



VISION - We will be a democratically elected, vibrant, safe and clean city focused on economic growth and livability.

MISSION - To provide positive experiences for everyone through the delivery of quality initiatives and services.

## **CORPORATION OF HAMILTON**

### **CORPORATION BOARD**

#### **PUBLIC SESSION**

Wednesday, January 5, 2022, 12:30 pm

Online Remote

**Present:** Rt. Wor. Charles R. Gosling, JP, Chairman  
Councillor John Harvey, MBE, JP  
Councillor Dennis Tucker, MBE, JP  
Councillor Lawrence Scott, JP  
Councillor Nicholas Swan  
Councillor Henry Ming  
Councillor George Scott, JP  
Councillor RoseAnn Edwards  
Councillor Jenefer Brimmer

**Staff:** CEO/City Secretary - Dwayne A. Caines, JP  
CFO/Acting City Secretary – Tanya Iris  
COO/City Engineer - Patrick Cooper  
Director of HR/Learning and Development – Lindell Foster  
Director of Marketing & Communications – Jessica Astwood  
Controller – Siobhan Fubler  
Public Relations Manager - Helen Zoellner

**In Attendance:** Deputy Commissioner Darrin Simons (Acting Commissioner),  
Bermuda Police Service  
City Constable PC Christopher Douglas, Bermuda Police Service

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#### **1. Confirmation of Notice**

The CEO/City Secretary confirmed that the appropriate notices of the meeting 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 12.33 pm.

**4. Apologies**

The CEO/City Secretary confirmed that no apologies had been received.

**5. Public Participation/Presentation**

There was no Public Participation/Presentation.

**6. Vagrancy Report**

The Mayor welcomed Deputy Commissioner Darrin Simons (Acting Commissioner of Police) and the City Constable, PC Christopher Douglas.

Discussion ensued for policing in the City. The lack of funding had resulted in decreased staffing levels within the Bermuda Police Service, which had contributed to ongoing vagrancy. It was noted that the Extra Duty Police Officer patrols, funded by the COH, had been effective and perhaps could be funded by private sponsorship and donations in the future. Councillor Swan suggested that arrangements be made for the Board to discuss the reduction or prevention for the sale of liquor in single bottle and nips as a means to effect a reduction of vagrancy in the City.

*Acting Commissioner Simons and PC Douglas left the meeting at 1.17 pm.*

**ACTION:**

Arrange a meeting of the Board to discuss the reduction or prevention for the sale of liquor in single bottle and nips as a means to effect a reduction of vagrancy in the City. **(CEO/City Secretary)**

**7. Correspondence**

There was no Correspondence.

**8. Minutes of the Previous Corporation Board Meeting dated 8 December 2021 (Public Session)**

The Mayor commented on:

**Page 4 of 8, Paragraph 11.2, last sentence:** "The Mayor had been disappointed that the name of Mr. Samuel David Robinson, who had been the first black Mayor, had not been chosen on this occasion, but he looked forward to honoring him on a future project.", **should read:** "The Mayor had been disappointed that the name of Mr. Samuel David Robinson, who had been the first black Councilman, had not been chosen on this occasion, but he looked forward to honoring him on a future project."

**Page 7 of 8, Paragraph 13.4, third sentence:** "The Governor, the Governor's family member and Aide de Camp, Councillor Brimmer, Councillor Edwards, together with residents, Ms. Sarah Thompson and Ms. Tracy Marshall, had been in attendance.", **should read:** "The Governor, the Governor's family member and Aide de Camp, the Mayor, Councillor Brimmer, Councillor Edwards, together with residents, Ms. Sarah Thompson and Ms. Tracy Marshall, had been in attendance."

**Proposed:** Councillor H. Ming

**Seconded:** Councillor J. Brimmer

The Minutes were accepted as amended.

**9. Matters Arising from the Previous Corporation Board Meeting dated 8 December 2021 (Public Session)**

**9.1 Becan Collection Award**

Arrange for the presentation of the Becan Collection Award to the COH Sanitation Staff, by the Chairman of the Becan Collection in January 2022, in liaison with Councillor Brimmer. **(CEO/City Secretary)** The CEO/City Secretary said that arrangements for the presentation would be made when Mr. O'Brien became available in January 2022. Action item had not been completed.

**9.2 Vagrancy**

**Invite the Deputy Commissioner Darrin Simons (Acting Commissioner of Police) to the next Board meeting to be held on 5 January 2022, to discuss vagrancy in the City and the Bermuda Police Service's role in resolution of the matter.** Action item completed.

**10. Resolutions Approved by the Minister**

**Passed: 8 December 2021**

**Submitted to the Minister: 9 December 2021**

That the Board approve the contractor for Janitorial Cleaning - Public Washrooms, be awarded to Marshall's Maintenance at a cost of \$194,880.00.

That the Board approve the contract for Cleaning - Works Depot and City Hall Offices, be awarded to Marshall's Maintenance at a cost of \$82,920.00.

That the Board approve the name for the park area at the corner of Court Street and Dundonald Street, be Dudley Eve Park, as submitted by unanimous recommendation of the North Hamilton Plan Sub Committee, Councillor H. Ming - Chair, Councillor N. Swan, Councillor J. Brimmer, Councillor R. Edwards and the CEO/City Secretary, at a meeting held on 1 November 2021.

That the Board approve the COH 2022 Budget document.

That the Board approve the Awning and Signage Policy.

That the Board approve the Banners Policy, as amended.

That the Board approve the Busker Programme Policy.

That the Board approve the Clean Desk Policy.

That the Board approve the Colour Crosswalk Policy.

That the Board approve to extend the Government's occupation of Pier-6 Lower and No.5 Car Park, as a Vaccination Centre until 31 March 2022.

That the Board approve that the COH would wish to be aligned with the Human Rights Day.

**11. Board Recommendations for Review**

There were no Recommendations for review.

**12. Committee Recommendations for Review**

**12.1 Residents Advisory Committee – 9 December 2021 (Public Session)**

There were no Recommendations for review.

**12.2 Infrastructure Committee – 17 December 2021 (Public Session)**

**RESOLUTION:**

That the Board approve the tourism concept and design of the Bermuda Marquee Sign to be installed at No.1 car park, adjacent to the Bermuda Tourism Authority premises and parallel to the harbour edge.

**Unanimous**

**RESOLUTION:**

That the Board approve to issue a new 5-year Lease for VMB Detailing with cost of living increase to rent.

**Unanimous**

**12.3 Finance Committee – 16 December 2021 (Public Session)**

There were no Recommendations for review.

**12.4 Staff, Legislative & Governance Committee – 21 December 2021 (Public Session)**

**12.4.1 COH Employee Handbook**

**RESOLUTION:**

That the Board approve the COH Employee Handbook, rebranded and updated.

**Unanimous**

**12.4.2 Policies**

**12.4.2.1 Company Vehicle Policy**

Formatted and changed General Superintendent to Operations Manager and added info about drug and alcohol testing after accident; made sure information is the same as in handbook.

The Mayor referred to Section B of the Company Vehicle Policy and recommended that amendments be made to include everyone who uses COH equipment and a Section be added to include rentals.

**RESOLUTION:**

That the Board approve the Company Vehicle Policy.

**Tabled**

**ACTION:**

Amend the Company Vehicle Policy, Section B, to include everyone who uses COH equipment and a Section be added to include rentals. **(COO/City Engineer)**

**12.4.2.2 COVID-19 Travel Policy (Return to Work)**

Formatted.

**RESOLUTION:**

That the Board approve the COVID-19 Travel Policy (Return to Work).

**Unanimous**

**12.4.2.3 Customer Service Policy**

Formatted.

**RESOLUTION:**

That the Board approve the Customer Service Policy.

**Unanimous**

**12.4.2.4 Data Classification Policy**

Formatted.

**RESOLUTION:**

That the Board approve the Data Classification Policy.

**Unanimous**

**12.4.2.5 Data Protection Policy**

Formatted, minor changes.

**RESOLUTION:**

That the Board approve the Data Protection Policy.

**Unanimous**

**13. Any Other Business**

There was no other business.

**14. Motion to Move to Restricted Session**

**Proposed:** Councillor N. Swan

**Seconded:** Councillor H. Ming

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Mayor

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CEO/City Secretary

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Date