



**VISION:** We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.

**MISSION:** To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton  
Staff, Legislative & Governance Committee  
23 January 2018  
10:00am

**Present:** Councillor Lawrence Scott (Chair)  
Rt. Wor. Charles R. Gosling, JP  
Councillor Henry Ming  
Councillor Nicholas Swan

**In Attendance:** Ed Benevides -Secretary  
Patrick Cooper - City Engineer  
Lindell Foster - HR Manager

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1. **Confirmation of Notice:** The Secretary confirmed that the notice periods were met in accordance with the new meeting guidelines.
  2. **Role of the Chairman** - Councillor L. Scott was acknowledged as the Chair.
  3. **Open Meeting** - Councillor L. Scott opened the meeting at 10:03am.
  4. **Apologies** - There were no apologies received.
  5. **Public Participation/Presentation:**  
There was no public participation/presentation.
  6. **Correspondence:**  
There was no correspondence for review.

7. **Minutes of Previous Meeting dated 21 November 2017:**

The Minutes were accepted as read.

**Proposed:** Councillor H. Ming

**Seconded:** Councillor N. Swan

8. **Matters arising from Previous Meeting dated 21 November 2017:**

(i) **Send out to all staff as a "Not Final" version of the CoH Employee Handbook with a view to it being effective 1 January 2018.** The 'Not Final' version was approved by the Board subject to a few minor changes. It has also been distributed to the staff via email for their review.

**ACTION:** The City Engineer requested a list of changes so that the staff will be able to easily identify what they are instead of having to read the entire document. **(HR Manager)**

9. **Status Update:**

(i) **Current Litigation/Legislation:** The Board received an up-to-date summary report. There are no additions or changes to the report.

10. **Recommendation Approved by the Minister:**

That the Board approve the draft Members Parking Policy as amended. **(Approved by the Minister in January 2018)**

11. **Recommendations for Review:**

There are no Recommendations for review.

12. **Any Other Business:**

(i) **Re-Draft 40' Container Application Policy:** The City Engineer advised that there is one vendor in particular who has found a loophole in the 40' container policy and has been consistently importing this size of container which contains one item that is longer than 20' so as to justify him using a 40' container for his goods. This was discussed at the Infrastructure Committee and it was proposed that the Policy be re-written to close the loophole. It was further noted that Jasmine Smith from Transport Control Department produced a paper for Cabinet that supports the policy against importing 40' containers. Extensive discussion occurred agreeing to the revised wording of the policy. In order to close the loophole it was proposed that the policy be re-written as follows:

**RECOMMENDATION:** That the Board approve the amendments to the 40' Container Policy as proposed, adding conditions so that it states: (i) that the contents of the container must be of like material; or (ii) the oversized item must be 50% of the volume of the container; or (iii) the oversized item must be 40% of the value of the container. Examples of various categories are: food stuffs, furnishings, construction materials, machinery, boats and vehicles.

**Proposed:** Councillor H. Ming  
**Unanimous**

**Seconded:** Councillor N. Swan

(ii) **City Hall Staff Parking Policy:** Councillor Swan lost his pass that gave him access to the car park behind City Hall. It was felt that Members should not be required to pay for replacement of a swipe card, however if the card has been lost on a number of occasions then the charge should be levied.

**RECOMMENDATION:** That the Board approve the amendments to the Corporation of Hamilton's Employee and Members Parking Policy as proposed: change **Persons** to **Employees and Past Members** requesting a replacement permit due to lost, being replaced or stolen will be charged a \$25.00 (twenty-five dollar) fee. **Current Members** requesting replacement will be at the discretion of the Treasurer.

**Proposed:** Mayor, Charles Gosling  
**Unanimous**

**Seconded:** Councillor H. Ming

(iii) **Elliott Street Car Park:** The Mayor queried the status of the re-opening of the Elliott Street Car Park. The City Engineer advised that there have been some challenges getting the equipment out of Germany but it is expected to be airfreighted to Bermuda this week. The aim is to open the car park on 1 February 2018. The Mayor further asked about signage at both Elliott Street and Bull's Head Car Parks, which will give clear instructions to users as to the entrances and exits.

**ACTION:** The Mayor suggested that the CoH engage in more active communication in relation to advising the users of the car park about the changes prior to 1 February 2018, e.g. put flyers on the cars, hire a student to give out flyers as drivers are entering/exiting the car park. **(City Engineer)**

### 13. Motion to Move to a Restricted Session:

**Proposed:** Councillor H. Ming

**Seconded:** Councillor N. Swan

The Public Session was adjourned at 10.40am.