



Hamilton

## MINUTES

Keep Hamilton Clean & Green Committee  
Tuesday, July 18, 2017  
5:00 pm

Hamilton City Hall, Room 192  
71 Main Street East  
Hamilton, ON

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**Present:** Chair: Larry Husack  
Vice-Chair: Ron Speranzini  
Members: Councillor T. Jackson  
Councillor M. Pearson  
Mallory Pace  
Dave Bazowsky  
Rick Lipsitt  
Allan Mills  
Lennox Toppin  
Bruce Thomson

**Absent with  
Regrets:** Councillor C. Collins  
Robert Avery, HWDSB Representative  
Marisa DiCenso, HWCDSB Representative

**Also Present:** Peter Wobschall, Supervisor, Policy & Program, Public Works  
Jennifer DiDomenico, Manager, Policy & Programs, Public Works

**Minutes:** Peter Wobschall, Supervisor, Policy & Program, Public Works

### 1. WELCOME / INTRODUCTIONS

N/A

### 2. CHANGES TO THE AGENDA

2.1 Added items:  
7.1.5: Business cards for committee members.  
7.1.6: Producing educational KHCG calendars  
7.1.7: HWDSB representation

#### 2.2 (Mills / Toppin)

That the agenda for the July 18, 2017 KHCG Committee meeting be approved, as amended.

**CARRIED**

**3. DECLARATIONS OF INTEREST**

None declared.

**4. CONSENT ITEMS**

N/A

**5. PRESENTATIONS**

N/A

**6. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**6.1 (Lipsitt / Bazowsky)**

That the Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated June 20, 2017 be approved as presented.

**CARRIED**

6.2 Business arising from minutes: none.

**7. DISCUSSION ITEMS**

7.1 Administrative

7.1.1 Budget review.

- Staff presented a budget report to committee.
- Various aspects of fundraising were discussed briefly and the committee requested a special meeting with Alex Moros on fundraising activities and developing an associated plan for the committee.
- A Fundraising Sub-Committee was formed to meet with Alex to include: Ron, Larry, and Bruce.

7.1.2 Committee member list on Hamilton.ca committee listing has been updated to reflect current membership.

7.1.3 Minute Taking Resolution

Staff advised that Clerks stated that staff is permitted to take minutes for the committee (instead of a committee member), if this is the will of the committee (which was expressed at the previous meeting).

7.1.4 Staff Attendance at KAB Conference

At the request of the committee, Jenn has a question into Public Works Management of whether or not an annual commitment can be made to fund the attendance of the KHCG staff liaison to the KAB conference. A number of benefits to support this were shared between committee members.

7.1.5 Business Cards

Bruce recommended that staff procure generic business cards that committee members can use and write their names into when representing the committee on business (i.e. leave a space on the card for a member to write their name). Staff was directed to procure the cards asap.

7.1.6 KHCG Calendar

Bruce recommended producing an educational calendar to help support the committee's mandate and reach a wider audience. The idea to include this with the City's Waste Calendar was discussed and the committee determined that this would not be possible as the waste calendars are produced in April, long into the calendar year. This possibility will added for discussion on the September meeting agenda to be further discussed when Marisa returns from summer vacation.

7.1.7 HWDSB Representation

Bruce reported that he met with a HWDSB representative recently and they expressed the desire to continue to support the committee's mandate and be involved in the ongoing activities of the committee.

The HWDSB committed to finding a replacement representative to participate in the committee beginning in September as the current member, Manager of Facilities, has too much on their plate.

There was some discussion of having a high-level (policy-level) representative and Cllr Jackson recommended getting in contact with the board's elected officials.

**(Miss / Lipsitt)**

That staff draft a letter for the chair's approval, addressed to the HWDSB's Chair (Todd White) requesting that an elected official represent their organization as a KHCG committee member; and that the letter be carbon copied to other HWDSB elected officials including: Jeff Beattie (Vice-Chair), and Kathy Archer (Ward 6).

**CARRIED**

7.2 Staffing Update for Clean & Green Coordinator

- Candidate testing and interviews are taking place. The position is expected to be filled by September.
- Staff explained the high-level union agreement responsibilities and the interview process in general to the committee.

7.3 Community Index Litter Audit

The committee expressed interest in decreasing the amount of time required to conduct, and kilometres required to be driven, in order to complete the annual CIL. They would like to see the new CIL route include the ability to

complete it in one day, and to minimize the kilometres driven. Alex Moroz will be in attendance during the October KHCG committee meeting and this item will be added to that agenda for discussion.

#### 7.4 Team Up to Clean Up

##### 7.4.1 Website update

The KHCG grants' webpage on hamilton.ca has been updated to reflect current committee members and a link to the TUTCU page, grant page has been added.

##### 7.4.2 TUTCU videos and communications plan development

Staff explained that the Public Works Communications Specialist that developed the KHCG video in the spring, has a contract that expires in October, so she is unable to assist with developing further videos. This includes the video that would help promote the September 1<sup>st</sup> neighbourhood grant submission guideline. She has informed staff however, that she can assist in the development and implementation of a communications plan (not including a video). Staff will follow up with communications staff.

##### 7.4.3 Inventory

Committee members requested an updated inventory from staff asap.

##### 7.4.4 Community Improvement Report

Staff continues to send friendly reminders to groups and schools that have outstanding CIR. Percentage received continues to improve. Statistics will be provided at the next meeting.

#### 7.5 KAB affiliate membership status & reporting requirements

Reporting is due August 1. Staff plans on having all required reporting and other requirements completed on time in order to maintain KAB's President's Circle status.

#### 7.6 Grants

##### 7.6.1 Establish Grants Working Group

The committee decided to add the establishment of a Grants Working Group to review grants, and develop and implement associated grant processes and documentation, as an agenda item for the September meeting.

##### 7.6.2 Neighbourhood Grant Application Review

###### 7.6.2.1 Green Venture (Mills / Pace)

That Green Venture's Neighbourhood Grant application in the amount of \$500 be approved and that staff arrange payment asap.

**CARRIED**

7.6.2.2 Beautiful Alleys

It was unclear how the activities of this application differ from the successful application from March 2017 for \$500. The committee tabled this application and directed staff to secure a final report from the group for their spring activities. Staff is to report back to the committee after review of the final report and an assurance has been made that the new funding will facilitate new or additional initiatives.

7.6.2.3. Hamilton Against Waterfall Garbage (HAWG)

After discussion, the committee decided to table this application until the group has had an opportunity to meet with staff and Councillor Jackson. Staff was directed to arrange the meeting.

7.6.3 Recognition requirements for applicants

Staff reported that all groups that receive funding from the Neighbourhood Grants program are required to submit a final report on their activities. This is detailed in the grant application, which is treated as a signed agreement. Specific methods of KHCG recognition are provided by the various applicants within their applications.

7.6.4 Meeting with Greg Lenko

Staff was directed to arrange a meeting with Greg when he is available and provide an open invitation to committee members to attend if available.

7.7 Great Canadian Shoreline Cleanup Motion

Motion to officially join the GCSC was recently approved at the July 13, 2017 Public Works Committee meeting and then ratified by Council on July 14.

7.8 Estimated Value of KHCG Committee Activities

Part of the required KAB reporting includes determining some in-kind values of related activities. Staff will report back with this information at a future meeting and the committee will determine what gaps and figures they would like to determine for future use.

**8. NOTICES OF MOTION**

N/A

**9. MOTIONS**

N/A

**10. OTHER BUSINESS**

10.1. Urban Forest Update

Rick requested an update on the Urban Forest master planning process. Staff reported that Public Works and Planning staff have collaborated to form a committee to address this issue. Staff also reported that the Terms of Reference (TOR) for the committee has been developed, and an RFP to secure a consultant to work with staff to conduct public engagement and develop the strategy will be issued imminently.

**11. ADJOURNMENT**

**(Thomson / Pearson)**

That, there being no further business, the meeting be adjourned at 7:15 p.m.

**CARRIED**

\*Note that Mallory had to depart the meeting at 6:50pm due to a personal matter.

**Next Meeting:** Tuesday, September 19, 2017.