



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.

Corporation of Hamilton Board Meeting, City Hall, Hamilton - 6 December 2017 - 12.30pm

Present: Rt. Wor. Charles R. Gosling, JP, Chairman
Councillor John Harvey, MBE, JP
Councillor Dennis Tucker, JP
Councillor Lawrence Scott
Councillor Henry Ming
Councillor RoseAnn Edwards

Staff: Secretary - Edward Benevides
Treasurer - Tanya Iris
City Engineer - Patrick Cooper
HR Manager - Lindell Foster
Event Project Manager - Danilee Trott
Deputy Treasurer - Siobhan Fubler
Communications Manager - Zoe Mulholland

Apologies: Councillor Nicholas Swan
Councillor George Scott, JP
Councillor Carlton Johnson

1. Confirmation of Notice:

The Secretary confirmed that the appropriate notices of the meeting and agenda were duly given according to the meeting guide.

2. Role of the Chairman:

The Mayor confirmed his role as the Chairman.

3. Open Meeting:

The meeting was called to order at 12.35pm.

4. Apologies:

The Secretary confirmed that apologies had been received from Councillor Carlton Johnson and Councillor George Scott. The Mayor advised that he learned that Councillor Nicholas Swan was off Island and assumed that he was still off Island.

5. Public Participation/Presentation:

There was no public participation/presentation.

6. Correspondence:

There was no correspondence

7. Minutes of Previous Board Meeting dated 8 November 2017

Proposed: Councillor L. Scott

Seconded: Councillor J. Harvey

The Minutes were accepted as read.

8. Matters arising from the Previous Board Meeting of 8 November 2017:

(i) **Check into the Health Insurance and Staff Costs for 2017:** The Treasurer looked at the numbers for 2017 but could not find anything unusual. In the October 2017 Treasurer's Report, will find that the numbers are spot on for health insurance.

ACTION: The Treasurer to check into the numbers for Health Insurance and Staff Costs for 2018 in comparison to 2017 as the numbers are showing the exact for both years.

(ii) **Respond to Ms. Angela Berry advising of the Council's discussion regarding the incident in City Hall Car Park and what the CoH is intending to do in that regard:** The Secretary confirmed that a letter was sent to Ms. Berry and she has responded via email.

(iii) **Ensure that the proper signage is placed at the entrances and exits of the car parks' Barrier systems:** The City Engineer confirmed that there should be signage at the entrances and exits of all the car parks advising the public not to walk under the barriers. Councillor Harvey suggested some PR be done so that the wider public audience would be aware. This was noted by the Communications Manager.

(iv) **Follow-up with the contractor as it relates to the plywood on part of the sidewalk opposite to St. Paul's Church:** The City Engineer advised that this was not a contractor's issue but an issue for the CoH. The matter has been rectified by replacing the plywood and the edges have been highlighted making the area safe. The Mayor commented that the supervisory staff should ensure that when laying plywood for the public to be walking on, that it is of sufficient strength for that particular purpose.

The Mayor further commented on a tree in that area that was supposed to be cut down which was prohibiting access for a hearse. The City Engineer advised that the tree on the southeastern corner of Victoria Street where the sidewalk comes back into its original line has been removed. The tree box has been filled. Dialogue continued.

(v) **Booking of the Mayor's Box for the Bermuda Festival:** Councillor Harvey commented that he had sent in his requests but had not received any confirmation.

ACTION: The Event Project Manager/Communications Manager to check into Councillor Harvey's requests for the use of the Mayor's Box for the Bermuda Festival.

9. Committees and Recommendations for Review:

a. Residents Advisory Committee - 9 November 2017

There are no Recommendations for review.

b. Infrastructure Committee - 15 November 2017

There are no Recommendations for review.

c. Finance Committee - 16 November 2017

There was no meeting held due to the lack of a Quorum.

d. Staff, Legislative & Governance Committee - 17 October 2017

RESOLUTION: That the Board approve the draft Memorial Tree and Park Bench Donation Policy as presented with the amendments.

Proposed: Staff, Legislative & Governance Committee
Unanimous

RESOLUTION: That the Board approve the amendments to the Employee Handbook as presented.

Councillor Harvey commented that Minister DeSilva has tabled legislation regarding decriminalizing a certain amount of marijuana for personal use. He queried if this legislation would interfere with the CoH's Drug Policy. The HR Manager said that the CoH would still have a zero tolerance policy. Councillor Harvey commented that there might be a law put in place which would be contradictory to the CoH's policy. Lengthy discussion ensued.

The HR Manager advised of the amendments:

Page 3: Layout of the Council amended - The City of Hamilton is administered by the City of Hamilton consisting of nine (9) elected Board Members, the Mayor, and eight (8) Common Councillors whereby before it had included the Mayor, three (3) Aldermen and five (5) Common Councillors.

Mission/Vision Statements were updated.

Page 4: Core Values were added.

Page 7: Additional level of approval for time in-lieu. When the request is received by the supervisor/line manager, should be submitted to the Executive Team for consideration and final approval.

Page 10: Grammatical amendments to City Hall Staff Parking Policy.

Page 17: Acting Pay for Managers has been added.

Page 19 - Retirement Policy: there is the removal of the maximum number of years, originally it stated up to five (5) years but now it is open as long as the Employee's physician gives the "ok" that the Employee is capable to continue doing his/her job and the organisation has the need. Then the Employee can be approved from year to year.

Page 20 - SCOPE: Sexual Orientation was added.

Page 26: City of Hamilton Drug Abuse Policy; changed to City of Hamilton Substance Abuse Policy.

Page 30 - Criminal Convictions: Any Employee found guilty of criminal activity **will be** immediately terminated from his/her employment with the City of Hamilton, now states that: Any Employee found guilty of criminal activity **may be** terminated...

The HR Manager further advised that the draft version of the Employee Handbook will be distributed to all members of staff for their review prior to the finalisation and going into effect 1 January 2018.

Councillor Harvey queried what happens if an employee does not sign the Handbook. The HR Manager advised that she would read through the document with the Employee, noting that they have received it and place a note in their file to that effect.

The Mayor asked if there is some means by which the insurer and the holder of the policy for Long Term Disability (LTD) can be identified in some way besides the actual name of the company. It currently states the name of the insurer.

ACTION: The HR Manager to remove the name of the insurance provider for LTD to a generic name.

Proposed: Staff, Legislative & Governance Committee
Unanimous

10. Any Other Business:

(i) **Letter of Engagement from KPMG:** This was discussed in a previous Finance Committee meeting and it was agreed that the proposal from KPMG would be acceptable on an Ad Hoc basis to review any "investors" and do the due diligence that would be required.

RESOLUTION: That the Board accept the proposal from KPMG as presented.

Proposed: Councillor D. Tucker **Seconded:** Councillor J. Harvey
Unanimous

(ii) **Suggestions of recognition for Ms. Flora Duffy:** At the last Infrastructure Committee meeting, it was noted that the ITU Triathlon event would be taking place in the City of Hamilton April 2018 and that Ms. Duffy will be a participant in that event. Dialogue continued regarding the athletic accomplishments of Ms. Duffy on the local and world stage. Suggestions were welcomed in terms of what kind of public recognition could be shown/given to Ms. Duffy.

Councillor Harvey suggested that the Mayor recognize Ms. Duffy on the steps of City Hall, e.g. a cedar key to the City. The Mayor suggested that the City, on an annual basis, have an Honorary City Citizen's Award and possibly have Ms. Duffy as the first recipient for that award. Discussion continued.

ACTION: The Event Project Manager to look into diverse options/ideas to show recognition to Ms. Duffy, i.e. a Proclamation, etc. and bring those options to the Infrastructure Committee meeting scheduled for 17 January 2018. Also ascertain whether Ms. Duffy will accept such recognition.

(iii) **Decorating of Christmas Tree on corner of Court and Dundonald Streets:** This event commences at 9am on Friday 8 December 2017. The tree will be erected, and students from Dellwood Middle School and Mount Saint Agnes (MSA) will decorate the tree.

11. Motion to Move to Restricted Session.

Proposed: Councillor D. Tucker

The Public Session closed at 1.20pm.

Date

Mayor

Secretary