



Hamilton

MINUTES

Keep Hamilton Clean & Green Committee
Tuesday, June 20, 2017
5:00 pm

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

Present: Chair: Larry Husack
Vice-Chair: Ron Speranzini
Members: Councillor T. Jackson
Councillor C. Collins
Dave Bazowsky
Rick Lipsitt
Allan Mills
Bruce Thomson

**Absent with
Regrets:** Councillor M. Pearson
Robert Avery, HWDSB Representative
Marisa DiCenso, HWCDSB Representative
Mallory Pace
Lennox Toppin

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

- 1.1 Minute taking: staff has been advised by Clerks that a volunteer committee member is responsible for taking minutes, and this is not to be completed by staff. Members expressed concern that if a member is responsible for the minutes, then it essentially removes them from being a participant in the discussion. Staff was directed to speak to Clerks and investigate what needs to be in place for staff to reassume this position and report findings back to the group.
- 1.2 Peter Wobschall volunteered to record minutes in the interim.

2. CHANGES TO THE AGENDA

- 2.1 Added as item 7.1.7: Establish protocol and process for meeting RSVPs and quorum.

2.2 (Mills / Husack)

That the agenda for the June 20, 2017 KHCG meeting be approved, as amended.

CARRIED

3. DECLARATIONS OF INTEREST

None declared.

4. CONSENT ITEMS

N/A

5. PRESENTATIONS

5.1 Escarpment Project self-produced video:

Members of the committee viewed a 5-minute video produced by The Escarpment Project. Overall feedback was very positive. Larry will follow up with organizational representatives to review KHCG recognition commitments (similar recognition as other sponsors/partners received in the video).

Staff will investigate if there are requirements within the current Neighbourhood Grant program for recipients to acknowledge the KHCG committee's in-kind and / or cash support and send details to committee members. If requirements do not currently exist, then staff will draft something for the committee's consideration.

Committee members agreed that the overall level of awareness of the committee in the community could be heightened.

6. APPROVAL OF MINUTES OF PREVIOUS MEETING

6.1 (Thomson / Husack)

Keep Hamilton Clean & Green Advisory Committee Meeting Minutes, dated May 16, 2017 were approved as presented.

CARRIED

6.2 Business arising from minutes: none.

7. DISCUSSION ITEMS

7.1 Administrative

7.1.1 Budget review.

- Staff reported that the budget is in good shape and on track to meet 2017 commitments.

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- Staff will bring a budget report to the next meeting to include: Itemized and categorized by 'super groups' (e.g. The Escarpment Project) spending to date, variances, and year-over-year comparisons.

7.1.2 Updating member list on Hamilton.ca committee listing

- Staff reported that a request has been submitted to the Clerk's Office to update the names of the committee members.

7.1.3 Agenda template from Clerks

Deferred due to item 1.1.

7.1.4 Minute taking (templates and protocols from Clerks)

Deferred due to item 1.1.

7.1.5 Committee recruitment

Staff reported that vacancies from Hamilton's over 100 and volunteer-committees, agencies and boards are advertised concurrently to maximize resources. Clerk's informed staff that they are planning to conduct committee recruitment in the fall of 2017.

Committee members were concerned with the length of time this process may require and suggested that one of the original applicants to the committee be considered if they could be integrated sooner. Cllr Collins explained that there were less applicants than the committee allows for members, so there is no pool to choose from.

Cllr Collins has been in communication with a resident that is interested in joining the committee, or attending meetings in the interim. The committee encouraged him to send the contact info to staff, and for staff to invite the resident to attend and observe future meetings.

7.1.6 Staff attendance at KAB conference

Staff reported that they need to meet with Department and Senior Directors and the Clerks Division to determine options and solicit approvals to send the Clean & Green Coordinator to the KAB conference annually moving forward. Staff will report back to the committee with developments.

7.1.7 Establish protocol and process for meeting RSVPs and quorum

The committee agreed to the following:

- Meeting packages (agenda, minutes, and supporting docs) are to be sent to committee members at least one week prior to scheduled meetings.
- Members are to RSVP, whether they are sending regrets or confirming attendance, by Thursday of the week prior to scheduled meetings.

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- These measures should provide the Chair with enough time to determine if the meeting should continue with or without quorum.
- These measures will also ensure that refreshments and food are properly ordered to avoid waste or shortages.
- Bruce will follow up with the Public School Board to explore options for their representative in an effort to establish regular attendance and representation.

7.2 Staffing Update for Clean & Green Coordinator

Staff reported that the position has been posted internally and externally and that the interview package (questions and assignment) has been developed and submitted to HR. Interviews are expected to be scheduled within the next month with successful candidates.

7.3 Team Up to Clean Up

7.3.1 Website update

Staff reported that the Neighbourhood Grants webpage is complete and live on Hamilton.ca. A link from the Team Up to Clean Up webpage to the Neighbourhood Grants page was also added.

7.3.2 TUTCU Video

A video promoting Keep Hamilton Clean and Green's Team Up to Clean Up was produced by the City of Hamilton's communications staff and was posted on the [City's YouTube](#) page during Environment Week held annually during the first week of June.

7.3.3 Inventory

- Glad Bag clean up bag donations.
Committee members expressed their gratitude for Glad's donated bags; however the committee observed that bags are a different colour and a smaller size compared to the bags distributed to cleanup groups in the past. Committee members suggested using any colour of bag other than opaque black or green as these are the most used in Hamilton curbside waste collection.

Staff was directed to follow up with Glad to discuss options of colours and styles moving forward.

- Staff reported that the inventory includes only small (children's) gloves and are seeking approval to purchase larger gloves to replenish the inventory.

(Husack / Lipsitt)

That staff be authorized to spend up to \$1,000 on gloves to purchase required glove sizes and replenish inventories from the KHCG budget.

CARRIED

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7.3.4 Community Improvement Report (CIR)

Staff explained that the CIR reports from TUTCU participants are imperative for data verification and accuracy in reporting on related activities and measurables. Prior to June 2017, the submission rate for CIRs was ~17%. Since implementing a weekly friendly reminder to groups that have not yet submitted their CIRs, submission rates are currently at ~40% (135% increase in submissions).

Staff will provide a report on participation and CIR submission rates including comparisons to previous years at the next committee meeting.

7.4 KAB Affiliate Membership Status

Staff distributed and reviewed the KAB affiliate membership requirements line-by-line and provided a status for each criterion. KHCG received the highest honour of President's Circle in 2016 and is expected to be able to maintain this status moving forward. KAB's year runs from July 1 to June 30. Maintaining President's Circle status in 2017 will require reporting completed by August 1.

7.5 Neighbourhood Grants

Staff recommended establishing a working group of interested committee members to review grant applications and make recommendations regarding applications to the committee. Staff will connect with Lennox to determine process moving forward. As a result of discussion, the review of applications was deferred.

7.6 Great Canadian Shoreline Cleanup

7.6.1 Staff will determine year-to-date results of the GCSC and will report back at the next meeting.

7.6.2 Staff reported that Legal Services advised that the committee does not have delegated authority to partner with the Great Canadian Shoreline Cleanup. Staff will prepare a motion for Cllr Collins to seek Council approval to enter into this partnership.

7.7 Estimated Value of KHCG Committee Activities

Staff advised that part of the KAB reporting, due August 1, includes estimates of in-kind and cash values associated with the committee's activities. Staff will prepare a report for review and discussion at the September KHCG meeting.

8. NOTICES OF MOTION

N/A

9. MOTIONS

See item 7.6.2 above.

10. OTHER BUSINESS

10.1. New Route Development for Community Index Litter Audit

Staff will follow up with Alex Moroz to determine the status of developing a new route for the community litter index and will report back to the committee on developments.

11. ADJOURNMENT

(Husack / Bazowsky)

That, there being no further business, the meeting be adjourned at 7:00 p.m.

CARRIED

Next Meeting: Tuesday, July 18, 2017.