



City of Hamilton
KEEP HAMILTON CLEAN AND GREEN COMMITTEE
AGENDA

Meeting #: 23-002
Date: February 21, 2023
Time: 5:00 p.m.
Location: YouTube Channel Streaming for Virtual Meetings
All electronic meetings can be viewed at:
City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Alison Bowerman, Staff Liaison
(905) 546-2424 ext. 1312

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1. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
2. DECLARATIONS OF INTEREST	
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Hamilton

MINUTES KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 23-001
Date: January 17, 2023
Time: 5:00 p.m.
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>

Alison Kopoian, Clean and Green Coordinator (905) 546-2424 ext. 5089

Present:	Chair:	Brenda Duke
	Vice-Chair:	Heather Donison
	Members:	Jen Baker
		Lennox Toppin
		Marissa Di Censo

Absent: Paulina Szczepanski

Also present: Theresa Phair, Community Liaison Coordinator, Business Programs
Florence Pirrera, Project Manager, Business Programs
Alison Kopoian, Clean and Green Coordinator, Business Programs



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Keep Hamilton Clean and Green Committee
Tuesday January 17, 2022

1. APPOINTMENT OF CHAIR AND VICE-CHAIR (ITEM 1)

(Toppin/Donison)

That Brenda Duke be appointed Chair of the Keep Hamilton Clean and Green Committee for 2023 until a new committee is appointed.

CARRIED

(Duke/Toppin)

That Heather Donison be appointed Vice-Chair of the Keep Hamilton Clean and Green Committee for 2023 until a new committee is appointed.

CARRIED

2. APPROVAL OF AGENDA (ITEM 2)

That the agenda for the January 17, 2023 meeting of the Hamilton Clean and Green Advisory Committee be approved, as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING (ITEM 4)

(i) September 20, 2022 (Item 4.1)

(Donison/Toppin)

That the Minutes of the September 20, 2022 meeting of the Keep Hamilton Clean and Green Advisory Committee be approved, as presented.

CARRIED

4. COMMUNICATIONS (ITEM 5)

(i) Code of Conduct Review (Item 5.1)

(Di Censo/Duke)

That the Code of Conduct be received without comment

CARRIED



MINUTES

Keep Hamilton Clean and Green Committee
Tuesday January 17, 2022

(ii) 2023 Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (Draft October 2022) (Item 5.2)

(Donison/Di Censo)

That the 2023 Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (Draft October 2022) be received without comment.

CARRIED

(iii) Council Representative – February 2023 (Item 5.3)

The Keep Hamilton Clean and Green Committee Council Representative will be determined in February, 2023.

(Donison/Toppin)

That the update regarding the 2023 Keep Hamilton Clean and Green Council Representative be received.

CARRIED

(iv) 2023-2026 Keep Hamilton Clean and Green Committee (Item 5.4)

The Keep Hamilton Clean and Green Committee for the 2023-2026 term will be determined by the end of the first quarter of 2023 (March 31, 2023).

(Di Censo/Toppin)

That the update regarding the Keep Hamilton Clean and Green Committee for the 2023-2026 term be received.

CARRIED

(v) Member Resignations (Item 5.5)

The following members have submitted member resignation form and therefore have resigned from the committee:

Kerry Jarvi
Michelle Tom
Diana Meskauskas
Leisha Dawson



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Felicia Van Dyk

(Toppin/Donison)

That the Member Resignations be received.

CARRIED

5. DISCUSSION ITEMS (ITEM 10)

(i) **2023 Keep Hamilton Clean and Green Grant Process (Item 10.1)**

The 2023 Keep Hamilton Clean and Green Grant will open January 16, 2023 and close February 17th, 2023 at 4:30pm.

Staff asked for three volunteers from the Committee to act as adjudicators. Committee Members, Jen Baker, Heather Donison and Brenda Duke volunteered to form the Adjudication Working Group.

An orientation meeting for the Working Group will be scheduled by Staff, to review the adjudication process and consensus meeting. Individual adjudication dates and consensus meeting to be determined.

Final adjudication scores and funding recommendations will be presented to the Committee at the March 21, 2023 meeting for discussion and approval.

(Di Censo/Toppin)

That the information respecting the 2023 Clean and Green Neighbourhood Grant and the selection of the Adjudication Working Group be approved, as presented.

CARRIED

(ii) **2023 Keep Hamilton Clean and Green Grant Communication Plan (Item 10.2)**

Staff Liaison, Alison Kopoian, Clean and Green Coordinator, provided an update on the status of the 2023 Keep Hamilton Clean and Green Communication Plan.

The 2023 Grant application is currently open on the City website, www.hamilton.ca/cleanandgreengrants. Posters have been distributed to



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City facilities and libraries. Keep Hamilton Clean and Green Committee members were sent an email including Grant information and graphics, and can begin promoting the Grant in the community.

(Donison/Di Censo)

That the 2023 Keep Hamilton Clean and Green Grant communication plan updates be received.

CARRIED

(iii) 2023 Budget Planning and Quarterly Updates (Item 10.3)

Staff Liaison, Alison Kopoian, Clean and Green Coordinator, communicated that quarterly budget updates will be provided to committee members at March, June, September and November meetings.

(Donison/Duke)

That the updates regarding quarterly budget updated be received.

CARRIED

(iv) Meeting Minutes and Rotating Secretary (Item 10.4)

The Chair asked for a volunteer to act as Secretary for the February 21, 2023 and March 21, 2023 meetings.

The Committee discussed the role of Secretary and whether or not a member should act as Secretary.

(Di Censo/Donison)

That Jen Baker be approved to act as Secretary for the Keep Hamilton Clean and Green Committee Meetings February 21, 2023 and March 21, 2023.

CARRIED



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6. GENERAL INFORMATION / OTHER BUSINESS (ITEM 13)

- (i) **Recommendation Report - 2023 Volunteer Committee Budget – Keep Hamilton Clean and Green was approved and is scheduled to be presented to Public Works Committee January 16, 2023 (Item 13.1)**

(Toppin/Di Censo)

That the updated regarding the 2023 Volunteer Committee Budget Recommendation Report be received.

CARRIED

7. ADJOURNMENT (ITEM 15)

(Toppin/Donison)

That, there being no further business, the meeting adjourn at 5:55pm.


Respectfully submitted,
Brenda Duke, Chair
Keep Hamilton Clean and Green Committee

Alison Kopoian
Staff Liaison
Keep Hamilton Clean and Green Committee



Hamilton

CITIZEN COMMITTEE REPORT

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

Recommendation:

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

Background:

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

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

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

Analysis/Rationale:

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

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

Appendices:

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

Keep Hamilton Clean and Green Committee 2018-2022 Work Plan

Introduction

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

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

Background

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

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

Work Plan

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

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Keep Hamilton Clean and Green Committee 2018-2022 Workplan
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The tables for each area of focus outline the action, the method for implementation, timeline, leaders, and potential partners to involve.

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

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

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

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Beautification	Promote pollinator and gardens including native plants.	Education	2021	City Staff with Committee Support	Hamilton Naturalists Club Environment Hamilton Green Venture Community/Neighbourhood groups	Invite organization to present their work to the Committee Consider participation or possible sponsorship
Beautification	Develop a reputation for being a beautiful city through beautification and landscaping in the city (i.e. gateway and medians).	Partnerships Programs	On-going	City Staff with Committee Support	City Staff (e.g. horticulture) Business Improvement Areas (BIAs) Community/Neighbourhood groups Tourism Hamilton	Committee could participate in the Mum Show (e.g. create and deliver a booth or sponsor a workshop in 2020 for 100 th anniversary)

Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Graffiti	Continue providing support for victims of graffiti.	Programs	On-going	City Staff with Committee Support	Community/Neighbourhood groups	Continue providing funds for graffiti initiatives Encourage public use of graffiti reporting tools Provide feedback and advice on development of a “Graffiti Angels” volunteer cleanup program
Graffiti	Support “green” graffiti and art projects through partnerships with local artists and youth.	Events Partnerships	2019	City Staff with Committee Support	Local artists Youth Schools and students Community/Neighbourhood groups City Councillors	Provide funding and feedback on legal art wall pilot projects Support and promote Concrete Canvas event and activities

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Area of Focus	Action	Implementation Stream	Timeline (start date)	Lead	Potential Partners	Possible Committee actions / role (for discussion purpose only)
Environmental Stewardship	Support the development of a private tree protection by-law.	Engagement/ Consultation	On-going	Committee Members	City Staff Environmental Groups	Invite City staff to present to the Committee, provide feedback and advice Provide letter of support when staff report re. bylaws are considered by City Council or Committees
Environmental Stewardship	Build relationships with local environmental groups to support climate change mitigation projects.	Partnerships	On-going	City Staff and Committee Members	Environment Hamilton Hamilton Naturalists Club Green Venture Bay Area Restoration Council Eco-Schools Centre for Climate Change Management at Mohawk College	Invite groups to present to Committee Provide funding (through C&G grants) to local groups
Environmental Stewardship	Increase green infrastructure across the City to support stormwater management.	Programs Education	2021	City Staff with Committee Support	Green Venture Environment Hamilton Hamilton Naturalists Club Community/Neighbourhood groups	Build awareness based on participation “depave” activity above
Environmental Stewardship	Provide education on the value of trees to increase the canopy.	Education Events	2020	City Staff with Committee Support	Hamilton Naturalists Club Environment Hamilton Community/Neighbourhood groups	Invite City staff to present to the Committee about the City’s free street tree program and provide advice about promoting the program Connect with community tree planting organizations to learn about their initiatives
Environmental Stewardship	Support development and implementation of a strategy or policy to phase out single use	Policy Education	2020	City Staff and Committee Members	City Councillors Environmental groups Community/Neighbourhood groups Schools and students Local businesses	Request Cllr Nann to present the zero waste strategy to the KHCG

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