



Hamilton

MINUTES

**KEEP HAMILTON CLEAN AND GREEN COMMITTEE**

**Meeting #:** 20-005  
**Date:** November 17, 2020  
**Time:** 5:00 pm  
**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>

Diane Butterworth, Clean and Green Coordinator (905) 546-2424 ext. 5089

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**Present:**                      **Chair:** Felicia Van Dyk  
   **Members:** Jen Baker  
   Brenda Duke  
   Kerri Jarvi  
   Heather Donison  
   Marisa Di Censo  
   Sue Dunlop  
   Pauline Szczepanski  
   Leisha Dawson  
**Absent:**                      **Vice-Chair:** Lennox Toppin  
   Theresa Movre  
   Steve Watts

**Also Present:** Raffaella Morello, Senior Project Manager, Business Programs  
Theresa Phair, Community Liaison Coordinator, Business Programs  
Diane Butterworth, Clean & Green Coordinator, Business Programs

**1. CHANGES TO THE AGENDA**

Committee member, Brenda Duke, advised of the following change to the agenda:

**11. GENERAL INFORMATION / OTHER BUSINESS**

**(Jarvi/Baker)**

11.1 Approval of the Volunteer-Made Promotional Video for the Clean & Green Trailers to be Reviewed by City Staff for Future Consideration

That the agenda for the November 17, 2020 meeting of the Hamilton Clean & Green Advisory Committee be approved, as amended.

**CARRIED**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

(i) October 20, 2020

**(Baker/Donison)**

That the Minutes of the October 20, 2020 meeting of the Hamilton Clean & Green Advisory Committee be approved, as presented.

**CARRIED**

**4. DISCUSSION ITEMS**

**8.1 2020 Neighbourhood Grant Applicant Status Update**

**(Duke/Donison)**

At the request of the Committee, Staff Liaison, Clean and Green Coordinator, Diane Butterworth, provided a second update respecting the status of all nine Clean and Green Neighbourhood Grant applicants identified as being grantees in 2020.

- Grantee, Green Venture Hamilton-Wentworth, was the only applicant to indicate that their project, Native Planting Restoration on the EcoHouse Property, would be completed in 2020.
- Grantees, Barton Village B.I.A.'s the Depave Pilot project and the Flamborough Baptist Church Community Garden project, stated their initiatives had only been partially completed in 2020 due to the COVID-19 pandemic and would require more time in 2021 for finalization.

- Grantees, St. Paul's Presbyterian Church, McQuesten Urban Farm, Jeff Stock, the Hamilton Public Library – Barton Branch and the Hamlan Housing Cooperative Inc., all indicated the COVID-19 pandemic and associated restrictions had impacted the timelines and logistics related to their projects. Therefore, forcing each grantee to modify project timelines. All grantees have indicated that they wish to continue their projects in 2021.
- The Green Team Gardeners were the only grantee to state that their project - Murals and Art in the Garden Workshops, had been cancelled indefinitely due to health and safety concerns related to the COVID-19 pandemic and have withdrawn their grant application.

Based on the current status updates provided from all nine grantees, the Committee is to discuss and determine a final decision regarding the release of 2020 Clean and Green Neighbourhood Grant funds.

That the Committee's decision respecting the release of funds to the 2020 Clean and Green Neighbourhood Grant applicants, except for the Green Team Gardeners, be approved.

**CARRIED**

## **8.2 Review of Budget Report and Workplan**

Staff member, Senior Project Manager, Raffaella Morello, provided a presentation respecting the 2020 and 2021 Keep Hamilton Clean and Green Advisory Committee budgets. Committee members were asked to provide input to staff on where to spend surplus funds in the 2020 budget and how best to reallocate funds in the 2021 budget.

Staff informed the Committee there would be a 0% increase in all Citizen Advisory Committee budgets during 2021. Historically, the Committee's annual operating budget has been \$18,250. It was also indicated there was a total of \$10,657 in unspent funds in the 2020 budget as a result of COVID-19 pandemic impacts.

Committee member, Jen Baker, commented respecting additional funds should be spent on Clean and Green Program supplies in preparation for Spring 2021 cleanup registrations. It is anticipated that once the winter season is over, volunteers will be looking for engagement opportunities. Outdoor cleanup options provide a safe place for people to be active during the COVID-19 pandemic.

Committee member, Heather Donison, commented respecting funds should be spent on program clean up supplies in 2020, in anticipation of increased volunteer engagement in 2021.

Staff member, Raffaella Morello, commented respecting unspent funds could be reallocated to the purchase of Clean and Green Program supplies; however, storage restrictions may impact the quantity of supplies that can be purchased.

Committee Chair, Felicia Van Dyk, posed the question respecting if funds for the 2021 Keep America Beautiful membership and conference, should also be reallocated to the Clean and Green Program. Also, if the Keep America Beautiful membership was still an asset to the Clean and Green Program.

Staff Liaison, Diane Butterworth, responded respecting the Keep America Beautiful membership was valuable in providing access to a greater network of ideas, information and data related to litter and waste initiatives from across North America.

Staff member, Raffaella Morello, recommended that funds respecting the 2021 Keep America Beautiful membership and conference may be reduced to \$1,600. The recommended amount would continue to cover the costs of the membership fee and any educational webinars in lieu of the annual KAB conference. Due to the COVID-19 pandemic, the City is recommending that in-person attendance at conferences is avoided in 2020 and 2021.

Committee member, Marisa Di Censo, commented respecting that the City of Hamilton has had a long-time affiliation with Keep America Beautiful and there is good value in continuing the membership. It was also questioned respecting whether surplus funds could be reallocated to other Clean and Green Neighbourhood Grant applicants that did not receive funding in 2020.

Committee member, Brenda Duke, responded respecting that unsuccessful 2020 Clean and Green Neighbourhood Grant applicants did not meet adjudication criteria. The decision made by the working group on awarding of funds, was a firm and final decision.

Staff Liaison, Diane Butterworth, provided information respecting the Committee's 2019 – 2021 workplan to provide direction during the budget discussion.

Committee member, Brenda Duke, commented respecting many of the 2020 workplan items, especially in the areas of litter and illegal dumping

prevention, had not been accomplished. It was recommended that the Committee consider coordinating a community bin-day event.

Staff Liaison, Diane Butterworth, provided a recommendation respecting a working group be established to coordinate the community bin-day event.

Committee members, Brenda Duke and Jen Baker agreed to lead the working group respecting the planning of a community bin-day event. The working group will coordinate and communicate all logistics to the Committee. The Staff Liaison will assist as required.

Committee member, Marisa Di Censo, proposed that a Notice of Motion respecting recommendations for unspent funds from the 2020 budget be added to the agenda and that the Rules of Order be waived to allow the introduction of the Notice of Motion as a Motion at this meeting, if so, a motion to waive the rules, is required.

## 5. NOTICES OF MOTION

### (i) Recommendations for 2020 Unspent Budget (Item 10.1)

Committee Member, Marisa Di Censo, introduced a Notice of Motion respecting that up to \$3,000 in surplus funds from the 2020 budget be used to support the purchase of additional cleanup supplies for the Clean and Green Program, pending the availability of adequate storage. A Notice of Motion was presented recommending that up to \$3,000 be allocated to support the coordination of a community bin-day event(s).

#### **(Baker/Duke)**

That the Rules of Order to be waived to allow for the introduction of a motion respecting recommendations for unspent funds from the 2020 budget, be approved.

**CARRIED**

#### **(Baker/Di Censo)**

That the Keep Hamilton Clean and Green Advisory Committee's decision respecting the spending of up to \$3,000 of unspent 2020 funds on Clean and Green Program supplies, pending availability of adequate storage, and up to \$3,000 on a community bin-day event, be approved.

**CARRIED**

## 6. GENERAL INFORMATION / OTHER BUSINESS

### (i) Approval of the Volunteer-Made Promotional Video for the Clean & Green Trailers to be Reviewed by City Staff for Future Consideration

Committee member, Brenda Duke, asked the Committee to approve the volunteer-made promotional video respecting the Clean & Green Trailers, be reviewed by City Staff for future consideration.

Staff member, Raffaella Morello, advised that the volunteer-made video respecting the Clean and Green Trailers, would need to be reviewed by Waste Management staff and the City's Communications staff to ensure that the promotional piece aligned with corporate standards and policies.

Committee member, Heather Donison, inquired if the Committee could receive a Staff presentation respecting the communications strategy for the Clean and Green Program and corporate communications standards and policies.

Staff member, Raffaella Morello, advised that Staff would need to confer with City's Communications Staff respecting a Staff presentation on the communications strategy for the Clean and Green Program and corporate communications standards and polices at a future Committee meeting in 2021.

**(Donison/Jarvi)**

That the Keep Hamilton Clean and Green Advisory Committee's decision respecting the volunteer-made promotional video be reviewed by City Staff for future consideration, be approved.

**CARRIED**

**7. ADJOURNMENT**

**(Baker/Donison)**

That, there being no further business, the meeting be adjourned at 6:46 p.m.

**CARRIED**

Respectfully submitted,

Felicia Van Dyk  
Chair, Keep Hamilton Clean and Green  
Advisory Committee

Diane Butterworth  
Clean and Green Coordinator