



City of Hamilton

KEEP HAMILTON CLEAN AND GREENCOMMITTEE REVISED

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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11. NOTICES OF MOTION

12. GENERAL INFORMATION / OTHER BUSINESS

12.1 Keep Hamilton Clean and Green Neighbourhood Grant Status Update
(no copy)

12.2 Team Up to Clean Up Staff Update (no copy)

12.3 Spring Tide Show Staff Update (no copy)

12.4 Hamilton in Bloom Staff Update (no copy)

12.5 Trillium Awards Staff Update (no copy)

12.6 Adopt-a-Park Staff Update (no copy)

13. PRIVATE AND CONFIDENTIAL

14. ADJOURNMENT



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



MINUTES

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

Community Clean Trailer Proposed Refresh Project

1

Current Status of Community Clean Trailers

- The current state of one of the Community Clean Trailers shows major deterioration of current vinyl wrap:



Current Status of Community Clean Trailers

- The other trailer only has minor peeling, however it would be best to have them match and be new, clean, and fresh
- New graphics are currently being designed to be more inclusive and bright!

Proposed Project

- Staff met with the vendor that the City has a contract for vinyl work with
- The cost to have the old vinyl removed and new vinyl applied has been quoted as follows:

Description	Amount
Clean and Green Trailers - full wrap, white long term vinyl, premium grade laminate, bindery	\$2,110.00
Installation Services (estimate) *Removal of existing Graphics and Installation of new Graphics (created by City of Hamilton) *Estimating 2 weeks to complete both trailers, we will credit or bill accordingly after completion *Recommended indoors at M&T Guelph location or heated location in Hamilton *For outdoor installation, we require a minimum 15 degrees	\$6,700.00
Total including HST	\$9,955.30

Proposed Funding Avenue

- The KHCG Committee currently has a reserve of \$36,408.16
- With the current amount of the Committee's reserve, any remaining budget at the end of the year cannot be transferred
- If the reserve is used to pay for this project, we will be able to transfer unused budget dollars in the future into the reserve

Discussion

Now the Chair will facilitate a discussion regarding this project. Then a motion to approve accessing the reserve to complete this project can be put forward by any member of the Committee