



City of Hamilton
KEEP HAMILTON CLEAN AND GREEN COMMITTEE
AGENDA

Meeting #: 21-002
Date: February 23, 2021
Time: 5:00 p.m.
Location: Due to the COVID-19 and the Closure of City Hall
All electronic meetings can be viewed at:
City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Diane Butterworth, Clean and Green Coordinator (Acting)
(905) 546-2424 ext. 5089

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(Added Items, if applicable, will be noted with *)	
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- 8.1. Clean and Green Neighbourhood Grant process for 2021 - adjudication process 19
- 8.2. Discussion of idea for the KHCG Advisory Committee to participate in an 'all' committee meeting

9. MOTIONS

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- 11.1. Community Bin Days update
- 11.2. Resignation of Steve Watts
- 11.3. 2021 Filling of Committee Member vacancies
- 11.4. 2021 Committee budget

12. PRIVATE AND CONFIDENTIAL

13. ADJOURNMENT



Hamilton

MINUTES

KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 20-005
Date: November 17, 2020
Time: 5:00 pm
Location: Due to the COVID-19 and the Closure of City Hall Electronic meeting can be viewed at: City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Diane Butterworth, Clean and Green Coordinator (905) 546-2424 ext. 5089

Present:	Chair:	Felicia Van Dyk
	Members:	Jen Baker
		Brenda Duke
		Kerri Jarvi
		Heather Donison
		Marisa Di Censo
		Sue Dunlop
		Pauline Szczepanski
		Leisha Dawson

Absent with Regrets:	Vice-Chair:	Lennox Toppin
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Absent with no Regrets:	Councillor N. Nann
	Theresa Movre
	Steve Watts

Also Present:	Raffaella Morello, Senior Project Manager, Business Programs
	Theresa Phair, Community Liaison Coordinator, Business Programs

Diane Butterworth, Clean & Green Coordinator, Business Programs

1. CHANGES TO THE AGENDA

Committee member, Brenda Duke, advised of the following change to the agenda:

11. GENERAL INFORMATION / OTHER BUSINESS

(Jarvi/Baker)

11.1 Approval of the Volunteer-Made Promotional Video for the Clean & Green Trailers to be Reviewed by City Staff for Future Consideration

That the agenda for the November 17, 2020 meeting of the Hamilton Clean & Green Advisory Committee be approved, as amended.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

(i) October 20, 2020

(Baker/Donison)

That the Minutes of the October 20, 2020 meeting of the Hamilton Clean & Green Advisory Committee be approved, as presented.

CARRIED

4. DISCUSSION ITEMS

8.1 2020 Neighbourhood Grant Applicant Status Update

(Duke/Donison)

At the request of the Committee, Staff Liaison, Clean and Green Coordinator, Diane Butterworth, provided a second update respecting the status of all nine Clean and Green Neighbourhood Grant applicants identified as being grantees in 2020.

- Grantee, Green Venture Hamilton-Wentworth, was the only applicant to indicate that their project, Native Planting Restoration on the EcoHouse Property, would be completed in 2020.

- Grantees, Barton Village B.I.A.'s the Depave Pilot project and the Flamborough Baptist Church Community Garden project, stated their initiatives had only been partially completed in 2020 due to the COVID-19 pandemic and would require more time in 2021 for finalization.
- Grantees, St. Paul's Presbyterian Church, McQuesten Urban Farm, Jeff Stock, the Hamilton Public Library – Barton Branch and the Hamlan Housing Cooperative Inc., all indicated the COVID-19 pandemic and associated restrictions had impacted the timelines and logistics related to their projects. Therefore, forcing each grantee to modify project timelines. All grantees have indicated that they wish to continue their projects in 2021.
- The Green Team Gardeners were the only grantee to state that their project - Murals and Art in the Garden Workshops, had been cancelled indefinitely due to health and safety concerns related to the COVID-19 pandemic and have withdrawn their grant application.

Based on the current status updates provided from all nine grantees, the Committee is to discuss and determine a final decision regarding the release of 2020 Clean and Green Neighbourhood Grant funds.

That the Committee's decision respecting the release of funds to the 2020 Clean and Green Neighbourhood Grant applicants, except for the Green Team Gardeners, be approved.

CARRIED

8.2 Review of Budget Report and Workplan

Staff member, Senior Project Manager, Raffaella Morello, provided a presentation respecting the 2020 and 2021 Keep Hamilton Clean and Green Advisory Committee budgets. Committee members were asked to provide input to staff on where to spend surplus funds in the 2020 budget and how best to reallocate funds in the 2021 budget.

Staff informed the Committee there would be a 0% increase in all Citizen Advisory Committee budgets during 2021. Historically, the Committee's annual operating budget has been \$18,250. It was also indicated there was a total of \$10,657 in unspent funds in the 2020 budget as a result of COVID-19 pandemic impacts.

Committee member, Jen Baker, commented respecting additional funds should be spent on Clean and Green Program supplies in preparation for

Spring 2021 cleanup registrations. It is anticipated that once the winter season is over, volunteers will be looking for engagement opportunities. Outdoor cleanup options provide a safe place for people to be active during the COVID-19 pandemic.

Committee member, Heather Donison, commented respecting funds should be spent on program clean up supplies in 2020, in anticipation of increased volunteer engagement in 2021.

Staff member, Raffaella Morello, commented respecting unspent funds could be reallocated to the purchase of Clean and Green Program supplies; however, storage restrictions may impact the quantity of supplies that can be purchased.

Committee Chair, Felicia Van Dyk, posed the question respecting if funds for the 2021 Keep America Beautiful membership and conference, should also be reallocated to the Clean and Green Program. Also, if the Keep America Beautiful membership was still an asset to the Clean and Green Program.

Staff Liaison, Diane Butterworth, responded respecting the Keep America Beautiful membership was valuable in providing access to a greater network of ideas, information and data related to litter and waste initiatives from across North America.

Staff member, Raffaella Morello, recommended that funds respecting the 2021 Keep America Beautiful membership and conference may be reduced to \$1,600. The recommended amount would continue to cover the costs of the membership fee and any educational webinars in lieu of the annual KAB conference. Due to the COVID-19 pandemic, the City is recommending that in-person attendance at conferences is avoided in 2020 and 2021.

Committee member, Marisa Di Censo, commented respecting that the City of Hamilton has had a long-time affiliation with Keep America Beautiful and there is good value in continuing the membership. It was also questioned respecting whether surplus funds could be reallocated to other Clean and Green Neighbourhood Grant applicants that did not receive funding in 2020.

Committee member, Brenda Duke, responded respecting that unsuccessful 2020 Clean and Green Neighbourhood Grant applicants did not meet adjudication criteria. The decision made by the working group on awarding of funds, was a firm and final decision.

Staff Liaison, Diane Butterworth, provided information respecting the Committee's 2019 – 2021 workplan to provide direction during the budget discussion.

Committee member, Brenda Duke, commented respecting many of the 2020 workplan items, especially in the areas of litter and illegal dumping prevention, had not been accomplished. It was recommended that the Committee consider coordinating a community bin-day event.

Staff Liaison, Diane Butterworth, provided a recommendation respecting a working group be established to coordinate the community bin-day event.

Committee members, Brenda Duke and Jen Baker agreed to lead the working group respecting the planning of a community bin-day event. The working group will coordinate and communicate all logistics to the Committee. The Staff Liaison will assist as required.

Committee member, Marisa Di Censo, proposed that a Notice of Motion respecting recommendations for unspent funds from the 2020 budget be added to the agenda and that the Rules of Order be waived to allow the introduction of the Notice of Motion as a Motion at this meeting, if so, a motion to waive the rules, is required.

5. NOTICES OF MOTION

(i) Recommendations for 2020 Unspent Budget (Item 10.1)

Committee Member, Marisa Di Censo, introduced a Notice of Motion respecting that up to \$3,000 in surplus funds from the 2020 budget be used to support the purchase of additional cleanup supplies for the Clean and Green Program, pending the availability of adequate storage. A Notice of Motion was presented recommending that up to \$3,000 be allocated to support the coordination of a community bin-day event(s).

(Baker/Duke)

That the Rules of Order to be waived to allow for the introduction of a motion respecting recommendations for unspent funds from the 2020 budget, be approved.

CARRIED

(Baker/Di Censo)

That the Keep Hamilton Clean and Green Advisory Committee's decision respecting the spending of up to \$3,000 of unspent 2020 funds on Clean and Green Program supplies, pending availability of adequate storage, and up to \$3,000 on a community bin-day event, be approved.

CARRIED

6. GENERAL INFORMATION / OTHER BUSINESS**(i) Approval of the Volunteer-Made Promotional Video for the Clean & Green Trailers to be Reviewed by City Staff for Future Consideration**

Committee member, Brenda Duke, asked the Committee to approve the volunteer-made promotional video respecting the Clean & Green Trailers, be reviewed by City Staff for future consideration.

Staff member, Raffaella Morello, advised that the volunteer-made video respecting the Clean and Green Trailers, would need to be reviewed by Waste Management staff and the City's Communications staff to ensure that the promotional piece aligned with corporate standards and policies.

Committee member, Heather Donison, inquired if the Committee could receive a Staff presentation respecting the communications strategy for the Clean and Green Program and corporate communications standards and policies.

Staff member, Raffaella Morello, advised that Staff would need to confer with City's Communications Staff respecting a Staff presentation on the communications strategy for the Clean and Green Program and corporate communications standards and polices at a future Committee meeting in 2021.

(Donison/Jarvi)

That the Keep Hamilton Clean and Green Advisory Committee's decision respecting the volunteer-made promotional video be reviewed by City Staff for future consideration, be approved.

CARRIED**7. ADJOURNMENT****(Baker/Donison)**

That, there being no further business, the meeting be adjourned at 6:46 p.m.

CARRIED

Respectfully submitted,

**Keep Hamilton Clean and Green Committee
Minutes**

**November 17, 2020
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Felicia Van Dyk
Chair, Keep Hamilton Clean and Green
Advisory Committee

Diane Butterworth
Clean and Green Coordinator



Hamilton

NOTES

Keep Hamilton Clean and Green Advisory Committee

Tuesday, January 19, 2021

5:00 P.M.

Due to the COVID-19 and the Closure of City Hall

Electronic meeting can be viewed at:

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Present:	Chair:	Felicia Van Dyk
	Vice-Chair:	Lennox Toppin
	Members:	Jen Baker
		Brenda Duke
		Heather Donison
		Kerry Jarvi
		Paulina Szczepanski

Absent with Regrets:	Councillor N. Nann, Sue Dunlop, Marisa Di Censo, Steve Watts, Theresa Movre, Leisha Dawson
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Also Present:	Raffaella Morello, Senior Project Manager, Business Programs Theresa Phair, Community Outreach Coordinator, Business Programs Diane Butterworth, Clean and Green Coordinator, Business Programs
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Pursuant to Section 5.4(4) of the City of Hamilton's Procedural By-law 18-270 at 5:15 P.M. the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved within 15 minutes after the time set for the Keep Hamilton Clean and Green Advisory Committee, therefore, the Staff Liaison to the Committee noted the names of those in attendance and the meeting stood adjourned.

Respectfully submitted,

Diane Butterworth
Clean and Green Coordinator
Environmental Services

1. APPROVAL OF MINUTES OF PREVIOUS MEETING

- (i) November 17, 2020 (Item 3.1)

This item will be added to the next meeting agenda.

5. COMMUNICATIONS

- (i) Correspondence from the Clerk's Office regarding Advisory Committees and Citizen Committee Reports and the Advisory Committee Handbook (Item 4.1)

This item will be added to the next meeting agenda.

10. DISCUSSION ITEMS

- (i) Clean and Green Neighbourhood Grant (Item 8.1)

This item will be added to the next meeting agenda.

13. GENERAL INFORMATION / OTHER BUSINESS

- (i) 2020 Community Bin-Days Project Update (Item 11.1)

This item will be added to the next meeting agenda.

15. ADJOURNMENT

Pursuant to Section 5.4(5) of the City of Hamilton's Procedural By-law 18-270 at 5:15 P.M. the Staff Liaison to the Committee advised those in attendance that quorum had not been achieved since 5:00 P.M., therefore, the meeting would stand adjourned.

Next meeting: February 23, 2021 5:00 PM (4:30 P.M. WebEx meeting access)

Respectfully submitted,

Felicia Van Dyk
Chair, Keep Hamilton Clean and
Green Advisory Committee

Diane Butterworth
Clean & Green Coordinator, Business Programs
Environmental Services Division, Public Works Department



Hamilton

**KEEP HAMILTON CLEAN & GREEN ADVISORY
COMMITTEE**

CITIZEN COMMITTEE REPORT PROCEDURE

WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (e.g. a speakers event)
- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings



Hamilton

THANK YOU

Letter to Advisory Committees

RE: Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes

One of the Clerk's Office goals for 2020 was to clarify the Committee structure and to streamline some of the Advisory Committees processes.

This process began with a reorganization of the Committee Listing Page on the City of Hamilton's website. Originally the webpage listed all Committees alphabetically which did not illustrate the reporting structure of Committees. The Clerk's Office received feedback from the community that the listing was confusing, and have therefore, reorganized to show the different levels of Committees, how they are classified, and to which Committee the Committee reports to. The reorganized webpage can found at the following link: <https://www.hamilton.ca/council-committee/council-committee-meetings/committee-listing>.

Another task that the Clerk's Office is working on with the Advisory Committee Staff Liaisons is the format of Advisory Committee agendas and minutes to be in a similar form to those of Committees of Council. Advisory Committee minutes are now being reviewed by one designated Legislative Coordinator, to ensure that all Advisory Committees are following a standard format.

Like all Committees of Council, Advisory Committee minutes are approved at their next Committee meeting, and then sent up to their respective Standing Committee to be received. Staff Liaisons are to send their draft minutes to the designated Legislative Coordinator prior to the minutes being approved at their next Advisory Committee meeting, in order to ensure that the final version of the minutes are in the proper format being approved at their respective Standing Committee. Staff Liaisons are to forward the approved minutes of their Advisory Committee meetings to their respective Standing Committee Legislative Coordinator in a timely fashion.

Additionally, like all Committees of Council, if the Advisory Committee wishes to move a motion that requires approval, a Citizen Committee Report is required. A Citizen Committee Report should contain some background information and the motion that was approved by the Advisory Committee and are prepared **with the assistance of the** the Staff Liaison. Once completed, they should be sent to the designated Legislative Coordinator for review. Once reviewed the Citizen Committee Report is signed by the Chair and forwarded to their respective Standing Committee in a timely fashion, as these requests are usually time-sensitive requests.

Please find below a list of examples of when a Citizen Committee Report would be required:

WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Recommendations with financial implications to the City
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)

- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
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- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings

The Clerk's Office is also currently working on updating the Volunteer Advisory Committee Handbook to incorporate amendments respecting virtual meetings, etc. Advisory Committees can expect to be contacted by the Clerks Office for feedback on the changes to the Handbook prior to going to Governance Committee for adoption.

The Office of the City Clerk is committed to working with all members and staff liaisons to provide procedural advice and clarification on City processes and policies.

Sincerely,

Clerk's Department

City of Hamilton

Clean and Green Neighbourhood Grant 2021 Dates/Time Line:

Timeline

Staff propose the following dates for the up-coming Clean and Green Neighbourhood Grant process:

- Grant opportunity opens: **Friday, January 29th, 2021 at 12:00 pm noon**
- Application deadline: **Tuesday, February 23rd, 2021 at 4:30 pm**
- Staff application review period: **Wednesday, February 24th to Monday, March 1st, 2021**
- Committee adjudication period: **Tuesday, March 2nd to Wednesday, March 10th, 2021**
- Adjudication meeting: **Wednesday, March 10th or Friday, March 12th, 2021
(dependent on adjudicator availability)**
- Committee approval meeting: **Tuesday, March 16th, 2021**
- Notification to all applicants: **Mid to late April 2021**
- Cheques go out to grantees: **Late April to early May 2021**
- Project implementation/final reports: **May to December 2021**