



City of Hamilton

KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 19-002
Date: November 19, 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

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1. CEREMONIAL ACTIVITIES	
2. APPROVAL OF AGENDA	
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11. MOTIONS

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13. GENERAL INFORMATION / OTHER BUSINESS

13.1	Councillor Nann Update	
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14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

**MINUTES
KEEP HAMILTON CLEAN AND GREEN COMMITTEE**

Tuesday, October 22, 2019

5:00 p.m.

Room 193, 1st Floor

City Hall

71 Main Street West, Hamilton

Present:	Chair:	Lennox Toppin
	Vice-Chair:	Felicia Van Dyk
	Members:	Brenda Duke
		Leisha Dawson
		Rick Lipsitt
		Kerry Jarvi
		Danielle Hudson
		Sue Dunlop
		Marisa DiCenso

Absent with Regrets:	Heather Donison Councillor N. Nann
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Also Present: Diedre Rozema, Clean & Green Coordinator, Business Programs

1. CEREMONIAL ACTIVITIES

There were no ceremonial activities.

2. APPROVAL OF AGENDA



Hamilton

AGENDA

Keep Hamilton Clean & Green Committee
 Tuesday October 22, 2019, 5:00 pm
 City Hall, Room 193
 71 Main Street West

(Van Dyk/Lipsitt)

That the agenda for the October 22, 2019 Keep Hamilton Clean & Green Committee meeting be approved.

CARRIED

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

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

(Dawson/Duke)

That the Minutes of the September 17, 2019 meeting of Keep Hamilton Clean & Green Committee be approved, as presented.

CARRIED

5. COMMUNICATIONS

Email correspondence from Friendly Streets to the Keep Hamilton Clean and Green Committee's staff liaison was shared. The Friendly Streets initiative to create green space in the Beasley neighbourhood aligns with the Committee's 2018-2022 workplan. The initiative also aligns to the Committee's mandate of environmental stewardship.

(Dunlop/Dawson)

That representatives from the Friendly Streets project be invited to present their work at the Keep Hamilton Clean & Green Committee meeting to be held Tuesday, November 19, 2019.

CARRIED



Hamilton

AGENDA

Keep Hamilton Clean & Green Committee
 Tuesday October 22, 2019, 5:00 pm
 City Hall, Room 193
 71 Main Street West

6. DELEGATION REQUESTS

There were no delegation requests.

7. CONSENT ITEMS

There were no consent items on the agenda for this meeting.

8. PUBLIC HEARINGS / DELEGATIONS

There were no public hearings or delegations for this meeting.

9. STAFF PRESENTATIONS

9.1. Urban Forest Strategy

Catherine Plosz, Natural Heritage Planner with Planning & Economic Development presented an update about the development of Hamilton's Urban Forest Strategy. Revised project timelines and opportunities to provide more direct input into the Strategy were shared.

(Lipsitt/Jarvi)

That the presentation regarding the Urban Forest Strategy be received.

CARRIED

9.2. (Re)envision the HSR

Melissa Steep, Project Manager Customer Experience and Innovation with HSR presented an update about the



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Keep Hamilton Clean & Green Committee
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 City Hall, Room 193
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(Re)envision the HSR project. Opportunities to provide more direct input into the project were shared.

(Van Dyk/Hudson)

That the presentation regarding (Re)envision the HSR be received.

CARRIED

10. DISCUSSION ITEMS

10.1. Clean & Green Neighbourhood Grants Policy

Following input from City staff in the Clerks and Finance offices, the Committee has developed a policy document to describe the process to accept, evaluate and award small grants to community organizations through the Clean and Green Neighborhood Grants program. Refer to the Citizen Committee Report respecting the Clean and Green Neighborhood Grants program for details.

(Duke/Jarvi)

That the Clean & Green Neighbourhood Grant policy be adopted.

CARRIED

10.2. Communication Planning

Communications staff have provided a communications template for the Committee to use to develop and implement communications plans to support clean and green programs and initiatives.



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 City Hall, Room 193
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Di Censo/Lipsitt

That the communications template be adopted as a tool to plan promotion approaches and tactics for Keep Hamilton Clean and Green Committee activities.

CARRIED

10.3. Keep America Beautiful

10.3.a. KHCG Participation in KAB

Committee members discussed the Keep Hamilton Clean and Green Committee's membership in the Keep America Beautiful (KAB) network. Participation in Keep America Beautiful may no longer be relevant to the Committee's priorities described in the 2018-2022 workplan. Committee members will research and suggest alternative groups or networks to participate in that are local or based in Canada with a focus on Canadian environmental issues.

10.3.b. KAB National Conference

Participation in the conference was identified as an opportunity to determine if KAB is a relevant partnership. The 2020 conference will be held in Memphis at the Peabody Hotel, Feb. 12-14, 2020. The KHCG committee's 2020 budget request includes money for conference registration fees, airfare, accommodations and other daily expenses for one member. Vice Chair Felicia Van Dyk volunteered to attend the conference.

10.4. Keep Hamilton Clean & Green Committee Revised Terms of Reference

A revised draft was presented to the Committee. The revised draft included feedback provided by the Committee at previous



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 City Hall, Room 193
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meetings. Refer to the Citizen Committee Report respecting the Keep Hamilton Clean & Green Committee Terms of Reference for details.

(Duke/Dawson)

That the Keep Hamilton Clean & Green Committee revised Terms of Reference be approved.

CARRIED

11. MOTIONS

No Motions were presented.

12. NOTICES OF MOTION

No Notices of Motion were presented.

13. GENERAL INFORMATION / OTHER BUSINESS

Leisha Dawson volunteered to attend the Hamilton Food Strategy Forum on behalf of the Committee.

The Committee Chair shared details about an upcoming event titled Climate Emergency & Municipal Leadership. The event will be held on Nov 4 at 6:00 pm at the David Braley Health Centre. The event is free and open to the public. Committee members were encouraged to register for the event on Eventbrite.

14. PRIVATE AND CONFIDENTIAL

There were no private and confidential matters to discuss.

15. ADJOURNMENT



Hamilton

AGENDA

Keep Hamilton Clean & Green Committee
Tuesday October 22, 2019, 5:00 pm
City Hall, Room 193
71 Main Street West

Dawson/Lipsitt

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

CARRIED

Next Meeting: November 19, 2019



Hamilton

CITIZEN COMMITTEE REPORT

To:	Chair and Members Public Works Committee
From:	Lennox Toppin (Chair) Keep Hamilton Clean & Green Committee <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> (to be signed by the Chair)
Date:	
Re:	Clean & Green Neighbourhood Grant Policy

Recommendation:

That the Keep Hamilton Clean & Green Committee's Clean & Green Neighbourhood Grant Policy, attached as Appendix "A", be approved.

Background:

The Keep Hamilton Clean & Green Committee has offered financial support to community groups since 2015 to support grassroots clean and initiatives. Typically, 4-8 written requests or applications for funding were received each year and were evaluated by the Committee as they were received. Grant requests are reviewed by the Committee's staff liaison for eligibility and assessed by the Committee prior to being recommended for funding.

Community interest in the program has grown significantly since 2015. The Committee and staff have worked together to make program enhancements such as an online application form on a dedicated program webpage, a standard application timeframe to follow each year, a standard scoring template, and a final report template for grant recipients to increase transparency of the grant program.

Analysis/Rationale:

At the recommendation of City staff in the City Clerk's Office and Corporate Services, the Keep Hamilton Clean & Green Committee has prepared a document describing the program guidelines, process and policies, including:

- Grant objectives
- Eligible applicants, projects and expense
- Available funding
- Program timelines
- Communications approaches
- Assessment procedure
- Final reporting requirements for successful grant applicants
- Process for retention of confidential information
- Applicant agreement
- Notice of collection of personal information

Staff in Business Programs, the City Clerks Office and Corporate Services were consulted in the writing of this report and the development of the Clean & Green Neighbourhood Grant Policy.

Appendices:

Appendix A – Clean & Green Neighbourhood Grant Policy

Keep Hamilton Clean & Green Committee

Clean & Green Neighbourhood Grant Policy

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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 in a manner satisfactory to the City of Hamilton Records Retention By-law and the Municipal Freedom of Information and Protection of Privacy Act.

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

APPENDIX A: FINAL REPORT TEMPLATE



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.



Hamilton

CITIZEN COMMITTEE REPORT

To:	Chair and Members Public Works Committee
From:	Lennox Toppin (Chair) Keep Hamilton Clean & Green Committee (to be signed by the Chair)
Date:	
Re:	Keep Hamilton Clean & Green Committee Terms of Reference

Recommendation:

That the Keep Hamilton Clean & Green Committee Terms of Reference, attached as Appendix "A", be approved.

Background:

The Keep Hamilton Clean & Green Committee Terms of Reference was previously amended in 2013. Since that time the Committee's membership has shifted to include more citizen members with an interest in a broad range of environmental issues but fewer stakeholders from the business sector. In addition, the Committee's activities and topics of discussion have expanded to include greater opportunities to promote environmental sustainability and stewardship in unique and engaging ways.

Analysis/Rationale:

The following updates and changes were made to the Terms of Reference:

- References to the Committee name were changed to "KHCG Committee" to reflect current acronym usage.
- The Committee statement of purpose now includes the Committee's role to directly participate in promoting environmental sustainability and stewardship as well as engaging individuals.
- References to "our Hamilton community environments" were changed to "natural and built environments" to better define and clarify the Committee's areas of focus.

- The list of Committee Roles and Responsibilities was expanded to include programs introduced since 2013, such as the Clean & Green Neighbourhood Grants program, and include environmental stewardship as a focus area in addition litter, illegal dumping, graffiti and beautification, as expressed in the Clean & Green Hamilton Strategy.
- Membership was changed to better reflect the Committee's current composition and Clerks recruiting process:
 - The maximum number of citizen members increased from five to seven with an added emphasis on achieving a diversity of backgrounds and experiences among citizen members.
 - Business community representation was streamlined to include one representative from the BIA Advisory Committee and one representative from the Chamber of Commerce.
 - Clarified the role and expectations for youth representatives to support recruitment of youth representatives.
 - Six non-voting membership positions were added to provide opportunity for representatives from the Environmental sector and Industrial, Commercial and Institutional (IC&I) sector to participate in Committee discussions and advise on decision making.
- Staff roles and participation was clarified to indicate how staff will provide information and support to the Committee to assist in decision making or support the implementation of initiatives.

The changes made emphasize the importance of the environmental stewardship components of the Clean & Green Hamilton Strategy and demonstrate the Committee's understanding that citizen efforts to address litter, illegal dumping and graffiti or encourage beautification can be completed in a way that addresses or mitigates the impacts of climate change.

Appendices:

Appendix A – Keep Hamilton Clean and Green Committee Terms of Reference

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.

Appendix "A" to Citizen Committee Report respecting
Keep Hamilton Clean and Green Committee Terms of Reference
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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 & 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 Hamilton 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.

Appendix “A” to Citizen Committee Report respecting
Keep Hamilton Clean and Green Committee Terms of Reference
Page 3 of 4

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.



Creating vibrant and healthy communities by transforming pavement into green space.





What is Depave Paradise?

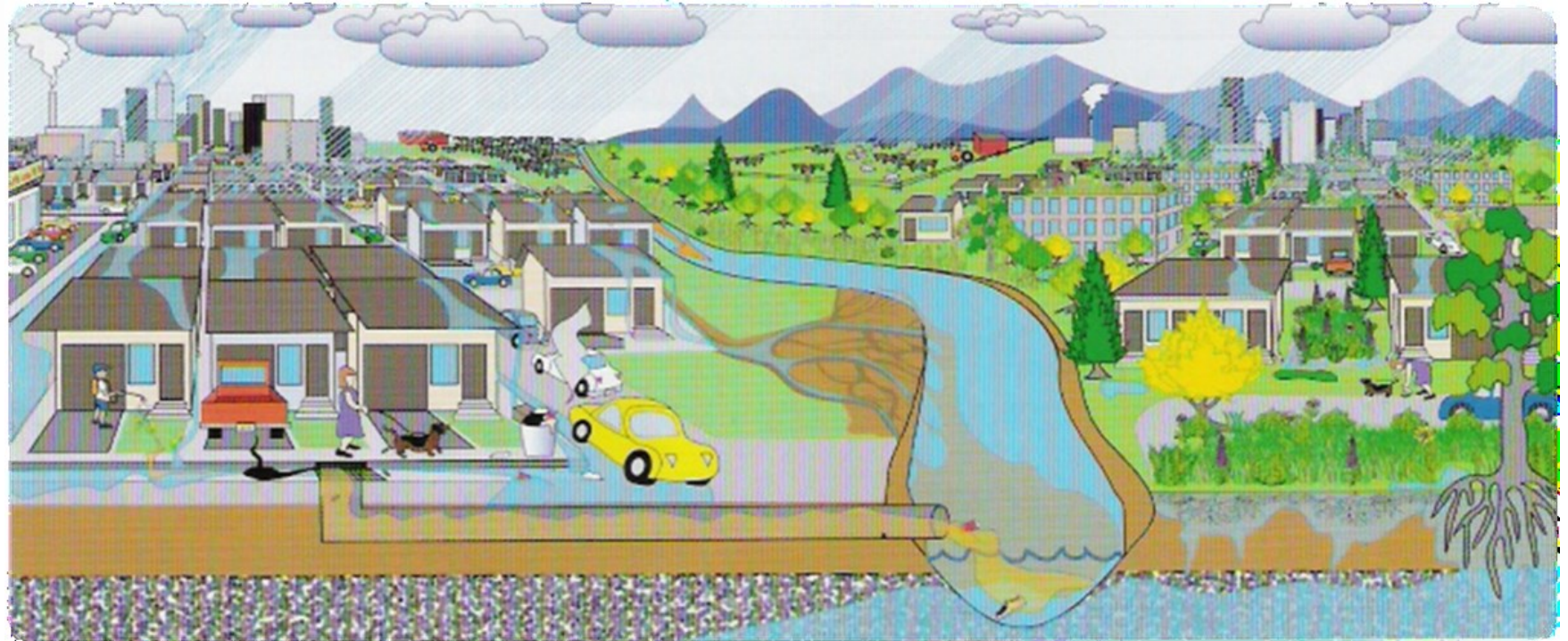
At Depave Paradise events, local volunteers gather to reclaim the soil. Using pry bars and shovels, community members break up an area of unused pavement and turn it into living green space.

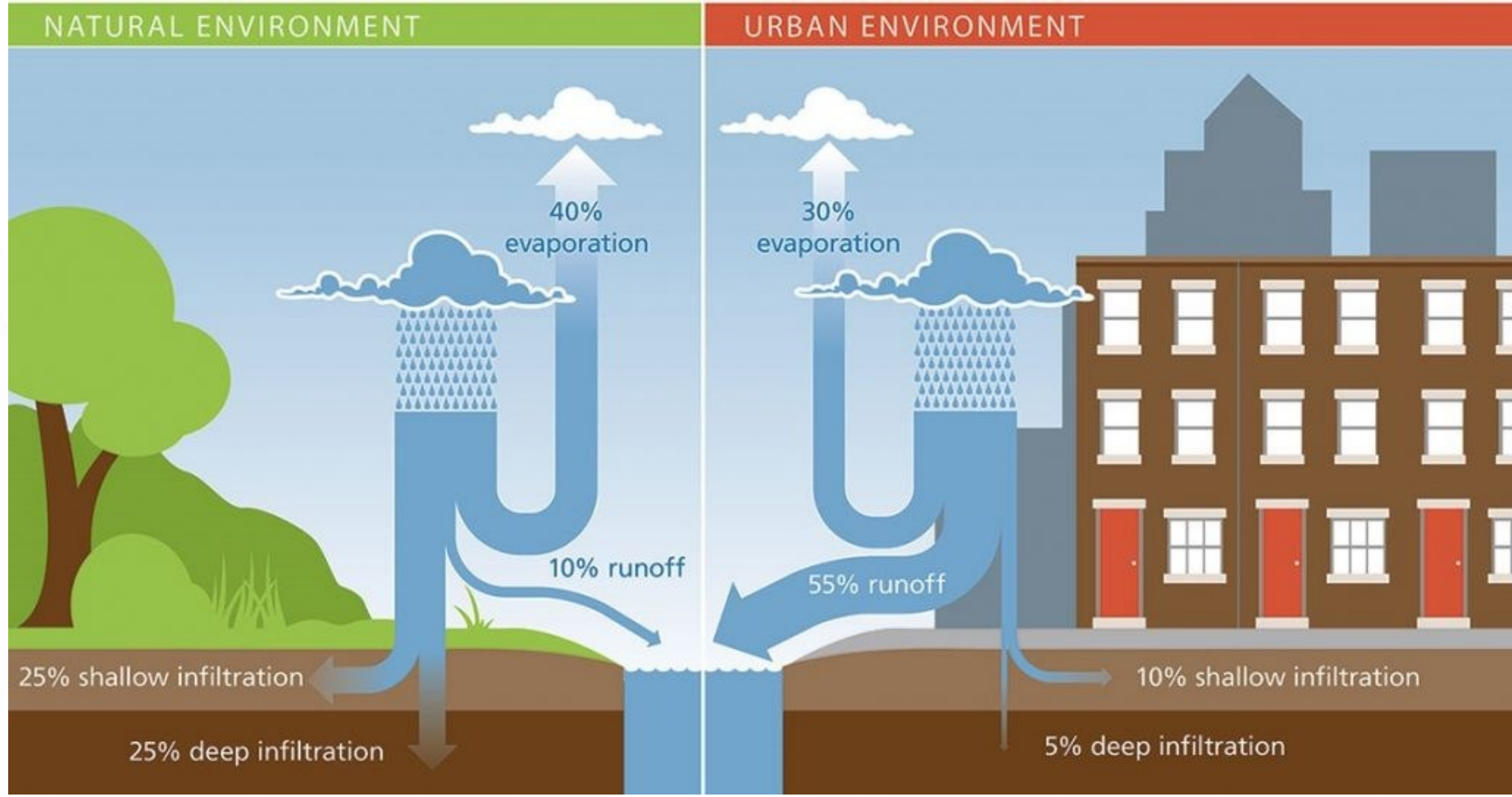




Goals of Depave Paradise:

Stormwater Management, Demonstrations of Best Practices, Beautification, Increased Green Space, Community Building







Depave in Hamilton by the numbers

Since 2012...

- 9 Depave sites across Hamilton including schoolyards, Church parking lot, private business parking lot
- 1056m² of asphalt removed
- 519 Volunteers engaged
- 3923 volunteer hours
- 968 plants and shrubs planted
- 30 trees planted





Depave Paradise creates change





Benefits of Depaving

- Reduces non-point source pollution and flooding through collection and filtration of water
- Educates about the effects of stormwater runoff and benefits of permeable surfaces
- Creates a sense of community through community space renewal and beautification
- Fosters behavioural change and community engagement.





Depave transforms spaces



Green Venture





Using People Power







VIPs are engaged





Mayors, MPs, MPPs, City Councilors...





Volunteers





Municipal Staff





Local businesses get involved





Youth volunteers





Depave brings communities together





Great Results: Depave on Kenilworth



August 2017

>



June 2018

>



September 2019



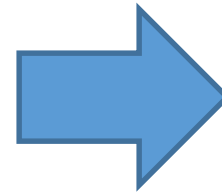
Site Selection: How to identify a Depave site

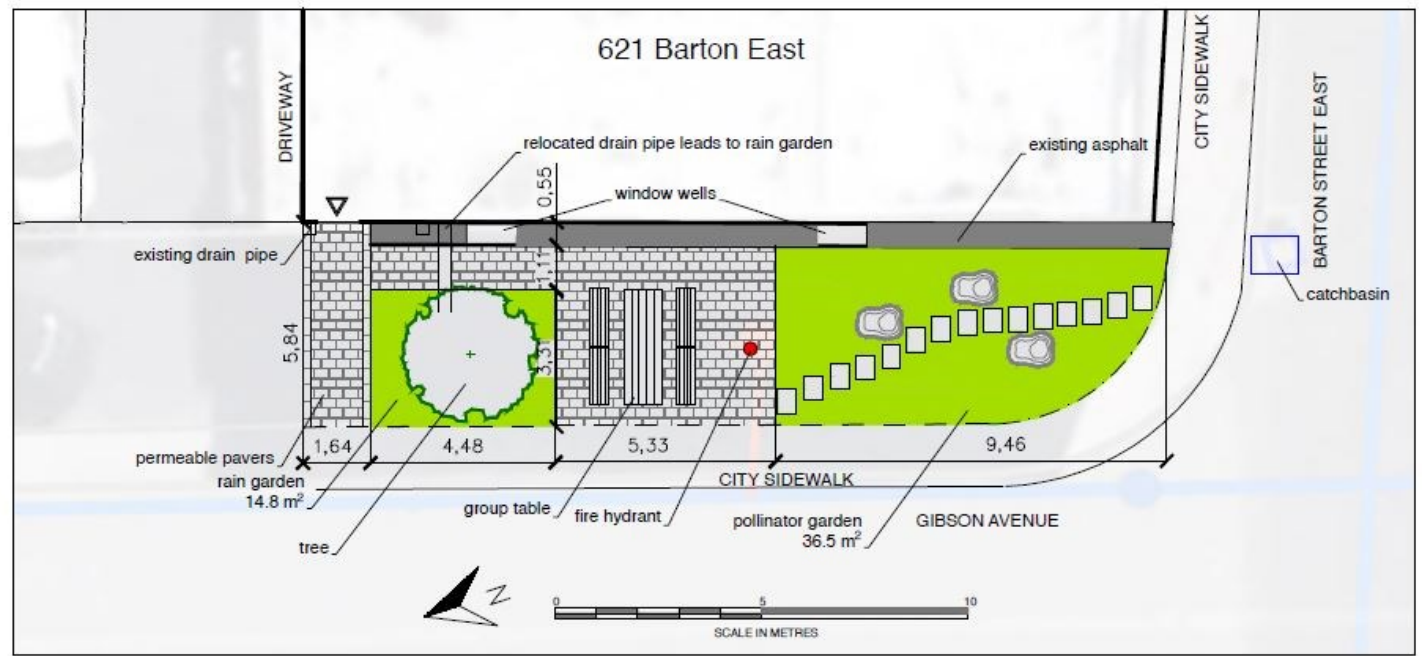
- Located on public land or publicly accessible land (e.g. churches, schools, street side etc.)
- Preference for a highly visible location- *needs to be seen to make an impact on the community*
- 100m² of asphalt to remove
- Not suspected of soil contamination (you will be required to do a soil test)
- Asphalt needs to be replaced with green space- trees and/or plants etc.
- A location where someone will care for the site for the long term
- A site that can be promoted media-wide (signage, social media, newspapers etc.)





Depave Paradise on Barton





Legend

project boundary ————

fence ————

soft scaping

permeable pavers

seating boulder

stopping stone

General Notes

- rain garden to infiltrate runoff from relocated downspout
- large table for dining/outdoor classroom
- pollinator garden with pathway

Base Map: City of Hamilton
Water and Wastewater

SITE STATISTICS

Total area: 98.25 m²

Existing softscape: 0.0 m²

Proposed softscape: 51.3 m²

Existing hardscape: 98.25 m² (asphalt)

Proposed hardscape: 46.95 m²

- 36.25 m² permeable pavers
- 10.7 m² asphalt retained along building



Client:
GREEN VENTURE HAMILTON DEPAVE

Description: SITE PLAN

Address:
621 Barton Street East
Hamilton, ON L8L 3A1

Scale: 1:100

Date of issue:



odelle pierre
landscape architect
MLA OALA ISA CLD

554 Baptist Church Road
Caledonia ON N3W 2G9
905-673-7277
apierra.ca

Page #
L1



BARTON EAST

Barton East was once the commercial centre of Hamilton, surrounded by a vibrant community where neighbours could live, work, shop, play and worship. The street has been in decline for a number of years but the merchants of Barton, along with Green Venture Hamilton, now see great potential for a renewal of the streetscape by converting city-owned corner boulevards into community gathering spaces. Shade trees and native perennials planted in rain gardens would beautify street edges while reducing urban heat island effect, providing habitat for pollinators and absorbing rainwater back into the ground. Permeable pavers in place of existing asphalt, would define space while providing an element of stormwater management. Eight potential sites along Barton East have been identified with three sites here presented as conceptual plans. The goal of this proposal is to show the opportunity for significant placemaking both culturally and environmentally, along a historic street.

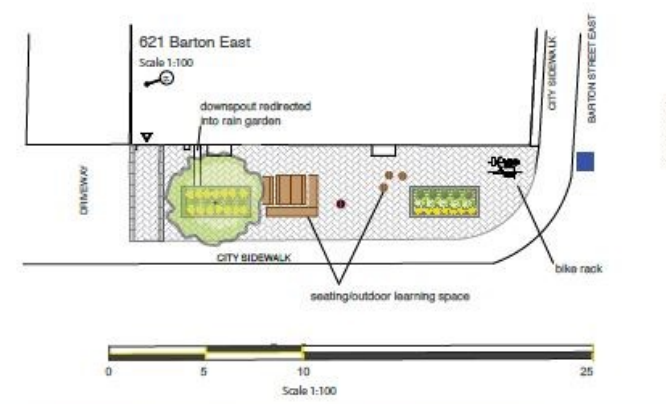
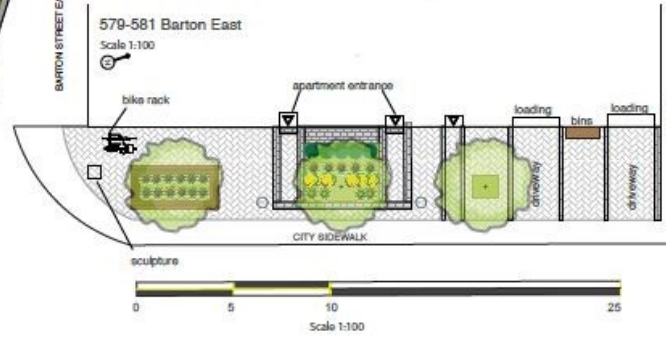
THE SITES



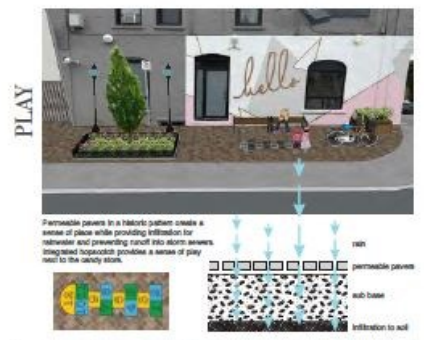
oxide terra
 Adelaide Place OMA OSA MA CLD BA
 504 Dufferin Church Road
 Cambridge ON N3W 2Z6
 416-679-7977
 adelaide@oxideterra.ca



CONCEPTUAL PLANS

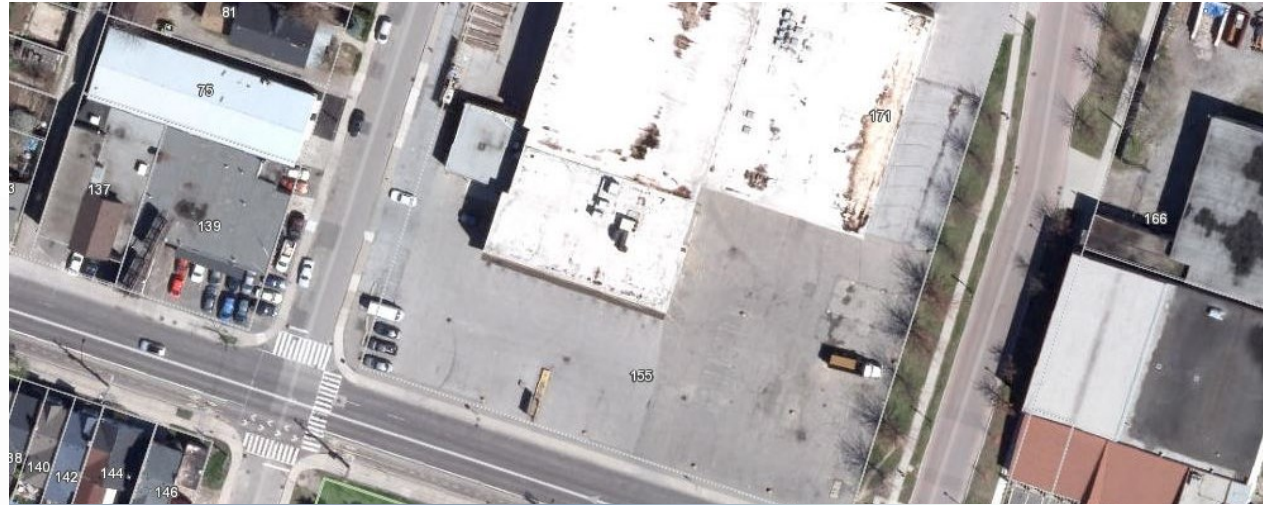


PERSPECTIVES AND ELEMENTS





Depave on Cannon: Friendly Streets





Depave Expenses: Services and Supplies

Depave Project costs vary depending on in-kind support, site, post depave vision etc. Expenses include:

- Landscape Architect/Designer
- Drop Box + U-Haul bins for asphalt
- Professional Concrete Saw Cutter
- Construction Company for excavation down to native soils
- Native Plants, Top Soil, Mulch, Trees, Shrubs, Benches, Public Art
- Food Donations for Depave + Planting Party
- Equipment: prybars, wheelbarrows, tools, gloves, safety glasses etc.
- Volunteers on day of Depave and Planting Party!





Partnerships and Funding

- This project aligns with the current Clean and Green Strategy Focus Areas of Beautification and Environmental Stewardship
 - Increase green infrastructure across the City to support stormwater management
 - Implement depave projects across the City to add more garden space
 - Promote pollinator and gardens including native plants





Want to know more?

Laura Anderson

Program Manager, Green Venture

laura.anderson@greenventure.ca

905-540-8787 ext. 158

www.greenventure.ca/depave-paradise

www.depaveparadise.ca





Hamilton
Public
Library

Barton Branch Beautification

FREEDOM TO DISCOVER

HPL.CA



Kathleen Shannon

Manager, Barton &
Kenilworth Branches

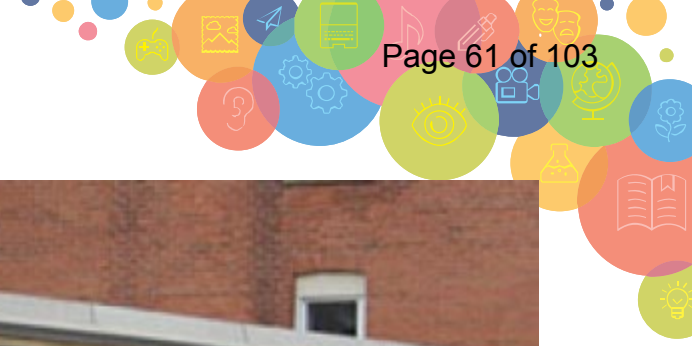
kshannon@hpl.ca

Rebecca Bootsma

Community Youth Librarian,
Barton & Kenilworth
Branches

rbootsma@hpl.ca







Things that have been done

- Removed the bike cage
- Flowerbeds were redone
- New bench on Milton Side
- 2 dead trees removed from Milton side





Two new beds





New bench





Ongoing Challenges

- Garbage – out front and in alleyway
- Dog poop
- Maintenance of planters







Things that are in process



- Signs for dog poop pick-up
- Larger surveillance sign
- Large window decal in children's area
- Additional lighting in the back
- Replacement of broken parking curbs in back





Wish list

- Another garbage can out front
- 3rd flower bed outside children's area window
- Butt out (for cigarette butts)
- Parking curbs
- Mural on Milton side
- Mulch strips – alternatives? (under an overhang)
- Grass patch on Milton
- Volunteers for planting, maintaining flower beds
- Additional lighting on front of building
- Support/ideas for keeping back alleyway clean



Grass patches





Mulch Strips





Thank you!

Kathleen Shannon

Manager, Barton &
Kenilworth Branches

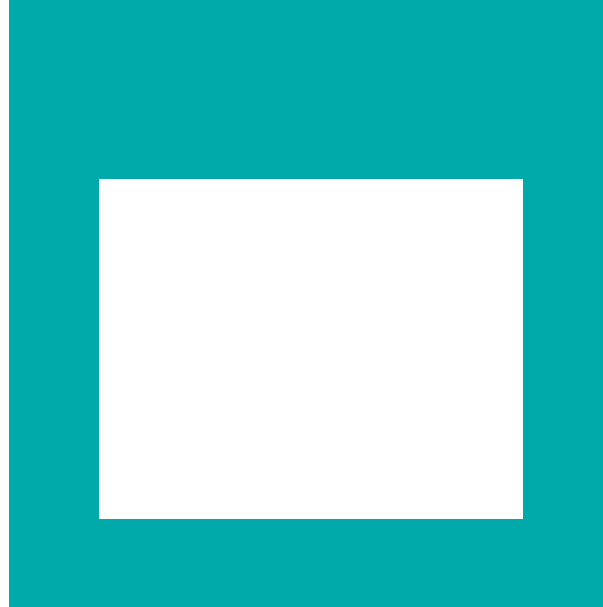
kshannon@hpl.ca

Rebecca Bootsma

Community Librarian,
Barton & Kenilworth
Branches

rbootsma@hpl.ca





CIGARETTE LITTER PREVENTION PROGRAM (CLPP) UPDATE

Keep Hamilton Clean & Green Advisory Committee
November 19, 2019

Diedre Rozema, Clean & Green Coordinator

Diedre.Rozema@Hamilton.ca

905-546-2424 ext. 5089

PUBLIC WORKS
ENVIRONMENTAL SERVICES

CAMPAIGN SUMMARY

PROGRAM LAUNCH: April 15

FUNDING: Ontario's Main Street Revitalization Initiative through the Ontario Ministry of Agriculture, Food and Rural Affairs

PARTNERS: Downtown, International Village and Barton Village BIAs; Green Venture; A Greener Future (Butt Blitz cleanup)

OBJECTIVES: To reduce the negative environmental, economic and quality of life impacts associated with cigarette litter by:

- increasing the availability of cigarette waste receptacles in public spaces;
- decreasing the amount of existing litter in public spaces, and;
- raising public awareness and encouraging smokers to manage their waste responsibly and safely.

MESSAGING: Factual and educational in tone; focuses on environmental and aesthetic impacts of cigarette litter; encourages smokers to adopt positive habits


**CIGARETTE BUTTS
ARE LITTER
SO WHY NOT
KEEP OUR
SIDEWALKS AND
STREETS CLEAN?**

HAMILTON.CA/CIGARETTELITTER

 **CIGARETTE FILTERS MAY CONTAIN PLASTIC WHICH
WILL NOT BREAK DOWN NATURALLY. #CLEANHAMONT**

**YOU CARE
ABOUT THE
ENVIRONMENT
SO WHY TREAT
IT LIKE AN
ASHTRAY?**

HAMILTON.CA/CIGARETTELITTER

 **CANADIANS LITTER 8,000 TONNES OF CIGARETTE
BUTTS EACH YEAR. #CLEANHAMONT**

TACTICS

TRADITIONAL MEDIA: Media release, Y108 radio ad, newsletter content

ONLINE: Website, scheduled social media posts (Twitter, Facebook, Instagram), digital advertising, Spectator online ads, [animated video](#)

PRINT MATERIALS: transit shelter posters, posters, coasters

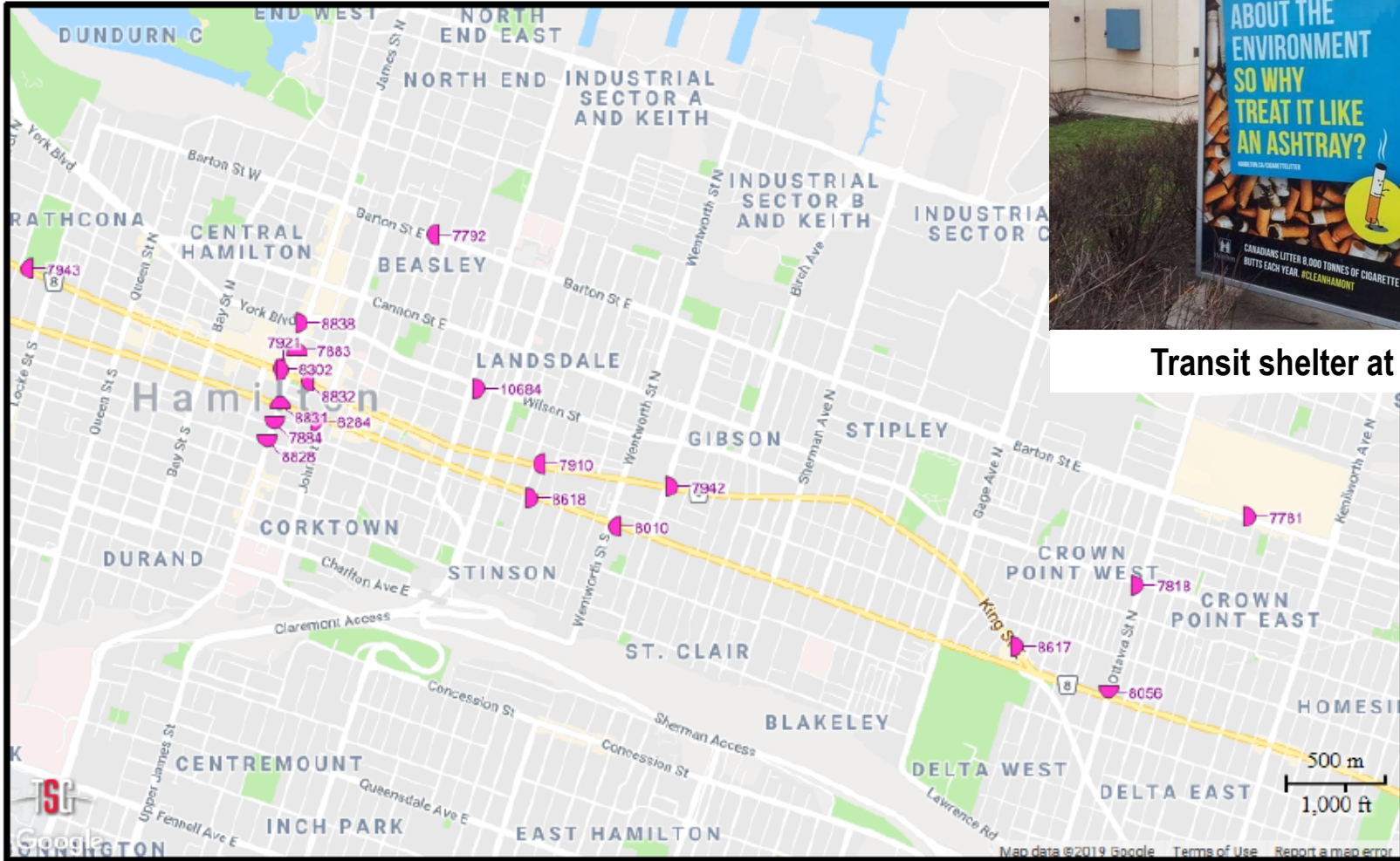
RECEPTACLES: Garbage receptacle wraps, pole ashtrays, pocket ashtrays

EVENTS: Butt Blitz cleanup, 100in1Day intervention, Waste Outreach booth at community events

OTHER: HWCDSB partnership, visual cigarette litter audits



TRANSIT SHELTER POSTER LOCATIONS



Transit shelter at Centre Mall

SUMMARY OF RESULTS TO DATE

MEDIA COVERAGE: Global News, CHCH, The Spectator, Urbanicity

STAFF NEWSLETTER: Distributed to approximately 500 staff

OUR FUTURE HAMILTON NEWSLETTER: 2476 general distribution + 36 Council and staff

TRANSIT SHELTERS: 13,270,800 (2 weeks paid) + 2,142,500 (bonus) impressions

COASTERS: at least 7 restaurants/organizations

POSTERS: Storefronts in 3 BIAs, 70 City of Hamilton offices, 6 municipal service centres, 3 seniors recreation centres, 21 community centres, 19 arenas, 30 libraries

BUTT BLITZ: 35 volunteers, 5 locations cleaned, over 37k butts picked up & recycled

ASHTRAYS: Stickers on 123 garbage receptacles, 21 pole mounted ashtrays, 2,900+ pocket ashtrays distributed

ONLINE / SOCIAL MEDIA RESULTS

DIGITAL ADVERTISING: 125,694 impressions, 94 clicks (0.07% click rate)

TWITTER: 24 tweets; 169,994 impressions; 400 retweets; 860 likes; 209 URL clicks

INSTAGRAM: 3 posts; 21,963 impressions; 804 likes; 6 stories, 9,426 impressions

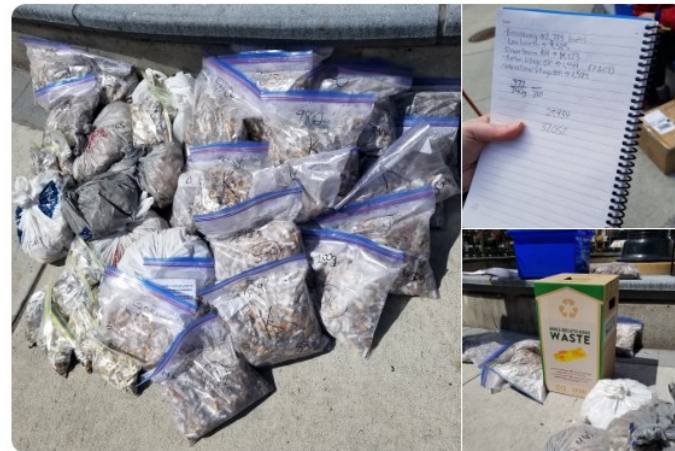
YOUTUBE: 1 video; 94,000+ views

FACEBOOK: combination of paid and unpaid ads (approx. 1 every 2 weeks, continuing thru Nov 2019), most popular posts are about pocket ashtrays (one post = 66,525 reach, 15,169 engagements)



Follow

A disgusting total of 37,052 cigarette butts were collected by some amazing volunteers across the lower city today - thank you for your time today, and a reminder to everyone that the earth is not an ashtray! #HamOnt #CleanHamOnt



12:49 PM - 27 Apr 2019

143 Retweets 446 Likes



DowntownHamiltonBIA, Barton Village BIA, InternationalVillage and A Greener Future

40 143 446

POCKET ASHTRAY RESULTS

Available (for free!) at all municipal service centres, 2 libraries, Tourism Information Centre, Waste Outreach booth at special events

Special requests from: CityHousing Hamilton, McMaster Family Medical Clinic, Canna Cabana, Orlick Industries, individual residents (sent by mail)

2,900+ distributed to date



PROGRAM IMPACTS

AUDITS:

- Garbage ashtray audits show increase in the average number of cigarettes per ashtray from 6.86 to 10.41 after the stickers were placed on the ashtrays.
- Barton Village BIA pole ashtray audits show ashtrays required emptying an average of 3 times over 11 weeks and were usually less than half full every week.
- Downtown pole ashtrays appear to be well used and are emptied at least once/month.
- Cigarette litter (on ground) audits results are pending.

BUDGET & NEXT STEPS

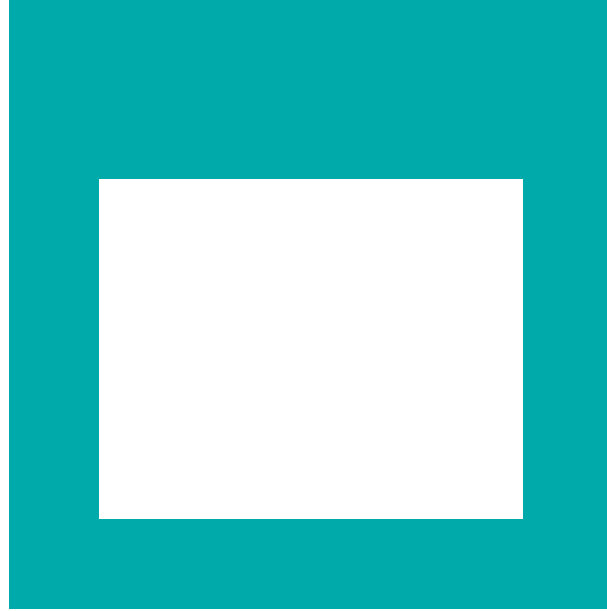
TOTAL BUDGET AVAILABLE (2019): \$65,000 for engagement and outreach activities

2019 SPEND TO DATE: approx. \$40,000

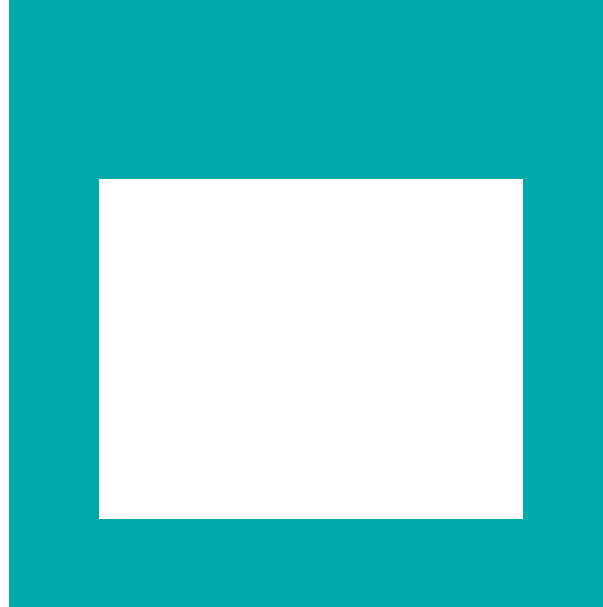
ANTICIPATED REMAINING SPEND (UP TO MARCH 2020):

- Garbage can wraps = \$10,000
- Paid advertising = \$8,000
- Events (e.g. 2nd Butt Blitz?) = \$2,000
- Pocket ashtrays = \$5,000

SUGGESTIONS?



QUESTIONS?



TEAM UP TO CLEAN UP (TUTCU) UPDATE

Keep Hamilton Clean & Green Advisory Committee
November 19, 2019

Diedre Rozema, Clean & Green Coordinator

Diedre.Rozema@Hamilton.ca

905-546-2424 ext. 5089

PUBLIC WORKS
ENVIRONMENTAL SERVICES

GET YOUR NEIGHBOURS TOGETHER!
IT'S TIME TO...

TEAM UP TO CLEAN UP

IT'S EASY TO PARTICIPATE!

1. REGISTER YOUR GROUP AT:
HAMILTON.CA/TEAMUPTOCLEANUP
2. PICK UP YOUR GLOVES AND BAGS AT YOUR
MUNICIPAL SERVICE CENTRE
3. CLEAN UP!
4. TELL US HOW MUCH YOU CLEANED:
HAMILTON.CA/COMMUNITYIMPROVEMENTREPORT



PROMOTION & ADVERTISING

BROCHURE: distributed by Outreach Coordinators at events, shared electronically with Councillors who requested program info

FACEBOOK POSTS: 2-3 posts in April on the Clean & Green Facebook page

MEDIA COVERAGE: limited due to no kick off event in 2019

PROGRAM RESULTS

	2019	2018	2017
Community cleanups	138	89	94
School cleanups	77	75	76
Estimated participants	22,431	17,544	23,109
Estimated bags of garbage	3,558	2,433	2,846
Estimated Bags of recycling	1,744	1,783	1,468
Follow up reports submitted	147 (68%)	115 (70%)	131 (77%)

BUDGET

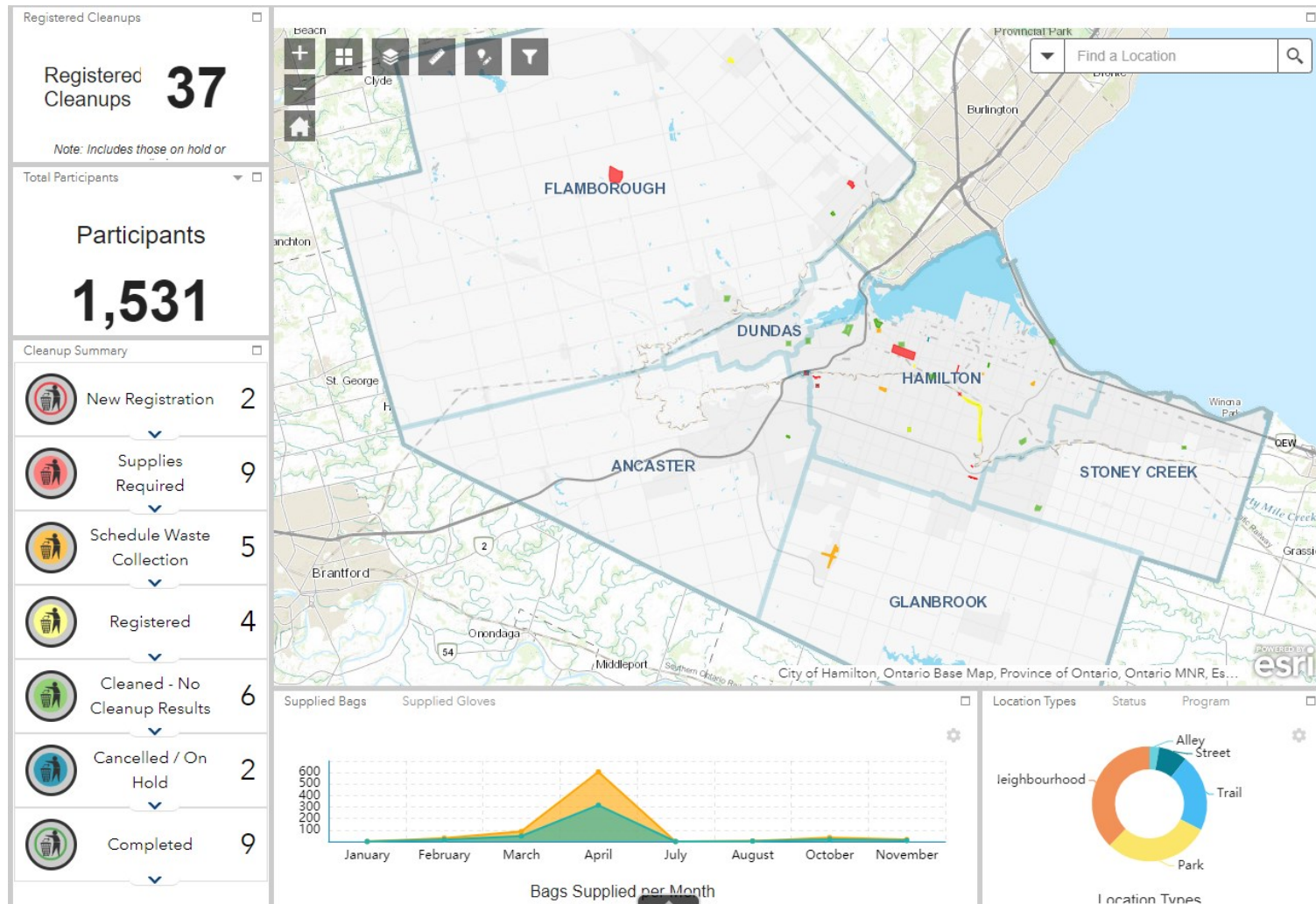
ANTICIPATED BUDGET FOR 2019: \$12,000

SPEND TO DATE:

- Advertising: \$60
- Gloves: \$2,302
- Bags: \$8,300 (projected – delivery scheduled for Dec. 12, 2019)

RECOMMENDATION: remaining funds to be spent on small gloves for 2020 school cleanups (approx. 1,140-1,380 pairs currently in stock – typically need 4000 pairs each spring)

INTERNAL PROGRAM ENHANCEMENTS



2020 TUTCU PROGRAM

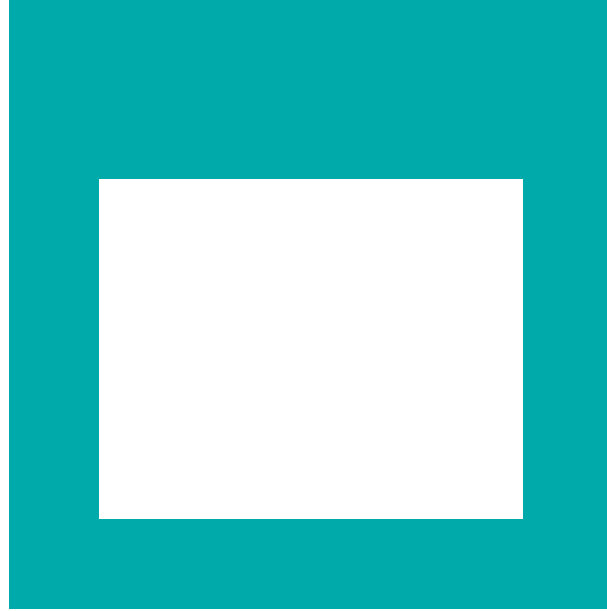
LAUNCH EVENT: Any interest in a kick off at a HWCDSB school?

CLEAN CANADA TOGETHER: Mayor's Cleanup Challenge across Canada (led by Vancouver)

GLAD BAGS: Free bags to be used for school cleanups to offset program costs and extend supply of branded bags

KEEP AMERICA BEAUTIFUL: Plogging event

SUGGESTIONS?



QUESTIONS?

Keep Hamilton Clean & Green Committee - 2019 Budget Report

INCIDENTAL COSTS		Budgeted	Actual	Projected	Comments
Meeting Refreshments	January refreshments	\$150	\$99		At the Table
	February refreshments	\$150	\$157		At the Table and drink purchase
	March refreshments	\$150	\$0		No meeting
	April refreshments	\$150	\$159		At the Table
	May refreshments	\$150	\$150		At the Table and drink purchase
	June refreshments	\$150	\$209		Additional attendees for presentation
	September refreshments	\$150	\$124		At the Table
	October refreshments	\$150	\$103		Pizza, fruit tray, veggie tray
	November refreshments	\$150		\$313.81	
	December refreshments	\$150		\$0	No December meeting scheduled
	Meeting Refreshments Sub Total	\$1,500	\$1,001	\$313.81	
Keep America Beautiful	Network Service Fee	\$648	\$593		
	National Conference Feb 2019	\$3,200	\$0		Committee member did not attend
	KAB Sub Total	\$3,848	\$593		
Cmte Member Parking	Parking for cmte members	\$250	\$170		15 passes (\$10 each)
	Bus passes	\$0	\$114		40 HSR tickets
	Parking Sub Total	\$250	\$285		
Workplanning	Facilitation	\$3,367	\$2,997		LURA Consulting
	Venue rental	\$200	\$0		Not required
	Refreshments	\$300	\$0		Not required
	Workplanning Sub Total	\$3,867	\$2,997		
INCIDENTAL COSTS SUB TOTAL		\$9,465	\$4,876	\$313.81	
SPECIAL EVENT/PROJECT COSTS		Budgeted	Actual	Projected	Comments
Team Up to Clean Up	Gloves	\$2,000	\$2,302	\$2,000	Gloves ordered in spring for TUTCU events
	Bags	\$10,000		\$9,000	Quote for 15,000 orange bags + 6,000 clear bags (order anticipated Dec 2019)
	Advertising and promotion	\$0	\$60		Facebook boosted posts for TUTCU
Community Appearance Index	Audit expenses and volunteer refreshments	\$225	\$0		
Graffiti Remediation	Victim assistance program and supplies	\$2,000	\$2,000		Municipal Law Enforcement graffiti gift cards
Graffiti Remediation	Proactive measures/prevention project	\$ 5,000	\$5,000		Woodlands Park legal art wall
Volunteer Recognition	Honorariums, incidentals (e.g. printing, advertising)	\$175	\$100		Jim Charlier speaking fee (June 18 meeting) + gift
Neighbourhood Grants		\$5,000	\$2,000		Grants awarded April 2019
Environmental Stewardship	Citizen engagement projects	\$0		\$4,000	TBD (In response to delegation requests)
SPECIAL EVENTS/PROJECT COSTS SUB TOTAL		\$ 24,400	\$11,462	\$ 15,000	
Total budgeted (2019)		\$	33,865		
Total projected + spent to date		\$	31,652		

Anticipated balance remaining at year end	\$ 2,213	<i>NOTE: balance must be above \$1,825 to be transferred to reserve</i>
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Keep Hamilton Clean & Green Committee - 2020 Budget Report

INCIDENTAL COSTS		Budgeted	Actual	Projected	Comments
Meeting Refreshments	Meeting date: January 21, 2020	\$150			
	Meeting date: February 25, 2020	\$150			
	Meeting date: March 24, 2020	\$ 150			
	Meeting date: May 5, 2020	\$150			
	Meeting date: June 2, 2020	\$150			
	Meeting date: September TBD	\$150			
	Meeting date: October TBD	\$150			
	Meeting date: November TBD	\$150			
	Meeting Refreshments Sub Total	\$1,200			
Keep America Beautiful (KAB)	Network Service Fee	\$600			
	National Conference Feb 2019	\$3,000			
	KAB Sub Total	\$3,600			
Cmte Member Parking	Parking for cmte members	\$250			
	Parking Sub Total	\$250			
INCIDENTAL COSTS SUB TOTAL		\$5,050			
SPECIAL EVENT/PROJECT COSTS		Budgeted	Actual	Projected	Comments
Team Up to Clean Up	Program promotion	\$100			
	Program supplies (bags, gloves)	\$3,000			
	Team Up to Clean Up Sub Total	\$3,100			
Graffiti	Victim assistance or proactive measures	\$2,000			
	Graffiti Sub Total	\$2,000			
Cigarette Litter	Educational, communications and marketing products	\$2,500			
	Cigarette Litter Sub Total	\$2,500			
Volunteer Recognition	Awards, advertising, printing, incidentals, sponsorship, etc.	\$600			
Clean & Green Neighbourhood Grants	Small grants for neighbourhood projects	\$5,000			
	Clean & Green Neighbourhood Grants Sub Total	\$5,000			
SPECIAL EVENTS/PROJECT COSTS SUB TOTAL		\$13,200			

Total budgeted	\$18,250	
Total projected + spent to date	\$0	
Anticipated balance remaining at year end	\$18,250	<i>NOTE: balance must be above \$1,825 to be transferred to reserve</i>

KHCG Workplan: 2019-2020 Actions

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role
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/N 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.
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/N neighbourhood groups City Councillors	Provide funding and feedback on legal art wall pilot projects Support and promote Concrete Canvas event and activities
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 implementing or funding appropriate action (e.g. social media campaign?)
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/N 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/N neighbourhood groups Schools and students Local businesses	Request Clr Nann to present the zero waste strategy to the KHCG

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
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#16

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, November 01, 2019 8:17:17 AM
Last Modified: Friday, November 01, 2019 12:25:08 PM
Time Spent: 04:07:51
IP Address: 206.130.179.8

Page 3: Proposal Contact Information

Q1 Applicant Information*

First Name:	Felicia
Last Name:	Van Dyk
Affiliate/Company/Organization:	Keep Hamilton Beautiful
Address:	71 Main St W
City/Town:	Hamilton
State:	Ontario
ZIP:	L8P4Y5
Phone Number:	905-546-2424 ext. 5089
Email Address:	diedre.rozema@hamilton.ca

Q2 Co-Presenter 2 Contact Information

Respondent skipped this question

Q3 Co-Presenter 3 Contact Information

Respondent skipped this question

Page 4: SESSION DESCRIPTION

Q4 Proposed Title

Growing Grassroots: Keep Hamilton Beautiful's Clean and Green Neighbourhood Grants Program

Q5 SESSION DESCRIPTION: Please provide a brief session description. We recommend that you use clear, concise, and engaging language. This information will be used in promotional materials or as a "marketing pitch." (Maximum of 500 characters):

Hamilton, Ontario, Canada is known as "the Ambitious City". Our community's strength is its passionate and motivated residents, who won't stop working to make our city great! Keep Hamilton Beautiful's Clean and Green Neighborhood Grants program works with engaged citizens and provides the support they need to address challenges and create solutions. Learn how the affiliate uses the program to build community capacity, empower communities and grow strong grassroots in Hamilton.

Q6 DETAILED SESSION DESCRIPTION: Provide a more detailed description of the proposed session that the selection committee will use during the proposal review process. (1000 characters maximum). Additional detail on the session is included in the following questions.

The session will cover the following information:

- The history of the grants program, how the affiliate identified the need for a granting program, the steps they took to establish the program and determine its structure
- How the affiliate worked with the municipality (which funds provides the affiliate) to justify the granting program
- The type of organizations/initiatives that have received funding and highlights of their accomplishments. These include: gardening clubs creating beautiful greened areas on public property; apartment residents cleaning and beautifying nearby alleyways to create spaces for outdoor activities; school groups designing and building outdoor learning spaces for students, and more!
- Reporting back: the importance of sharing successes (or failures!) in a supportive way to build confidence instead of penalizing failures.
- The broader community benefits of this program and how the program is helping to grow a strong and vibrant grassroots movement in Hamilton

Q7 DETAILED SESSION DESCRIPTION (continued): Describe the specific presentation techniques you will use. (500 characters maximum).

The presentation will use PowerPoint slides with ample photos provided to the affiliate by our many successful grant winners highlighting their accomplishments and contributions to our community. We may also conduct video interviews with some grant recipients to ask them to share stories about their experience.

Q8 DETAILED SESSION DESCRIPTION (continued): Will session be interactive and if so, how? (500 characters maximum).

The session will be a verbal presentation with many visual aids (photos and possibly video interviews). There will be limited opportunities for audience participation.

Q9 DETAILED SESSION DESCRIPTION (continued): What are the 3 keys messages that will be included in the presentation? (500 characters maximum).

1. **What's your strength? If your affiliate doesn't have capacity to do work on the group, identify your assets and share them broadly.**
2. **What's your community's strength? Identify how your affiliate's strengths can be used to enhance your community's strengths.**
3. **Failure IS an option! Instead of penalizing groups when plans don't turn out, use the lessons learned to encourage groups to try again and build the affiliate's understand of the community's needs.**

Q10 DETAILED SESSION DESCRIPTION (continued): Will new or innovative research or results be presented? (500 characters maximum)

A new program modal that builds on existing KAB goals will be presented.

Q11 DETAILED SESSION DESCRIPTION (continued): If co-presenting, what will the role of each speaker be during the presentation? (500 characters maximum).

There will be one presenter, Felicia Van Dyk.

Q12 FORMAT OF PRESENTATIONS: Please select a format for the session. You may select more than one and the team will consider where the topic best fits into the agenda.*Session presentations will be given 45-60 minutes and should include interactive presentation techniques.*Panel sessions will provide an opportunity for up to three presenters to speak in a more open and conversational setting with conference attendees. You may identify other co-presenters/panelists or KAB will identify a match based on the topic. Preference will be given to panels that include a variety of speakers approaching the same topic from different perspectives including but not limited to a government, business and civic representative or academic and non-profit partnering on a topic or project.*Sharing sessions will be 45-60 minutes long and will consist of short sharing blocks of 5-7 minutes per presenter in an open-style or roundtable setting. The presenter may bring visuals for a display.*Steel This will be a 5-10 minute, 20-slide presentation to be offered at "Steel This," KAB's most popular best-practice sharing session! Many National Award candidates and recipients have been invited to present at "Steel This" and KAB encourages those who have submitted an Awards Application to also consider submitting a presentation proposal as well. *Webinar sessions will be 30-45 minutes. If the proposal is not selected for presentation at the conference, KAB may ask you to consider presenting on an Affiliate webinar training opportunity.

Steel This

Q13 Select at least one TOPIC and one or more applicable Subject(s) from the list under each Topic below. TOPIC - Litter Prevention Initiatives TOPIC - Community Engagement & Volunteer Management TOPIC - Community Greening and Beautification Initiatives TOPIC - Recycling Initiatives TOPIC - Youth Engagement and Education TOPIC - Fundraising TOPIC - Grant and Award writing TOPIC - Research and Behavior Change TOPIC - Social Entrepreneurship and nonprofit management TOPIC - Partnerships TOPIC - Open Topic to be determined by the applicant Example of one "TOPIC" and one "SUBJECT" from the list below Topic "TOPIC": Community Engagement & Volunteer Management "TOPIC SUBJECT": Civic Engagement/Leadership

Subject - Tackling community issues with new and innovative solutions

Subject - Engaging community members through innovative efforts and outreach initiatives

Q14 LEARNING OUTCOMES: Provide two observable and measurable learning outcomes. Learning outcomes are statements that specify what learners will know or be able to do as a result of a presentation. Learning outcomes are statements that represent the solution to the identified need or issue – that is, the knowledge, skills, or attitudes needed to fulfill the need. When writing Learning Outcomes, use verbs that are observable and measurable. Sample action verbs are: compile, create, plan, revise, analyze, design, select, utilize, apply, demonstrate, prepare, use, compute, discuss, explain, predict, assess, compare, rate, critique. These types of verbs should be avoided: learn, understand, know, appreciate, become aware of, or become familiar. **EXAMPLE:** Upon completion of the session, the participant will be able to assess the limitations and capabilities of various types of surveillance equipment and select appropriate equipment to ensure adequate coverage of a given area. Limit to one sentence (20 words or less) per outcome answering question at the end of the session, the participant will be able to:

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| #1 | Identify opportunities to inspire and support self-driven community projects. |
| #2 | Build accountability to ensure self-driven projects offer good value for money and align to the affiliate's goals. |
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Q15 PREFERRED ROOM SETUP (KAB will do its best to meet your requests.): **No specific room setup required**

Q16 PRESENTER BIO: Describe the speaker's experience with this subject material and his/her experience speaking. Include work experience, research, and other pertinent information. This should be a brief bio to be posted on the conference registration page. Be sure to include Co-Presenter if applicable (Maximum 100 words each presenter).

Felicia Van Dyk is a community minded individual who makes positive change in her community of Hamilton, Ontario through her work and volunteering. A professional fundraiser by day, it is her job to connect with people and encourage them to make change in their communities. She volunteers as co-chair of the Keep Hamilton Clean and Green Committee. She works with her committee to connect and inspire individuals to care for their communities through self-driven beautification projects. Her speaking experience stems from making corporate pitches for funding and for soliciting volunteers and donations. Felicia attended college for business and event management.

Q17 CO-PRESENTER 2 BIO: Describe the speaker's experience with this subject material and his/her experience speaking. Include work experience, research, and other pertinent information. This should be a brief bio to be posted on the conference registration page. Be sure to include Co-Presenter if applicable (Maximum 100 words each presenter).

N/a

Q18 CO-PRESENTER 3 BIO: Describe the speaker's experience with this subject material and his/her experience speaking. Include work experience, research, and other pertinent information. This should be a brief bio to be posted on the conference registration page. Be sure to include Co-Presenter if applicable (Maximum 100 words each presenter).

N/a

Q19 PRESENTER EXPERIENCE: Though not a mandatory requirement, has this speaker taught adult continuing education or conducted training before? If not, please explain applicable experience.

N/a

Q20 Supplemental Material

Respondent skipped this question

Q21 Headshot

Respondent skipped this question

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Q22 SPEAKER ACKNOWLEDGEMENT: When submitting, you acknowledge that KAB is a non-profit organization and our presenters come on a volunteer basis. Please type YOUR NAME below acknowledging: "YES, I understand my services (including travel) are offered complimentary to Keep America Beautiful."

Felicia Van Dyk
