



Hamilton

KEEP HAMILTON CLEAN AND GREEN COMMITTEE

Meeting #: 22-002
Date: February 15, 2022
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>

Whitney Slattery, Clean and Green Coordinator (905) 546-2424 ext. 5089

Present:

Vice-Chair: Paulina Szczepanski
Members: Brenda Duke
Jen Baker
Felicia Van Dyk
Michelle Tom
Diana Meskaukas
Lennox Topin
Kerry Jarvi

Absent:

Chair: Heather Donison
Leisha Dawson
Marisa Di Censo
Councilor N. Nann

Also present:

Florence Pirrera, Project Manager, Business Programs
Whitney Slattery, Clean and Green Coordinator, Business Programs
Theresa Phair, Community Liaison, Business Programs

**THE KEEP HAMILTON CLEAN & GREEN COMMITTEE PRESENTS THE
FEBRUARY 15, 2022 MINUTES AND RECOMMENDS THE FOLLOWING:**

1. CHANGES TO THE AGENDA

The Staff Liaison advised the Committee that there were no changes to the agenda.

(Szczepanski /Duke)

That the agenda for the February 15, 2022 meeting of the Hamilton Clean & Green Advisory Committee be approved, as presented.

CARRIED

2. APPROVAL OF MINUTES OF PREVIOUS MEETING (ITEM 3)

(i) October 19, 2021 (Item 3.1)

(Duke/Jarvi)

That the Minutes of the October 19, 2021 meeting of the Keep Hamilton Clean and Green Advisory Committee be approved, as presented.

CARRIED

(ii) November 16, 2021 (Item 3.2)

(Van Dyk/Duke)

That the Minutes of the November 16, 2021 meeting of the Keep Hamilton Clean and Green Advisory Committee be approved, as presented.

CARRIED

3. COMMUNICATIONS (ITEM 5)

(i) All Advisory Committee Event Minutes: September 27, 2021 (Item 5.1)

(Van Dyk/Tom)

That the Minutes of the November 16, 2021 meeting of the Keep Hamilton Clean and Green Advisory Committee be approved, as presented.

CARRIED

4. STAFF PRESENTATIONS (ITEM 9)

(i) Advisory Committee Policy/Procedure Review Presentation (Item 9.1)

Staff Liaison, Whitney Slattery, Clean and Green Coordinator, provided an overview of Advisory Committee procedures including roles/responsibilities, requirements for Citizen Committee reports, Code of Conduct, and meeting procedures, with the aid of a PowerPoint presentation.

(Baker/Tom)

That the presentation respecting the Advisory Committee Policy/Procedure Review 2021 be received, as presented.

CARRIED

5. DISCUSSION ITEMS (ITEM 10)

(i) Appointment of Chair, Vice-Chair, and Secretary for the Keep Hamilton Clean and Green Committee 2022 (Item 10.1)

- (a) That Brenda Duke be appointed Chair of the Keep Hamilton Clean and Green Committee for 2022;
- (b) That the appointment of Vice-Chair be deferred until the next Committee meeting; and
- (c) That appointment of Secretary of the Keep Hamilton Clean and Green Committee for 2022 be shared by members on a rotational basis.

CARRIED

(ii) 2021 Keep Hamilton Clean and Green Neighbourhood Grant Status Update (Item 10.2)

Staff Liaison, Whitney Slattery, Clean and Green Coordinator, provided an update respecting all 2021 Clean and Green Neighbourhood Grant recipients. She advised the Committee that the deadline for 2021 grant recipients with outstanding reports due to COVID will be extended to July 31, 2022, and those grant recipients may be eligible to apply for the 2022 grant cycle providing their application is for a separate project.

(Van Dyk/Szczepanski)

That the update respecting the 2021 Keep Hamilton Clean and Green Neighbourhood Grant Status be received, as presented.

CARRIED

6. GENERAL INFORMATION / OTHER BUSINESS (ITEM 13)

(i) 2022 Keep Hamilton Clean and Green Neighbourhood Grant Status Update (Item 13.1)

Staff Liaison, Whitney Slattery, Clean and Green Coordinator, provided an update respecting all 2022 Clean and Green Neighbourhood Grant cycle. The Committee was that due to staff redeployments and staff shortages, the grant 2022 Keep Hamilton Clean and Green Neighbourhood Grant cycle timelines have been delayed by one month. Promotional materials for the 2022 grant cycle are currently being developed. The 2022 grant cycle will be promoted through various forms of communication including, but not limited to, Instagram, the City of Hamilton website, digital display boards throughout the Public Works facilities, printed posters for all branches of the Hamilton Library, and various recreation centres.

(Meskaukas/Toppin)

That the update respecting the 2022 Keep Hamilton Clean and Green Advisory Neighbourhood Grant Status be received, as presented.

CARRIED

**(ii) Keep Hamilton Clean and Green Committee Summer Meetings
Update (Item 13.2)**

Staff Liaison, Whitney Slattery, Clean and Green Coordinator, proposed an additional Committee meeting for August 2022. Due to staff redeployments and shortages the Committee was unable to hold the January 2022 meeting.

As 2022 is an election year, the Committee will pause during the election period.

(Szczepanski/Toppin)

That the establishment of an additional Committee meeting to be held in August 2022 be deferred to a future meeting.

CARRIED

(iii) Team Up to Clean Up Updates (Added Item 13.4)

Staff Liaison, Whitney Slattery, Clean and Green Coordinator, provided an update on the Team Up to Clean Up Program. Due to COVID-related staff shortages and redeployments, the program is not currently fulfilling any supply/collection requests. The program will be operational before the spring.

Changes have been made to capture statistics, increase efficiency, and improve transparency/accountability more accurately. Staff are working with Web Services to automate the request for supplies. The online form will provide citizens with two options; “one-time cleanup event” and “ongoing community cleanups”. For “one-time cleanup event” supply/collection requests, supply packages will be tailored to the number of participants. For the “ongoing community cleanup” supply requests, pre-made standardized packages will be available.

Staff will be working to develop an optional feedback form to distribute to volunteers near the end of the season. This will provide an opportunity to capture more qualitative data that can have significant impacts on continuous improvement initiatives.

(Duke/Toppin)

That the Team Up to Clean Up Updates, be received.

CARRIED

7. ADJOURNMENT (ITEM 14)

(Duke/Van Dyk)

That, there being no further business, the meeting adjourned at 7:01pm.

Respectfully submitted,

Brenda Duke
Chair, Keep Hamilton Clean and Green
Committee

Whitney Slattery
Clean & Green Coordinator, Business Programs
Environmental Services Division, Public Works Department