appendix “A” to Citizen Committee Report respecting
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Environmental Stewardship	Build relationships with local environmental groups to support climate change mitigation projects.	Partnerships	On-going	City Staff and Committee Members	Environment Hamilton Hamilton Naturalists Club Green Venture Bay Area Restoration Council Eco-Schools Centre for Climate Change Management at Mohawk College	Invite groups to present to Committee Provide funding (through C&G grants) to local groups
Environmental Stewardship	Increase green infrastructure across the City to support stormwater management.	Programs Education	2021	City Staff with Committee Support	Green Venture Environment Hamilton Hamilton Naturalists Club Community/Neighbourhood groups	Build awareness based on participation “depave” activity above
Environmental Stewardship	Provide education on the value of trees to increase the canopy.	Education Events	2020	City Staff with Committee Support	Hamilton Naturalists Club Environment Hamilton Community/Neighbourhood groups	Invite City staff to present to the Committee about the City’s free street tree program and provide advice about promoting the program Connect with community tree planting organizations to learn about their initiatives
Environmental Stewardship	Support development and implementation of a strategy or policy to phase out single use plastics across the City.	Policy Education	2020	City Staff and Committee Members	City Councillors Environmental groups Community/Neighbourhood groups Schools and students Local businesses	Request C/r Nann to present the zero waste strategy to the KHCG

Appendix “A” to Citizen Committee Report respecting
Keep Hamilton Clean & Green Committee 2018-2022 Workplan

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Other	Update the Hamilton Clean and Green Strategy (and include metrics for reporting on progress to the community and Council).	Refresh of Strategy	2020	Committee Members with Staff Support	Environmental groups Community/Neighbourhood groups Local businesses	Provide input to staff Assist in development of a public opinion survey Recommend stakeholders
Other	Recognize Clean and Green leaders for their work.	Awards Incentives	On-going	City Staff with Committee Support	Environmentalist of the Year Planning Committee	Create organization, individual or project profiles on Clean & Green facebook page Fund an Environmentalist of the Year sub-category (e.g. youth) award
Other	Support resident-driven Clean and Green initiatives.	Partnerships	On-going	Committee Members with Staff Support	Community/Neighbourhood groups Residents	Continue to provide Clean & Green grants Celebrate and acknowledge grant recipients
Other	Engage communities on Clean and Green projects and encourage behaviour change.	Education Grants	On-going	Committee Members with Staff Support	Residents Community/Neighbourhood groups	Host guest speaker events

Keep Hamilton Clean & Green Committee

Clean & Green Neighbourhood Grant Policy

DRAFT



Hamilton



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CLEAN & GREEN NEIGHBOURHOOD GRANT

The Keep Hamilton Clean & Green Committee offers Clean & Green Neighbourhood Grant for planned small scale green projects and initiatives.

OBJECTIVE

The objective of the Grant is to assist informal and formal groups of residents build capacity for planning and implementing projects in their neighbourhoods that support the goals and objectives of the [Clean & Green Hamilton Strategy](#).

The intent of the Clean and Green Strategy is to encourage behaviour that supports clean and green neighbourhoods in Hamilton. A clean and green neighbourhood leads to improved health, prosperity, safety and well-being of all residents.

The Clean & Green Neighbourhood Grant projects must focus on at least one of the five focus areas of the Clean and Green Strategy:

- Litter
- Illegal dumping
- Graffiti
- Beautification
- Environmental stewardship

ELIGIBILITY

Eligible Applicants:

The following individuals or groups are eligible to apply for a Clean & Green Neighbourhood Grant:

- Informal, resident-led neighborhood and community groups
- Formal groups, including Neighbourhood Associations
- Registered charities and not-for-profit corporations

The following groups are not eligible to apply for a Clean & Green Neighbourhood Grant:

- Any informal/formal group or not-for-profit corporation receiving other forms of funding from the City of Hamilton for the same project
- For-profit corporations
- Groups that do not engage with community members or volunteers
- Groups that have already submitted an application for a different Clean & Green Neighbourhood Grant initiative (Groups can only apply for one project/activity at a time. Reoccurring events undertaken by groups may only be funded once per year.)
- Groups that have previously received a Clean & Green Neighbourhood Grant but have not submitted a Final Report summarizing the outcomes of their initiative

Eligible Initiatives:

In order to receive funding, initiatives must:

- be conducted within the boundaries of the City of Hamilton
- be completed by volunteers OR organized by a paid employees or staff who engage with volunteers to complete the project
- demonstrate that the applicant has obtained appropriate permissions to complete the project/initiative for which they are seeking funding
- be completed in areas that are open and accessible to members of the public. In the case of privately owned properties, consideration will be given where the property has some connection or provides opportunities to the broader community.

Examples of eligible projects include:

- Initiatives aimed at changing litter and illegal dumping behaviours
- Managing graffiti (e.g. prevention, clean up, etc.)
- Efforts to improve ecological integrity of public and private spaces by planting native plant species, pollinator plants, trees, etc.
- Initiatives that will help a community become more resilient or able to withstand the impacts of climate and extreme weather events

The following initiatives are not eligible to receive funding through the Clean & Green Neighbourhood Grant program:

- Initiatives that fall under any current City of Hamilton, Conservation Authority, or RBG volunteer engagement programs
- Projects and initiatives receiving other forms of funding from the City of Hamilton including funding through Ward Councillor offices, the City Enrichment Fund, or Clean Air Hamilton's funding program.
- emergency response or relief efforts, natural disaster or extreme weather-related cleanups, etc.
- Initiatives led or coordinated by City staff or elected officials on behalf of the City of Hamilton or a ward office. However, such initiatives may receive other forms of funding through the Keep Hamilton Clean & Green Committee's various partnership or collaborative initiatives. Initiatives led or coordinated by a group of residents or volunteers with direct support from City staff are eligible to apply.

Eligible Expenses:

As part of the application process, applicants are required to submit a list of their anticipated expenses. The following items are considered eligible expenses:

- Project/event supplies (such as the cost to purchase paint and painting supplies required to create a mural, etc)

- Event advertising (such as graphic design fees, printing fees for event flyers, Facebook advertising costs, etc)
- Artist honorariums
- Insurance and waste hauling costs (such as the cost to rent a dumpster for a large litter clean up event or event insurance to cover any injuries to volunteers). If applying for insurance and waste hauling costs, please ensure you check the relevant box on the application form.

AVAILABLE FUNDING

Clean & Green Neighbourhood Grants will be funded by the Keep Hamilton Clean & Green Committee's annual budget. The amount to be awarded through the Clean & Green Neighbourhood Grants process will be determined in the fall prior to the start of the grant funding cycle by the Keep Hamilton Clean & Green Committee when preparing the Committee's annual budget request report.

At the time of applying, applicants must provide details about all anticipated expenses associated with the proposed initiative. Applicants are eligible to receive \$500 in funding. Initiatives that include significant costs for waste haulage or disposal services, insurance costs, etc. may be eligible to receive an additional \$500 in funding to cover large scale expenses, up to a maximum of \$1000 in total funding. The maximum an organizer/group is eligible to receive is \$1,000 per calendar year.

The number of grants available varies each year according to:

- The number of eligible applications received
- The amount of funding available through the Keep Hamilton Clean & Green Committee's annual budget

TIMELINES

The Clean & Green Neighbourhood Grant program operates on the following approximate timelines each year:

- January – Application period opens
- Early February – Application period closes
- February-March – Committee adjudication and approval
- Late March-Early April – Successful and unsuccessful applicants notified by email
- May – Funding distributed

Specific dates are determined at the start of each year by the Keep Hamilton Clean & Green Committee. Timelines are subject to change based on the Committee members availability and meeting schedule. Applicants should refer to program website for confirmed program timelines and dates each year.

COMMUNICATIONS

All relevant grant application information will be publicly available on the program website: <https://www.hamilton.ca/parks-recreation/community-environmental-initiatives/clean-green-neighbourhood-grant>

The grant opportunity will be communicated to prospective applicants in the following ways:

- By email who have agreed to be included on the Clean & Green Neighbourhood Grant email list managed by City staff
- On the Clean & Green Hamilton Facebook page
- In person at community events using a flyer created for program promotion

Other communications methods may be used as appropriate, including: City of Hamilton media releases and corporate social media (Twitter and Instagram) accounts, etc.

Keep Hamilton Clean & Green Committee members may choose to share the grant information at their own discretion through their personal communication channels (e.g. by email or on a personal social media account) with their colleagues, acquaintances and contacts in their communities and in the environmental sector.

If funding is required to promote the program, all communications methods will be funded by the Keep Hamilton Clean & Green Committee budget.

APPLICATIONS

All prospective applicants must complete the online application form that will be available for the duration of the application period on the program website. During the application period, prospective applicants may contact City staff to ask questions of clarification before submitting their application. Late applications and applications submitted in any format other than the online application form will not be accepted. Late applicants will be invited to add their contact information to the program email list to receive information about future grant opportunities.

ASSESSMENT

Grant applications will be assessed in three stages:

1. Staff Review

City staff will review each grant application as it is submitted to ensure:

- Eligibility
- Completeness

City staff will not provide a score or assessment on the quality of the proposed activity.

After staff have reviewed each grant application to ensure that it is eligible and complete, all grant applications will be shared confidentially with working group members.

2. Working Group Review and Assessment

At least three members of the Keep Hamilton Clean & Green Committee will form a working group to assess the grant applications. After receiving a package of eligible and complete grant applications from City staff, working group members will assess each application independently and provide a score according to how the proposed initiative meets the following criteria:

- How the activity aligns with the Clean and Green Strategy focus areas
- Support or involvement from the public and community stakeholders
- The level of detail included in the proposed evaluation plan/anticipated outcomes
- The initiative's benefits to the community and the natural environment
- Reasonableness of anticipated expenses and responsible use of public money
- Appropriateness and reach of proposed promotional tools
- Recognition and acknowledgement to the Keep Hamilton Clean and Green Committee
- Other merit of the proposed activity (e.g. any noteworthy, exceptional or innovative ideas)

After independently scoring each application, working group members will attend a consensus meeting facilitated by City staff to determine final scoring and funding recommendations. Each application will receive a total score based on the maximum score of 50 points. A passing score for an application is 60% (30 points) or above. A score of 60% or above will qualify, but not guarantee the application for possible funding.

3. Committee Approval

Working group members will present their final scoring and funding recommendations at the next Keep Hamilton Clean & Green Committee meeting for consideration and approval. The Committee will discuss and vote on a motion to fund or not fund each grant application individually after the working group has shared its final scores and funding recommendations.

Following Keep Hamilton Clean & Green Committee approval, all working group and Committee members will be asked to securely discard all confidential materials or return materials to the staff liaison to be securely discarded.

Keep Hamilton Clean & Green Committee recommendations for Clean & Green Neighbourhood Grant funding will be provided to City Council through the Public Works Committee.

Successful and unsuccessful applicants will receive written feedback about the Committee members decision regarding their application.

FINAL REPORT

Successful applicants are required to submit a written final report on their project/activity within three months after the project/activity is completed. Applicants may choose to provide supporting materials, such as photos, videos, brochures, etc., that help tell the story of their initiative. The final report template is provided in Appendix A.

Applicants may also provide an optional in-person presentation at a Keep Hamilton Clean & Green Committee meeting. With the applicants' permission, stories and photos from successfully completed projects may be shared publicly by the Keep Hamilton Clean & Green Committee to demonstrate the impact of the Clean & Green Neighbourhood Grant program.

Applicants that do not submit final reporting documents will not be eligible to receive Clean & Green Neighbourhood Grant funding in the future.

Electronic copies of all applications (successful and unsuccessful) and final reporting documents will be saved by City staff for up to 10 years.

APPLICANT AGREEMENT

Prior to submitting their application, applicants are required to review and indicate their agreement to the statements below:

- a. I/We am/are authorized to represent the Applicant and, to the best of my/our knowledge, the information provided in this Application is true;
- b. In this Application, references to the City of Hamilton (the "City") includes the municipal corporation, its elected and appointed officials, officers, directors, servants, employees, volunteers, invitees, committee members, contractors, agents, assigns and insurers;
- c. I/We will carry out the activity/project when and as described in this Application. I/We understand that if there are significant changes to the activity/project and/or if I/we fail to complete the activity/project, I/we may be required to return all or some of the CLEAN & GREEN NEIGHBOURHOOD GRANT funds (the "Funds") to the City and it is my/our responsibility to promptly notify the City of any such changes;
- d. In accepting this Application, the City is not obliged to grant any Funds and that, in fact, any such grant shall be made in the City's total discretion;
- e. I/We assume all liability for the activity/project and hereby release the City from any and all claims, liabilities and damages for any losses or injuries

- sustained by me/us or others, regardless of how caused, which arise out of, or are in any way connected with, the activity/project;
- f. I/We further agree to indemnify and hold harmless the City against any claims, liabilities, damages, losses, demands and actions of any nature whatsoever, including solicitors' fees, which arise out of or are in any way connected with the activity/project;
 - g. If the activity/project takes place on City property, I/we agree to comply with all City requirements and guidelines;
 - h. If I/we receive Funds from the City, I/we will, promptly on completion of the activity/project, submit a final report to the City summarizing the activity/project, its objectives and achievements as well as a final budget outlining all other associated donations/grants, costs and expenditures supported by copies of appropriate receipts and invoices. Failure to submit this final report will affect eligibility for future applications to the City;
 - i. I/We hereby authorize the City to publicize all information provided by me/us including, without limitation, my/our name(s), all details of this Application and the final report as the City sees fit in its total discretion;
 - j. I/We hereby direct any other persons or organizations supporting or participating in the activity/project to share any relevant information with the City on the City's request;
 - k. I/We acknowledge that all information provided by me/us is subject to collection, retention, use and disclosure under the Municipal Freedom of Information and Protection of Privacy Act; and;
 - l. I/We agree to acknowledge the receipt of Funds from the City on all promotional material associated with the activity/project.

NOTICE OF COLLECTION

Clean & Green Neighbourhood Grant applicants are required to provide personal information as part of the application, adjudication and final reporting process.

The City of Hamilton collects information under authority of Section 227 of the Municipal Act, 2001. Any personal information collected for the Clean & Green Neighbourhood Grant program will be used for the purpose of administering the Clean & Green Neighbourhood Grant Program, including determining eligibility, selecting successful grant recipients and ensuring the Clean & Green Neighbourhood Grant funds are used in accordance with grant requirements. By providing their email address, applicants consent to receiving emails from the City of Hamilton for the Clean & Green Neighbourhood Grant Program.

CONTACT

City staff will respond to any questions from the general public about the Clean & Green Neighbourhood Grant process. Keep Hamilton Clean & Green Committee members are not to have any direct communication with grant applicants beyond sharing general

program information or timelines. Any questions received by Committee members should be shared with City staff for appropriate resolution.

Phone: 905-546-2424 ext. 5089

Email: clean&green@hamilton.ca

DRAFT

APPENDIX A: FINAL REPORT TEMPLATE



Hamilton

Keep Hamilton Clean & Green Committee Clean & Green Neighbourhood Grant Final Report



Organization/Group Name:
Organization/Group's Contact Person:
Address:
Email:
Phone:
Project Name:
Total Project Cost:

Section 1: Attachments

- 1. Project Expenses (required):** Please attach copies of receipts for project expenses to demonstrate how the Clean & Green Neighbourhood funds were used. Please note that any unspent funds should be returned to the Keep Hamilton Clean & Green Committee.
- 2. Supporting Materials (optional):** Please feel free to include with this final report any photos, videos posters, brochures, etc. that you feel help tell the story of your project and the impact it had in the community.

Section 2: Summary of Project Outcomes

Please provide us with a summary of your project's outcomes by responding to the questions below.

- 1. Outcomes:** Summarize the work that was completed as part of the project and the results that were achieved. Reflect on the initial goals or anticipated outcomes that were developed while planning the project and whether your group achieved those goals. If possible, please provide numbers to show the amount of work completed (for example, the number of trees or flowers planted, bags of waste collected, number of volunteers that participated, etc.).

2. **Project Changes/Challenges:** If your project plan changed between the time that you submitted your grant application and when you completed your project, please describe the changes that occurred and how this affected your ability to achieve your desired outcomes. If you experienced unexpected outcomes, please describe and reflect upon them here. If any challenges arose, please describe how you responded to ensure that the project could continue.
3. **Community Building:** Describe the support and resources you received from community members or organizations to help complete the project. Describe any new partnerships or relationships that were formed through the implementation of this project.
4. **Learnings and Recommendations:** Please list your learnings from this initiative and describe what you would do differently if you were to do this project again. What advice or recommendations would you give to other groups that are considering undertaking a similar initiative?
5. **Additional Comments:** Please provide any additional comments or feedback to the Keep Hamilton Clean & Green Committee about the Clean & Green Neighbourhood Grant.
6. **Presentation:** Would you like the opportunity to give an in-person presentation to the Keep Hamilton Clean & Green Committee about your project and its results? If you respond “Yes” to this question, City staff will contact you to schedule a presentation time.

FOR DISCUSSION PURPOSES

Communications Plan
[Project Name]

Project Background

Purpose of this Plan

Roles & Responsibilities

The following is a brief outline of the roles on the communications working group:

Spokespeople for this project include:

Stakeholders

External Audiences:

Internal Audiences:

Key Messaging / Call to Action

Tactics & Implementation Plan

Tactic	Materials/ Details	Target Audience(s)	Timing	Messaging/Assets	Responsibility
Website					
Social media					
Council Updates					
Internal updates					
Special events & Media outreach					

Tactic	Materials/ Details	Target Audience(s)	Timing	Messaging/Assets	Responsibility
Resident notices/ newsletters					

Measurement

KEEP HAMILTON GREEN AND CLEAN COMMITTEE TERMS OF REFERENCE

1 Introduction

1.1 *Committee Name*

Keep Hamilton Clean and Green (KHCG) Committee (Formerly the Clean City Liaison Committee – Amended October 9, 2013 Item 11 PW Committee Report 13-012)

1.2 *Statement of Purpose*

The KHCG Committee promotes environmental sustainability and stewardship by engaging individuals to take greater responsibility for protecting and revitalizing the natural and built environment and providing education, assistance and promotion.

1.3 *Committee Mandate*

The KHCG Committee will support and provide advice to City staff, elected officials and other stakeholders to implement the Clean & Green Hamilton Strategy and Our Future Hamilton community vision. Reporting through the Public Works Committee, the KHCG Committee will provide input to staff and Council on issues relating to environmental sustainability and stewardship and advice on approaches to engaging citizens to take greater responsibility to protect and revitalize natural and built environments. The KHCG Committee's primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The Committee will provide input and guidance to City staff, Council and other stakeholders on community and private sector involvement and identification of resources to sustain Clean and Green programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

1.4 *Accountability*

The KHCG Committee is a Volunteer Advisory Committee that advises Council through the Public Works Committee. The KHCG Committee must comply with the City of Hamilton's Procedural By-law, the Advisory Committee Procedural Handbook and operational policies and procedures.

2 Roles and Responsibilities

The role of the KHCG Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood/community initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

This volunteer Committee will assist in connecting community volunteers with litter, illegal dumping, graffiti, beautification and environmental stewardship programs as well as promoting desired behaviours in the community that support the Clean and Green Hamilton Strategy and Our Future Hamilton community vision.

The roles and responsibilities of the KHCG Committee include, but are not limited to, the following:

- (a) Provide input and advice to Council, through reports to the Public Works Committee, and City staff on engaging citizens, property owners and visitors in litter, illegal dumping, graffiti, beautification and environmental stewardship programs;
- (b) Demonstrate leadership in action through participation in events and activities;
- (c) Assist with outreach and education opportunities related to litter, illegal dumping, graffiti, beautification and environmental stewardship programs;
- (d) Support City staff with the development of the annual Clean & Green Strategy update for City Council;
- (e) Review reports, studies and other documents on litter, illegal dumping, graffiti, beautification and environmental stewardship issues that may be presented to the KHCG Committee by City staff, consultants, community organizations or the public, and to provide input and recommendations regarding these issues;
- (f) Form working groups to deal with specific issues as they arise;
- (g) Assist in identifying and facilitating resolution of community concerns regarding litter, illegal dumping, graffiti, beautification and environmental stewardship; and,
- (h) Attend and actively participate in KHCG Committee meetings, activities and events.

3 Membership

KHCG Committee membership will reflect a broad range of socio-economic and environmental interests in the community, including residents, businesses, education and local organizations.

3.1 General

- (a) Members must declare any conflict of interest issues prior to discussion or decision-making of any matter with which they believe they have a pecuniary interest; and,
- (b) Members are asked to review all documents, agendas and minutes presented to them to make informed decisions.

Some activities of the KHCG Committee may require additional time commitments dependent upon the nature of the project undertaken.

3.2 Composition

The KHCG Committee shall be comprised of up to 15 voting members and up to six key stakeholders/advisors (non-voting) as follows:

Voting Members:

- Citizen members (up to seven) who will be recruited to represent various backgrounds, ethnicities, genders, geographic areas, ages, etc. within the community;
- Council representative(s) (up to two);
- Youth Representative(s) (up to two – one student from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board);
- BIA representative (one);
- Chamber of Commerce representative (one); and
- Education Representatives (up to two - one from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board).

Key Stakeholders/Advisors (Non-voting Members):

- Environmental sector representative(s) to voice broader concerns from the local environmental sector/organizations, offer technical advice and expertise and connect the KHCG Committee's work to local initiatives when feasible (up to three representatives who are employees or board members with an environmental organization that is based in or carries out a significant amount of programming in Hamilton).
- Industrial, Commercial, and Institutional (IC&I) sector representatives to voice broader concerns from the relevant sector, provide insight and enhance the KHCG Committee's understanding of the sector, and provide opportunities to collaborate with IC&I stakeholders (up to three representatives who are employed with an IC&I organization or facilities based in Hamilton).

Quorum shall be a half of the voting membership rounded up to the nearest whole number. Non-voting members are not counted in determining the number required for quorum or in determining whether or not quorum is present.

KHCG Committee and/or working group membership may be expanded to include further community representation as deemed appropriate, upon approval of Council.

City staff liaison(s) from the Environmental Services Division will be made available to the KHCG Committee as a resource. The Committee may request information or support from other City Divisions and Departments or experts in the field to assist in formulating appropriate decisions and recommendations.

3.3 Attendance and Vacancies

Members of Committee who miss more than three meetings during their term without Committee approval, may be subject to replacement on the Committee and may not be eligible for re-appointment.

Citizen members will be appointed in accordance with the City of Hamilton's Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees.

Youth Representatives will be recruited by the Education Representative from each respective School Board.

3.4 Term of Membership

The term of membership for KHCG Committee members coincides with the current term of Council or until such time as successors are appointed by Council.

The term of membership for Youth Representatives may be 1-2 years (coinciding with the regular school term) based on their schedule and availability as a student.