



Hamilton

**MINUTES**  
**KEEP HAMILTON CLEAN AND GREEN COMMITTEE**

Tuesday, October 22, 2019  
5:00 p.m.  
Room 193, 1<sup>st</sup> Floor  
City Hall  
71 Main Street West, Hamilton

---

Present:	Chair:	Lennox Toppin
	Vice-Chair:	Felicia Van Dyk
	Members:	Brenda Duke
		Leisha Dawson
		Rick Lipsitt
		Kerry Jarvi
		Danielle Hudson
		Sue Dunlop
		Marisa DiCenso

Absent with Regrets:	Heather Donison Councillor N. Nann
-------------------------	---------------------------------------

Also Present: Diedre Rozema, Clean & Green Coordinator, Business Programs

**1. CEREMONIAL ACTIVITIES**

There were no ceremonial activities.

**2. APPROVAL OF AGENDA**

**(Van Dyk/Lipsitt)**

That the agenda for the October 22, 2019 Keep Hamilton Clean & Green Committee meeting be approved.

**CARRIED**

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. APPROVAL OF MINUTES OF PREVIOUS MEETING**

- 4.1. Keep Hamilton Clean & Green Advisory Committee Minutes, dated September 17, 2019

**(Dawson/Duke)**

That the Minutes of the September 17, 2019 meeting of Keep Hamilton Clean & Green Committee be approved, as presented.

**CARRIED**

### **5. COMMUNICATIONS**

Email correspondence from Friendly Streets to the Keep Hamilton Clean and Green Committee's staff liaison was shared. The Friendly Streets initiative to create green space in the Beasley neighbourhood aligns with the Committee's 2018-2022 workplan. The initiative also aligns to the Committee's mandate of environmental stewardship.

**(Dunlop/Dawson)**

That representatives from the Friendly Streets project be invited to present their work at the Keep Hamilton Clean & Green Committee meeting to be held Tuesday, November 19, 2019.

**CARRIED**

## **6. DELEGATION REQUESTS**

There were no delegation requests.

## **7. CONSENT ITEMS**

There were no consent items on the agenda for this meeting.

## **8. PUBLIC HEARINGS / DELEGATIONS**

There were no public hearings or delegations for this meeting.

## **9. STAFF PRESENTATIONS**

### **9.1. Urban Forest Strategy**

Catherine Plosz, Natural Heritage Planner with Planning & Economic Development presented an update about the development of Hamilton's Urban Forest Strategy. Revised project timelines and opportunities to provide more direct input into the Strategy were shared.

#### **(Lipsitt/Jarvi)**

That the presentation regarding the Urban Forest Strategy be received.

**CARRIED**

### **9.2. (Re)envision the HSR**

Melissa Steep, Project Manager Customer Experience and Innovation with HSR presented an update about the

(Re)envision the HSR project. Opportunities to provide more direct input into the project were shared.

**(Van Dyk/Hudson)**

That the presentation regarding (Re)envision the HSR be received.

**CARRIED**

## **10. DISCUSSION ITEMS**

### **10.1. Clean & Green Neighbourhood Grants Policy**

Following input from City staff in the Clerks and Finance offices, the Committee has developed a policy document to describe the process to accept, evaluate and award small grants to community organizations through the Clean and Green Neighborhood Grants program. Refer to the Citizen Committee Report respecting the Clean and Green Neighborhood Grants program for details.

**(Duke/Jarvi)**

That the Clean & Green Neighbourhood Grant policy be adopted.

**CARRIED**

### **10.2. Communication Planning**

Communications staff have provided a communications template for the Committee to use to develop and implement communications plans to support clean and green programs and initiatives.

**Di Censo/Lipsitt**

That the communications template be adopted as a tool to plan promotion approaches and tactics for Keep Hamilton Clean and Green Committee activities.

**CARRIED**

10.3. Keep America Beautiful

10.3.a. KHCG Participation in KAB

Committee members discussed the Keep Hamilton Clean and Green Committee's membership in the Keep America Beautiful (KAB) network. Participation in Keep America Beautiful may no longer be relevant to the Committee's priorities described in the 2018-2022 workplan. Committee members will research and suggest alternative groups or networks to participate in that are local or based in Canada with a focus on Canadian environmental issues.

10.3.b. KAB National Conference

Participation in the conference was identified as an opportunity to determine if KAB is a relevant partnership. The 2020 conference will be held in Memphis at the Peabody Hotel, Feb. 12-14, 2020. The KHCG committee's 2020 budget request includes money for conference registration fees, airfare, accommodations and other daily expenses for one member. Vice Chair Felicia Van Dyk volunteered to attend the conference.

10.4. Keep Hamilton Clean & Green Committee Revised Terms of Reference

A revised draft was presented to the Committee. The revised draft included feedback provided by the Committee at previous

meetings. Refer to the Citizen Committee Report respecting the Keep Hamilton Clean & Green Committee Terms of Reference for details.

**(Duke/Dawson)**

That the Keep Hamilton Clean & Green Committee revised Terms of Reference be approved.

**CARRIED**

**11. MOTIONS**

No Motions were presented.

**12. NOTICES OF MOTION**

No Notices of Motion were presented.

**13. GENERAL INFORMATION / OTHER BUSINESS**

Leisha Dawson volunteered to attend the Hamilton Food Strategy Forum on behalf of the Committee.

The Committee Chair shared details about an upcoming event titled Climate Emergency & Municipal Leadership. The event will be held on Nov 4 at 6:00 pm at the David Braley Health Centre. The event is free and open to the public. Committee members were encouraged to register for the event on Eventbrite.

**14. PRIVATE AND CONFIDENTIAL**

There were no private and confidential matters to discuss.

**15. ADJOURNMENT**



Hamilton

## **AGENDA**

Keep Hamilton Clean & Green Committee  
Tuesday October 22, 2019, 5:00 pm  
City Hall, Room 193  
71 Main Street West

---

### **Dawson/Lipsitt**

That, there being no further business, the meeting be adjourned at  
6:37 p.m.

**CARRIED**

---

**Next Meeting:** November 19, 2019



# CITIZEN COMMITTEE REPORT

<b>To:</b>	Chair and Members Public Works Committee
<b>From:</b>	Lennox Toppin (Chair) Keep Hamilton Clean & Green Committee (to be signed by the Chair)
<b>Date:</b>	
<b>Re:</b>	Clean & Green Neighbourhood Grant Policy

## Recommendation:

That the Keep Hamilton Clean & Green Committee's Clean & Green Neighbourhood Grant Policy, attached as Appendix "A", be approved.

## Background:

The Keep Hamilton Clean & Green Committee has offered financial support to community groups since 2015 to support grassroots clean and initiatives. Typically, 4-8 written requests or applications for funding were received each year and were evaluated by the Committee as they were received. Grant requests are reviewed by the Committee's staff liaison for eligibility and assessed by the Committee prior to being recommended for funding.

Community interest in the program has grown significantly since 2015. The Committee and staff have worked together to make program enhancements such as an online application form on a dedicated program webpage, a standard application timeframe to follow each year, a standard scoring template, and a final report template for grant recipients to increase transparency of the grant program.

## Analysis/Rationale:

At the recommendation of City staff in the City Clerk's Office and Corporate Services, the Keep Hamilton Clean & Green Committee has prepared a document describing the program guidelines, process and policies, including:



- Grant objectives
- Eligible applicants, projects and expense
- Available funding
- Program timelines
- Communications approaches
- Assessment procedure
- Final reporting requirements for successful grant applicants
- Process for retention of confidential information
- Applicant agreement
- Notice of collection of personal information

Staff in Business Programs, the City Clerks Office and Corporate Services were consulted in the writing of this report and the development of the Clean & Green Neighbourhood Grant Policy.

**Appendices:**

**Appendix A – Clean & Green Neighbourhood Grant Policy**

# **Keep Hamilton Clean & Green Committee**

Clean & Green Neighbourhood Grant Policy

DRAFT



Hamilton



## CONTENTS

CLEAN & GREEN NEIGHBOURHOOD GRANT .....	2
OBJECTIVE.....	2
AVAILABLE FUNDING .....	2
TIMELINES.....	4
COMMUNICATIONS .....	5
ASSESSMENT .....	5
FINAL REPORT.....	7
APPLICANT AGREEMENT .....	7
NOTICE OF COLLECTION.....	8
CONTACT .....	9

## CLEAN & GREEN NEIGHBOURHOOD GRANT

The Keep Hamilton Clean & Green Committee offers Clean & Green Neighbourhood Grant for planned small scale green projects and initiatives.

### OBJECTIVE

The objective of the Grant is to assist informal and formal groups of residents build capacity for planning and implementing projects in their neighbourhoods that support the goals and objectives of the [Clean & Green Hamilton Strategy](#).

The intent of the Clean and Green Strategy is to encourage behaviour that supports clean and green neighbourhoods in Hamilton. A clean and green neighbourhood leads to improved health, prosperity, safety and well-being of all residents.

The Clean & Green Neighbourhood Grant projects must focus on at least one of the five focus areas of the Clean and Green Strategy:

- Litter
- Illegal dumping
- Graffiti
- Beautification
- Environmental stewardship

### ELIGIBILITY

#### Eligible Applicants:

The following individuals or groups are eligible to apply for a Clean & Green Neighbourhood Grant:

- Informal, resident-led neighborhood and community groups
- Formal groups, including Neighbourhood Associations
- Registered charities and not-for-profit corporations

The following groups are not eligible to apply for a Clean & Green Neighbourhood Grant:

- Any informal/formal group or not-for-profit corporation receiving other forms of funding from the City of Hamilton for the same project
- For-profit corporations
- Groups that do not engage with community members or volunteers
- Groups that have already submitted an application for a different Clean & Green Neighbourhood Grant initiative (Groups can only apply for one project/activity at a time. Reoccurring events undertaken by groups may only be funded once per year.)
- Groups that have previously received a Clean & Green Neighbourhood Grant but have not submitted a Final Report summarizing the outcomes of their initiative

### Eligible Initiatives:

In order to receive funding, initiatives must:

- be conducted within the boundaries of the City of Hamilton
- be completed by volunteers OR organized by a paid employees or staff who engage with volunteers to complete the project
- demonstrate that the applicant has obtained appropriate permissions to complete the project/initiative for which they are seeking funding
- be completed in areas that are open and accessible to members of the public. In the case of privately owned properties, consideration will be given where the property has some connection or provides opportunities to the broader community.

Examples of eligible projects include:

- Initiatives aimed at changing litter and illegal dumping behaviours
- Managing graffiti (e.g. prevention, clean up, etc.)
- Efforts to improve ecological integrity of public and private spaces by planting native plant species, pollinator plants, trees, etc.
- Initiatives that will help a community become more resilient or able to withstand the impacts of climate and extreme weather events

The following initiatives are not eligible to receive funding through the Clean & Green Neighbourhood Grant program:

- Initiatives that fall under any current City of Hamilton, Conservation Authority, or RBG volunteer engagement programs
- Projects and initiatives receiving other forms of funding from the City of Hamilton including funding through Ward Councillor offices, the City Enrichment Fund, or Clean Air Hamilton's funding program.
- emergency response or relief efforts, natural disaster or extreme weather-related cleanups, etc.
- Initiatives led or coordinated by City staff or elected officials on behalf of the City of Hamilton or a ward office. However, such initiatives may receive other forms of funding through the Keep Hamilton Clean & Green Committee's various partnership or collaborative initiatives. Initiatives led or coordinated by a group of residents or volunteers with direct support from City staff are eligible to apply.

### Eligible Expenses:

As part of the application process, applicants are required to submit a list of their anticipated expenses. The following items are considered eligible expenses:

- Project/event supplies (such as the cost to purchase paint and painting supplies required to create a mural, etc)

- Event advertising (such as graphic design fees, printing fees for event flyers, Facebook advertising costs, etc)
- Artist honorariums
- Insurance and waste hauling costs (such as the cost to rent a dumpster for a large litter clean up event or event insurance to cover any injuries to volunteers). If applying for insurance and waste hauling costs, please ensure you check the relevant box on the application form.

## AVAILABLE FUNDING

Clean & Green Neighbourhood Grants will be funded by the Keep Hamilton Clean & Green Committee's annual budget. The amount to be awarded through the Clean & Green Neighbourhood Grants process will be determined in the fall prior to the start of the grant funding cycle by the Keep Hamilton Clean & Green Committee when preparing the Committee's annual budget request report.

At the time of applying, applicants must provide details about all anticipated expenses associated with the proposed initiative. Applicants are eligible to receive \$500 in funding. Initiatives that include significant costs for waste haulage or disposal services, insurance costs, etc. may be eligible to receive an additional \$500 in funding to cover large scale expenses, up to a maximum of \$1000 in total funding. The maximum an organizer/group is eligible to receive is \$1,000 per calendar year.

The number of grants available varies each year according to:

- The number of eligible applications received
- The amount of funding available through the Keep Hamilton Clean & Green Committee's annual budget

## TIMELINES

The Clean & Green Neighbourhood Grant program operates on the following approximate timelines each year:

- January – Application period opens
- Early February – Application period closes
- February-March – Committee adjudication and approval
- Late March-Early April – Successful and unsuccessful applicants notified by email
- May – Funding distributed

Specific dates are determined at the start of each year by the Keep Hamilton Clean & Green Committee. Timelines are subject to change based on the Committee members availability and meeting schedule. Applicants should refer to program website for confirmed program timelines and dates each year.

## COMMUNICATIONS

All relevant grant application information will be publicly available on the program website: <https://www.hamilton.ca/parks-recreation/community-environmental-initiatives/clean-green-neighbourhood-grant>

The grant opportunity will be communicated to prospective applicants in the following ways:

- By email who have agreed to be included on the Clean & Green Neighbourhood Grant email list managed by City staff
- On the Clean & Green Hamilton Facebook page
- In person at community events using a flyer created for program promotion

Other communications methods may be used as appropriate, including: City of Hamilton media releases and corporate social media (Twitter and Instagram) accounts, etc.

Keep Hamilton Clean & Green Committee members may choose to share the grant information at their own discretion through their personal communication channels (e.g. by email or on a personal social media account) with their colleagues, acquaintances and contacts in their communities and in the environmental sector.

If funding is required to promote the program, all communications methods will be funded by the Keep Hamilton Clean & Green Committee budget.

## APPLICATIONS

All prospective applicants must complete the online application form that will be available for the duration of the application period on the program website. During the application period, prospective applicants may contact City staff to ask questions of clarification before submitting their application. Late applications and applications submitted in any format other than the online application form will not be accepted. Late applicants will be invited to add their contact information to the program email list to receive information about future grant opportunities.

## ASSESSMENT

Grant applications will be assessed in three stages:

### **1. Staff Review**

City staff will review each grant application as it is submitted to ensure:

- Eligibility
- Completeness

City staff will not provide a score or assessment on the quality of the proposed activity.

After staff have reviewed each grant application to ensure that it is eligible and complete, all grant applications will be shared confidentially with working group members.

## **2. Working Group Review and Assessment**

At least three members of the Keep Hamilton Clean & Green Committee will form a working group to assess the grant applications. After receiving a package of eligible and complete grant applications from City staff, working group members will assess each application independently and provide a score according to how the proposed initiative meets the following criteria:

- How the activity aligns with the Clean and Green Strategy focus areas
- Support or involvement from the public and community stakeholders
- The level of detail included in the proposed evaluation plan/anticipated outcomes
- The initiative's benefits to the community and the natural environment
- Reasonableness of anticipated expenses and responsible use of public money
- Appropriateness and reach of proposed promotional tools
- Recognition and acknowledgement to the Keep Hamilton Clean and Green Committee
- Other merit of the proposed activity (e.g. any noteworthy, exceptional or innovative ideas)

After independently scoring each application, working group members will attend a consensus meeting facilitated by City staff to determine final scoring and funding recommendations. Each application will receive a total score based on the maximum score of 50 points. A passing score for an application is 60% (30 points) or above. A score of 60% or above will qualify, but not guarantee the application for possible funding.

## **3. Committee Approval**

Working group members will present their final scoring and funding recommendations at the next Keep Hamilton Clean & Green Committee meeting for consideration and approval. The Committee will discuss and vote on a motion to fund or not fund each grant application individually after the working group has shared its final scores and funding recommendations.

Following Keep Hamilton Clean & Green Committee approval, all working group and Committee members will be asked to securely discard all confidential materials or return materials to the staff liaison to be securely discarded.



Keep Hamilton Clean & Green Committee recommendations for Clean & Green Neighbourhood Grant funding will be provided to City Council through the Public Works Committee.

Successful and unsuccessful applicants will receive written feedback about the Committee members decision regarding their application.

## FINAL REPORT

Successful applicants are required to submit a written final report on their project/activity within three months after the project/activity is completed. Applicants may choose to provide supporting materials, such as photos, videos, brochures, etc., that help tell the story of their initiative. The final report template is provided in Appendix A.

Applicants may also provide an optional in-person presentation at a Keep Hamilton Clean & Green Committee meeting. With the applicants' permission, stories and photos from successfully completed projects may be shared publicly by the Keep Hamilton Clean & Green Committee to demonstrate the impact of the Clean & Green Neighbourhood Grant program.

Applicants that do not submit final reporting documents will not be eligible to receive Clean & Green Neighbourhood Grant funding in the future.

Electronic copies of all applications (successful and unsuccessful) and final reporting documents will be saved in a manner satisfactory to the City of Hamilton Records Retention By-law and the Municipal Freedom of Information and Protection of Privacy Act.

## APPLICANT AGREEMENT

Prior to submitting their application, applicants are required to review and indicate their agreement to the statements below:

- a. I/We am/are authorized to represent the Applicant and, to the best of my/our knowledge, the information provided in this Application is true;
- b. In this Application, references to the City of Hamilton (the "City") includes the municipal corporation, its elected and appointed officials, officers, directors, servants, employees, volunteers, invitees, committee members, contractors, agents, assigns and insurers;
- c. I/We will carry out the activity/project when and as described in this Application. I/We understand that if there are significant changes to the activity/project and/or if I/we fail to complete the activity/project, I/we may be required to return all or some of the CLEAN & GREEN NEIGHBOURHOOD GRANT funds (the "Funds") to the City and it is my/our responsibility to promptly notify the City of any such changes;
- d. In accepting this Application, the City is not obliged to grant any Funds and that, in fact, any such grant shall be made in the City's total discretion;

- e. I/We assume all liability for the activity/project and hereby release the City from any and all claims, liabilities and damages for any losses or injuries sustained by me/us or others, regardless of how caused, which arise out of, or are in any way connected with, the activity/project;
- f. I/We further agree to indemnify and hold harmless the City against any claims, liabilities, damages, losses, demands and actions of any nature whatsoever, including solicitors' fees, which arise out of or are in any way connected with the activity/project;
- g. If the activity/project takes place on City property, I/we agree to comply with all City requirements and guidelines;
- h. If I/we receive Funds from the City, I/we will, promptly on completion of the activity/project, submit a final report to the City summarizing the activity/project, its objectives and achievements as well as a final budget outlining all other associated donations/grants, costs and expenditures supported by copies of appropriate receipts and invoices. Failure to submit this final report will affect eligibility for future applications to the City;
- i. I/We hereby authorize the City to publicize all information provided by me/us including, without limitation, my/our name(s), all details of this Application and the final report as the City sees fit in its total discretion;
- j. I/We hereby direct any other persons or organizations supporting or participating in the activity/project to share any relevant information with the City on the City's request;
- k. I/We acknowledge that all information provided by me/us is subject to collection, retention, use and disclosure under the Municipal Freedom of Information and Protection of Privacy Act; and;
- l. I/We agree to acknowledge the receipt of Funds from the City on all promotional material associated with the activity/project.

## NOTICE OF COLLECTION

Clean & Green Neighbourhood Grant applicants are required to provide personal information as part of the application, adjudication and final reporting process.

The City of Hamilton collects information under authority of Section 227 of the Municipal Act, 2001. Any personal information collected for the Clean & Green Neighbourhood Grant program will be used for the purpose of administering the Clean & Green Neighbourhood Grant Program, including determining eligibility, selecting successful grant recipients and ensuring the Clean & Green Neighbourhood Grant funds are used in accordance with grant requirements. By providing their email address, applicants consent to receiving emails from the City of Hamilton for the Clean & Green Neighbourhood Grant Program.

## CONTACT

City staff will respond to any questions from the general public about the Clean & Green Neighbourhood Grant process. Keep Hamilton Clean & Green Committee members are not to have any direct communication with grant applicants beyond sharing general program information or timelines. Any questions received by Committee members should be shared with City staff for appropriate resolution.

Phone: 905-546-2424 ext. 5089

Email: [clean&green@hamilton.ca](mailto:clean&green@hamilton.ca)

## APPENDIX A: FINAL REPORT TEMPLATE



### Keep Hamilton Clean & Green Committee Clean & Green Neighbourhood Grant Final Report



<b>Organization/Group Name:</b>
<b>Organization/Group's Contact Person:</b>
<b>Address:</b>
<b>Email:</b>
<b>Phone:</b>
<b>Project Name:</b>
<b>Total Project Cost:</b>

---

### Section 1: Attachments

1. **Project Expenses (required):** Please attach copies of receipts for project expenses to demonstrate how the Clean & Green Neighbourhood funds were used. Please note that any unspent funds should be returned to the Keep Hamilton Clean & Green Committee.
2. **Supporting Materials (optional):** Please feel free to include with this final report any photos, videos posters, brochures, etc. that you feel help tell the story of your project and the impact it had in the community.

---

### Section 2: Summary of Project Outcomes

Please provide us with a summary of your project's outcomes by responding to the questions below.

1. **Outcomes:** Summarize the work that was completed as part of the project and the results that were achieved. Reflect on the initial goals or anticipated outcomes that were developed while planning the project and whether your group achieved those goals. If possible, please provide numbers to show the amount of work completed (for example, the number of trees or flowers planted, bags of waste collected, number of volunteers that participated, etc.).

2. **Project Changes/Challenges:** If your project plan changed between the time that you submitted your grant application and when you completed your project, please describe the changes that occurred and how this affected your ability to achieve your desired outcomes. If you experienced unexpected outcomes, please describe and reflect upon them here. If any challenges arose, please describe how you responded to ensure that the project could continue.
3. **Community Building:** Describe the support and resources you received from community members or organizations to help complete the project. Describe any new partnerships or relationships that were formed through the implementation of this project.
4. **Learnings and Recommendations:** Please list your learnings from this initiative and describe what you would do differently if you were to do this project again. What advice or recommendations would you give to other groups that are considering undertaking a similar initiative?
5. **Additional Comments:** Please provide any additional comments or feedback to the Keep Hamilton Clean & Green Committee about the Clean & Green Neighbourhood Grant.
6. **Presentation:** Would you like the opportunity to give an in-person presentation to the Keep Hamilton Clean & Green Committee about your project and its results? If you respond “Yes” to this question, City staff will contact you to schedule a presentation time.



# CITIZEN COMMITTEE REPORT

<b>To:</b>	Chair and Members Public Works Committee
<b>From:</b>	Lennox Toppin (Chair) Keep Hamilton Clean & Green Committee (to be signed by the Chair)
<b>Date:</b>	
<b>Re:</b>	Keep Hamilton Clean & Green Committee Terms of Reference

## Recommendation:

That the Keep Hamilton Clean & Green Committee Terms of Reference, attached as Appendix "A", be approved.

## Background:

The Keep Hamilton Clean & Green Committee Terms of Reference was previously amended in 2013. Since that time the Committee's membership has shifted to include more citizen members with an interest in a broad range of environmental issues but fewer stakeholders from the business sector. In addition, the Committee's activities and topics of discussion have expanded to include greater opportunities to promote environmental sustainability and stewardship in unique and engaging ways.

## Analysis/Rationale:

The following updates and changes were made to the Terms of Reference:

- References to the Committee name were changed to "KHCG Committee" to reflect current acronym usage.
- The Committee statement of purpose now includes the Committee's role to directly participate in promoting environmental sustainability and stewardship as well as engaging individuals.
- References to "our Hamilton community environments" were changed to "natural and built environments" to better define and clarify the Committee's areas of focus.

- The list of Committee Roles and Responsibilities was expanded to include programs introduced since 2013, such as the Clean & Green Neighbourhood Grants program, and include environmental stewardship as a focus area in addition litter, illegal dumping, graffiti and beautification, as expressed in the Clean & Green Hamilton Strategy.
- Membership was changed to better reflect the Committee's current composition and Clerks recruiting process:
  - The maximum number of citizen members increased from five to seven with an added emphasis on achieving a diversity of backgrounds and experiences among citizen members.
  - Business community representation was streamlined to include one representative from the BIA Advisory Committee and one representative from the Chamber of Commerce.
  - Clarified the role and expectations for youth representatives to support recruitment of youth representatives.
  - Six non-voting membership positions were added to provide opportunity for representatives from the Environmental sector and Industrial, Commercial and Institutional (IC&I) sector to participate in Committee discussions and advise on decision making.
- Staff roles and participation was clarified to indicate how staff will provide information and support to the Committee to assist in decision making or support the implementation of initiatives.

The changes made emphasize the importance of the environmental stewardship components of the Clean & Green Hamilton Strategy and demonstrate the Committee's understanding that citizen efforts to address litter, illegal dumping and graffiti or encourage beautification can be completed in a way that addresses or mitigates the impacts of climate change.

## **Appendices:**

### **Appendix A – Keep Hamilton Clean and Green Committee Terms of Reference**

## **KEEP HAMILTON GREEN AND CLEAN COMMITTEE TERMS OF REFERENCE**

---

### **1 Introduction**

#### **1.1 Committee Name**

Keep Hamilton Clean and Green (KHCG) Committee (Formerly the Clean City Liaison Committee – Amended October 9, 2013 Item 11 PW Committee Report 13-012)

#### **1.2 Statement of Purpose**

The KHCG Committee promotes environmental sustainability and stewardship by engaging individuals to take greater responsibility for protecting and revitalizing the natural and built environment and providing education, assistance and promotion.

#### **1.3 Committee Mandate**

The KHCG Committee will support and provide advice to City staff, elected officials and other stakeholders to implement the Clean & Green Hamilton Strategy and Our Future Hamilton community vision. Reporting through the Public Works Committee, the KHCG Committee will provide input to staff and Council on issues relating to environmental sustainability and stewardship and advice on approaches to engaging citizens to take greater responsibility to protect and revitalize natural and built environments. The KHCG Committee’s primary focus is on effecting behaviours and attitudes conducive to a clean, healthy and safe community through leadership and action.

The Committee will provide input and guidance to City staff, Council and other stakeholders on community and private sector involvement and identification of resources to sustain Clean and Green programs and initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.

#### **1.4 Accountability**

The KHCG Committee is a Volunteer Advisory Committee that advises Council through the Public Works Committee. The KHCG Committee must comply with the City of Hamilton’s Procedural By-law, the Advisory Committee Procedural Handbook and operational policies and procedures.

### **2 Roles and Responsibilities**

The role of the KHCG Committee is to encourage Hamilton residents, property owners and visitors to engage in neighbourhood/community initiatives that aim to beautify our community, promote environmental stewardship and prevent litter, illegal dumping and graffiti.



This volunteer Committee will assist in connecting community volunteers with litter, illegal dumping, graffiti, beautification and environmental stewardship programs as well as promoting desired behaviours in the community that support the Clean & Green Hamilton Strategy and Our Future Hamilton community vision.

The roles and responsibilities of the KHCG Committee include, but are not limited to, the following:

- (a) Provide input and advice to Council, through reports to the Public Works Committee, and City staff on engaging citizens, property owners and visitors in litter, illegal dumping, graffiti, beautification and environmental stewardship programs;
- (b) Demonstrate leadership in action through participation in events and activities;
- (c) Assist with outreach and education opportunities related to litter, illegal dumping, graffiti, beautification and environmental stewardship programs;
- (d) Support City staff with the development of the annual Clean & Green Hamilton Strategy update for City Council;
- (e) Review reports, studies and other documents on litter, illegal dumping, graffiti, beautification and environmental stewardship issues that may be presented to the KHCG Committee by City staff, consultants, community organizations or the public, and to provide input and recommendations regarding these issues;
- (f) Form working groups to deal with specific issues as they arise;
- (g) Assist in identifying and facilitating resolution of community concerns regarding litter, illegal dumping, graffiti, beautification and environmental stewardship; and,
- (h) Attend and actively participate in KHCG Committee meetings, activities and events.

### **3 Membership**

KHCG Committee membership will reflect a broad range of socio-economic and environmental interests in the community, including residents, businesses, education and local organizations.

#### **3.1 General**

- (a) Members must declare any conflict of interest issues prior to discussion or decision-making of any matter with which they believe they have a pecuniary interest; and,
- (b) Members are asked to review all documents, agendas and minutes presented to them to make informed decisions.

Some activities of the KHCG Committee may require additional time commitments dependent upon the nature of the project undertaken.

### **3.2 Composition**

The KHCG Committee shall be comprised of up to 15 voting members and up to six key stakeholders/advisors (non-voting) as follows:

Voting Members:

- Citizen members (up to seven) who will be recruited to represent various backgrounds, ethnicities, genders, geographic areas, ages, etc. within the community;
- Council representative(s) (up to two);
- Youth Representative(s) (up to two – one student from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board);
- BIA representative (one);
- Chamber of Commerce representative (one); and
- Education Representatives (up to two - one from each of the Hamilton-Wentworth District School Board and the Hamilton-Wentworth Catholic District School Board).

Key Stakeholders/Advisors (Non-voting Members):

- Environmental sector representative(s) to voice broader concerns from the local environmental sector/organizations, offer technical advice and expertise and connect the KHCG Committee’s work to local initiatives when feasible (up to three representatives who are employees or board members with an environmental organization that is based in or carries out a significant amount of programming in Hamilton).
- Industrial, Commercial, and Institutional (IC&I) sector representatives to voice broader concerns from the relevant sector, provide insight and enhance the KHCG Committee’s understanding of the sector, and provide opportunities to collaborate with IC&I stakeholders (up to three representatives who are employed with an IC&I organization or facilities based in Hamilton).

Quorum shall be a half of the voting membership rounded up to the nearest whole number. Non-voting members are not counted in determining the number required for quorum or in determining whether or not quorum is present.

KHCG Committee and/or working group membership may be expanded to include further community representation as deemed appropriate, upon approval of Council.

City staff liaison(s) from the Environmental Services Division will be made available to the KHCG Committee as a resource. The Committee may request information or support from other City Divisions and Departments or experts in the field to assist in formulating appropriate decisions and recommendations.

### ***3.3 Attendance and Vacancies***

Members of Committee who miss more than three meetings during their term without Committee approval, may be subject to replacement on the Committee and may not be eligible for re-appointment.

Citizen members will be appointed in accordance with the City of Hamilton's Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees.

Youth Representatives will be recruited by the Education Representative from each respective School Board.

### ***3.4 Term of Membership***

The term of membership for KHCG Committee members coincides with the current term of Council or until such time as successors are appointed by Council.

The term of membership for Youth Representatives may be 1-2 years (coinciding with the regular school term) based on their schedule and availability as a student.