



City of Hamilton
KEEP HAMILTON CLEAN AND GREEN COMMITTEE
AGENDA

Meeting #: 21-008
Date: November 16, 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>

Whitney Slattery, Clean and Green Coordinator
(905) 546-2424 ext. 5089

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1. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
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12. GENERAL INFORMATION / OTHER BUSINESS
13. PRIVATE AND CONFIDENTIAL
14. ADJOURNMENT



Hamilton

MINUTES

KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 21-006
Date: October 19, 2021
Time: 5:00 p.m.
Location: Due to the COVID-19 and the Closure of City Hall
Electronic meeting can be viewed at:
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Whitney Slattery, Clean and Green Coordinator (905) 546-2424 ext. 5089

Present: Chair: Heather Donison
Members: Brenda Duke
Marisa Di Censo
Kerry Jarvi
Diana Meskauskas
Michelle Tom
Councilor N. Nann
Jen Baker
Lennox Toppin

Absent: Paulina Szczepanski
Leisha Dawson
Felicia Van Dyk

THE KEEP HAMILTON CLEAN & GREEN COMMITTEE PRESENTS THE OCTOBER 19, 2021 MINUTES AND RECOMMENDS THE FOLLOWING:

1. APPROVAL OF AGENDA

The Staff Liaison advised the Committee that there were no changes to the agenda.



Hamilton

MINUTES

Keep Hamilton Clean & Green
Advisory Committee
October 19, 2021, 5:00 pm

(Duke/Jarvi)

That the agenda for the October 19, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as amended.

CARRIED

2. APPROVAL OF MINUTES AND NOTES OF PREVIOUS MEETING

(i) June 1, 2021 (Item 3.1)

(Duke/Tom)

That the minutes for the June 1, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

CARRIED

(ii) September 21, 2021 (Item 3.2)

(Jarvi/ Meskauskas)

That the notes for the September 21, 2021 Keep Hamilton Clean and Green Committee meeting be approved, as presented.

CARRIED

3. COMMUNICATIONS (Item 4)

(i) Internal Divisional Changes and Staffing Changes (Item 4.1)

Members were informed of changes in the Staff Liaison and division between Waste and Environmental Services.

(Duke/Tom)

That the information respecting Internal Divisional Changes and Staffing Changes, be received.

CARRIED

(ii) Committee Member Resignation (Item 4.2)

(Nann/Toppin)

That the Resignation of Sue Dunlop be received and referred to the Public Works Committee.

CARRIED



Hamilton

MINUTES

Keep Hamilton Clean & Green
Advisory Committee
October 19, 2021, 5:00 pm

4. STAFF PRESENTATIONS (Item 8)

(i) 2020 KHCG Neighbourhood Grant Final Reports (Item 8.1)

Whitney Slattery, Clean and Green Coordinator gave an overview of the 2020 KHCG Neighbourhood Grant Final Reports, with the aid of a PowerPoint presentation.

(Baker/Tom)

That the Presentation respecting the 2020 KHCG Neighbourhood Grant Final Reports be received.

CARRIED

5. DISCUSSION ITEMS (ITEM 9)

(i) 2022 KHCG Committee Budget Review and Discussion (Item 9.1)

Whitney Slattery, Clean and Green Coordinator gave an overview of the 2022 KHCG Committee Budget Review. The 2022 Committee Budget will be presented at the next meeting, for approval.

(Jarvi/Meskauskas)

That the information respecting the 2022 KHCG Committee Budget Review and Discussion, be received.

CARRIED

(ii) Updates and discussion regarding the 2021 Cycle of the Clean & Green Neighbourhood Grant Program (Item 9.2)

Whitney Slattery, Clean and Green Coordinator advised the committee that the deadline for grants has been granted, and that most reports are still outstanding.

(Baker/Tom)

That the information respecting the 2021 Cycle of the Clean & Green Neighbourhood Grant Program, be received.

CARRIED



Hamilton

MINUTES

Keep Hamilton Clean & Green
Advisory Committee
October 19, 2021, 5:00 pm

- (iii) **Request for Consideration: Beautiful Alleys is requesting to have a waste bin rental fee for the July 17th, 2021 Birge and Emerald Streets cleanups be approved and covered by the Committee's budget (Item 9.3)**

(Duke/Toppin)

That the Waste Bin Rental Fee for the July 17, 2021 Birge and Emerald Streets clean up be approved.

CARRIED

- (iv) **Request for Consideration: Beautiful Alleys is requesting to have the cost of two waste bin rental fees for September 18th Fall CN & CP Rail cleanup events be approved and covered by the Committee's budget (Item 9.4)**

(Baker/Duke)

That the Waste Bin Rental Fees for the September 18, 2021 CN & CP Rail Cleanup events, be approved.

CARRIED

- (v) **Committee membership and Whether a School Board Representative as a Voting Member is still appropriate (Item**

The Committee discussed the Terms of Reference and that they no longer require a representative from the School Boards in Hamilton.

(Baker/Jarvi)

That the information respecting Committee Membership, be received.

CARRIED

- (vi) **All Advisory Committees' Meeting update (Item 9.6)**

The Committee discussed the All Advisory event held on September 27, 2021.

(Baker/Jarvi)

That the information respecting All Advisory Committees' Meeting, be received.

CARRIED



Hamilton

MINUTES

Keep Hamilton Clean & Green
Advisory Committee
October 19, 2021, 5:00 pm

(vii) Working Group for the Keep Hamilton Clean & Green Committee (Added Item 9.7)

(Toppin/Duke)

That a Working Group of Keep Hamilton Clean and Green Advisory Committee be created to discuss the feasibility of Bin Days as an ongoing program for Hamilton, with a report to a future meeting.

CARRIED

6. GENERAL INFORMATION / OTHER BUSINESS (Item 12)

(i) Update on the Team Up to Clean Up (TUTCU) Program (Item 12.1)

Whitney Slattery, Clean & Green Coordinator, advised the committee that staff are currently conducting an inventory of supplies.

(Baker/Jarvi)

That the information respecting the Team Up to Clean Up (TUTCU) Program, be received.

CARRIED

7. ADJOURNMENT (Item 14)

(Baker/Toppin)

That there being no further business, the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Heather Donison
Chair, Keep Hamilton Clean and Green
Committee

Whitney Slattery
Clean & Green Coordinator, Business Programs
Environmental Services Division, Public Works Department

Grant Review Sub-Committee
April 6, 2021

Present: Paulina Szczepanski, Lennox Toppin, Brenda Duke, Felicia Van Dyk

History of KHCG Grant:

The grant was designed to reach out to community, making it easy for anyone to apply, with few barriers to approval. Initially, the uptake was minimal, 3 years ago there was very good response but it has remained approximately the same for the last two years.

Possible Solutions:

- Make the application process longer
- Release earlier, possibly 2nd week of January; i.e. announce “coming soon”
- Reach out to more social media groups, promote

Application format is considered adequate but could be more detailed.

Possible Solutions:

- Include the possible categories and describe them or provide a link to the criteria
- Include a description of what KHCG provides as supplies
- Define the grant as “up to \$1,000:” with no minimum limit or specifics

We discussed some concerns around the grants being focused on clean-up projects only. Much of that may be due to the timing of the grant release in the spring when everyone is planning gardens and getting rid of winter debris.

Some Solutions:

- Rotating Grant Options
 - What would be involved in reviewing a set number of grants on a monthly basis
 - What impact would it have on finance
- Twice Yearly Grants
 - If two grant cycles were available, the spring one could be open to any project and a fall one could be focused on one of our other mandates i.e. litter prevention, environmental stewardship

Keep Hamilton Clean & Green Committee - 2021 Budget Report

INCIDENTAL COSTS		Budgeted	Actual	Projected	Comments
Meeting Refreshments	January refreshments	\$ 62.50	\$ -	\$ -	
	February refreshments	\$ 62.50	\$ -	\$ -	
	March refreshments	\$ 62.50	\$ -	\$ -	
	May refreshments	\$ 62.50	\$ -	\$ -	
	June refreshments	\$ 62.50	\$ -	\$ -	
	September refreshments	\$ 62.50	\$ -	\$ -	
	October refreshments	\$ 62.50	\$ -	\$ -	
	November refreshments	\$ 62.50	\$ -	\$ -	
	Meeting Refreshments Sub Total	\$ 500.00	\$ -	\$ -	
Keep America Beautiful	Network Service Fee	\$ 600.00	\$ 586.34	\$ 586.34	Annual membership fee
	National Conference 2021	\$ 1,000.00	\$ -	\$ -	
	KAB Sub Total	\$ 1,600.00	\$ 586.34	\$ 586.34	
Committee Member Parking	Parking for KHCG Members	\$ 0.00	\$ -	\$ -	
	Parking Sub Total	\$ 0.00	\$ -	\$ -	
INCIDENTAL COSTS SUB TOTAL		\$ 2,100.00	\$ 586.34	\$ 586.34	
SPECIAL EVENT/PROJECT COSTS		Budgeted	Actual	Projected	Comments
Team Up to Clean Up Program	Program Supplies (Bags, Gloves)	\$ 4,900.00	\$ 2,984.67	\$ 2,984.67	Program impacted by COVID-19 - Bin Days - Beautiful Alleys \$1,854.67 & \$1,130.00 = \$2,984.67 total added here.
	Advertising and promotion	\$ 150.00	\$ -	\$ -	Program impacted by COVID-19
	Team Up to Clean Up Sub Total	\$ 5050.00	\$ 2,984.67	\$ 2,984.67	
Volunteer Recognition	Awards, advertising, printing, incidentals, sponsorship, etc.	\$ 600.00	\$ -	\$ -	Program impacted by COVID-19
	Volunteer Recognition Sub Total	\$ 600.00	\$ -	\$ -	
Graffiti Remediation	Victim assistance supplies	\$ 2,000.00	\$ -	\$ -	Program impacted by COVID-19
	Graffiti Remediation Sub Total	\$ 2,000.00	\$ -	\$ -	
Neighbourhood Grants Program	Small grants for neighbourhood projects	\$ 6,000.00	\$ 4,675.00	\$ 4,675.00	
	Neighbourhood Grants Sub Total	\$ 6,000.00	\$ 4,675.00	\$ 4,675.00	
Cigarette Litter	Educational, communications and marketing products	\$ 2,500.00	\$ -	\$ -	Program impacted by COVID-19
	Cigarette Litter Sub Total	\$ 2,500.00	\$ -	\$ -	

SPECIAL EVENTS/PROJECT COSTS SUB TOTAL		\$16,150.00	\$ 7, 659.67	\$ 7, 659.67	
Total Budgeted (2021)		\$18,250.00			<i>NOTE: balance must be above \$1,825 to be transferred to reserve</i>
Total Projected (2021)		\$ 8, 246.01			
Total Spent to Date (2021)		\$ 8, 246.01			
Anticipated Balance Remaining at Year-end (2021)		\$ 10,003.99			

Keep Hamilton Clean & Green Committee - 2022 Budget Report

INCIDENTAL COSTS		Budgeted	Actual	Projected	Comments
Meeting Refreshments	January refreshments	\$ 62.50	\$ -	\$ 62.50	
	February refreshments	\$ 62.50	\$ -	\$ 62.50	
	March refreshments	\$ 62.50	\$ -	\$ 62.50	
	May refreshments	\$ 62.50	\$ -	\$ 62.50	
	June refreshments	\$ 62.50	\$ -	\$ 62.50	
	September refreshments	\$ 62.50	\$ -	\$ 62.50	
	October refreshments	\$ 62.50	\$ -	\$ 62.50	
	November refreshments	\$ 62.50	\$ -	\$ 62.50	
	Meeting Refreshments Sub Total	\$ 500.00	\$ -	\$ 500.00	
Keep America Beautiful	Network Service Fee	\$ 650.00	\$ -	\$ 650.00	
	National Conference 2022	\$ -	\$ -	\$ -	Due to COVID: Eliminated and redirected to Community Grants and TUTCU Supplies; if conference is feasible, reserve budget can be reviewed/accessed.
	KAB Sub Total	\$ 650.00	\$ -	\$ 650.00	
Parking	Parking for KHCG Members	\$ -	\$ -	\$ -	
	Parking Sub Total	\$ -	\$ -	\$ -	
INCIDENTAL COSTS SUB TOTAL		\$ 1,150.00	\$ -	\$ 1,150.00	
SPECIAL EVENT/PROJECT COSTS		Budgeted	Actual	Projected	Comments
Team Up to Clean Up Program	Program Supplies (Bags, Gloves)	\$ 5,900.00	\$ -	\$ 5,900.00	
	Advertising and promotion	\$ 100.00	\$ -	\$ 100.00	
	Team Up To Clean Up Sub Total	\$ 6,000.00	\$ -	\$ 6,000.00	
Volunteer Recognition	Awards, advertising, printing, incidentals, sponsorship, etc.	\$ 600.00	\$ -	\$ 600.00	
	Volunteer Recognition Sub Total	\$ 600.00	\$ -	\$ 600.00	
Graffiti Remediation	Victim assistance supplies	\$ 2,000.00	\$ -	\$ 2,000.00	
	Graffiti Remediation Sub Total	\$ 2,000.00	\$ -	\$ 2,000.00	
Neighbourhood Grants Program	Small grants for neighbourhood projects	\$ 6,000.00	\$ -	\$ 6,000.00	
	Neighbourhood Grants Sub Total	\$ 6,000.00	\$ -	\$ 6,000.00	
Cigarette Litter	Educational, communications and marketing products	\$ 2,500.00	\$ -	\$ 2,500.00	
	Cigarette Litter Sub Total	\$ 2,500.00	\$ -	\$ 2,500.00	

SPECIAL EVENTS/PROJECT COSTS SUB TOTAL		\$17,100.00		\$17,100.00	
Total Budgeted (2022)					\$ 18,250.00
Total Projected (2022)					\$ 18,250.00
Total Spent to Date (2022)					\$ -
Anticipated Balance Remaining at Year- end (2022)					\$ 0.00
					<i>NOTE: balance must be above \$1,825 to be transferred to reserve</i>



**KEEP HAMILTON CLEAN & GREEN
ADVISORY COMMITTEE**

Budget Review 2021 / 2022

2021 BUDGET

INCIDENTAL COSTS	Budgeted	Actual (Oct 2021)	Projected Year End	Comments
Meeting Requirements	\$ 500.00	\$	\$	COVID -19 Impacts
Keep America Beautiful	\$ 1,600.00	\$ 586.34	\$ 586.34	Membership/Conference
SUB TOTAL	\$ 2,100.00	\$ 586.34	\$ 586.34	
EVENT/PROJECT COSTS	Budgeted	Actual (Oct 2021)	Projected Year End	Comments
TUTCU Program	\$ 5,050.00	\$ 2,984.67	\$ 2,984.67	Program impacted by COVID-19 - Bin Days– Beautiful Alleys \$1,854.67 & \$1,130.00 = \$2,984.67 total added here.
Volunteer Recognition	\$ 600.00	\$ -	\$ -	COVID -19 Impacts
Graffiti Program	\$ 2,000.00	\$ -	\$ -	COVID -19 Impacts
Neighbourhood Grants	\$ 6,000.00	\$ 4,675.00	\$ 4,675.00	
Cigarette Litter	\$ 2,500.00	\$ -	\$ -	COVID -19 Impacts
SUB TOTAL	\$ 16,150.00	\$ 7,659.67	\$ 7,659.67	
TOTAL	\$ 18,250.00	\$ 8,246.01	\$ 8,246.01	
2021 BUDGET:				
Total Budgeted 2021	\$ 18,250.00			
Projected Total 2021	\$ 18,250.00			
Total Spent To Date (Oct 2021)	\$ 8,246.01			
Year End Balance 2021	\$ 10,003.99			

2022 BUDGET

INCIDENTAL COSTS	2021 Budget	2022 Budget	Comments
Meeting Requirements	\$ 500.00	\$ 500.00	COVID -19 Impacts
Keep America Beautiful	\$ 1,600.00	\$ 650.00	Due to COVID: Eliminated and redirected to Community Grants and TUTCU Supplies; if conference is feasible, reserve budget can be reviewed/accessed.
Parking	\$ 0.00	\$ 0.00	
SUB TOTAL	\$ 2,100.00	\$ 1,150.00	
EVENT/PROJECT COSTS	2021 Budget	2022 Budget	Comments
TUTCU Program	\$ 5,050.00	\$ 6,000.00	
Volunteer Recognition	\$ 600.00	\$ 600.00	
Graffiti Program	\$ 2,000.00	\$ 2,000.00	
Neighbourhood Grants	\$ 6,000.00	\$ 6,000.00	
Cigarette Litter	\$ 2,500.00	\$ 2,500.00	
SUB TOTAL	\$ 16,150.00	\$ 17,100.00	
TOTAL	\$ 18,250.00	\$ 18,250.00	
Total Budget 2021	\$ 18,250.00		
Total Budget 2022	\$ 18,250.00		



THANK YOU