



SPECIAL GENERAL ISSUES COMMITTEE REPORT 20-003

11:58 a.m.

Thursday, January 30, 2020
Council Chambers
Hamilton City Hall
71 Main Street West

Present: Mayor F. Eisenberger, Deputy Mayor B. Clark (Chair)
Councillors M. Wilson, N. Nann, S. Merulla, C. Collins,
T. Jackson, E. Pauls, J. P. Danko, M. Pearson, B. Johnson,
A. VanderBeek, J. Partridge

Absent: Councillor T. Whitehead, J. Farr – Personal
Councillor L. Ferguson – Other City Business

THE GENERAL ISSUES COMMITTEE PRESENTS REPORT 20-003, AND RESPECTFULLY RECOMMENDS:

1. Procedure for Distribution of Federal and Provincial Orders (CM20001) (City Wide) (Item 9.1)

That Report CM20001, respecting the Procedure for Distribution of Federal and Provincial Orders, be received.

2. Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety (HUR20002) (City Wide) (Item 9.2)

That the Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety Policy, Schedule G of the Code of Code of Conduct for Employees Policy, attached as Appendix “A” to Report 20-003, be approved for inclusion within the City’s Code of Conduct Policy.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

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

The agenda for the January 30, 2020 Special General Issues Committee meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) ADJOURNMENT (Item 15)

There being no further business, the General Issues Committee adjourned at 12:26 p.m.

Respectfully submitted,

Deputy Mayor Brad Clark
Chair, General Issues Committee

Stephanie Paparella
Legislative Coordinator,
Office of the City Clerk

Corporate Human Resources Policy		Code of Conduct for Employees
Work Environment		Content Updated: 2020-01-15
Policy No: HR-01-09		
Page 1 of 1		Approval: YEAR-MM-DD

Schedule G: Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety	
PURPOSE STATEMENT	<p>The City of Hamilton hires consultants to provide expert, objective advice and to identify opportunities and challenges for the City to pursue. Through their work, consultants may identify risks of various types and severity and include recommendations for action.</p> <p>Where City staff receive a report from a consultant that identifies an imminent danger to human health or safety, the City Manager will ensure that information is promptly and appropriately shared with Council.</p>
SCOPE	<p>This policy applies to all City of Hamilton employees and consultants contracted by the City of Hamilton.</p> <p>This policy does not include consultants retained in the course of a litigation matter.</p>
PRINCIPLES	<p>Consultants must communicate any imminent risks to human health or safety that they become aware of as a part of the work they are conducting for the City with City staff immediately.</p> <p>City staff in receipt of a report from a consultant that has identified an imminent risk to human health or safety must disclose this information to leadership.</p> <p>The City Manager shall ensure that immediate risks to human health or safety are communicated to Council promptly.</p> <p>The City Manager will ensure that procedures are developed to outline the process of communication and responsibilities for City leadership and staff.</p>
HISTORY	<p>The following stakeholders were consulted in the creation or revisions made to this Policy:</p> <ul style="list-style-type: none"> • Senior Leadership Team • Legal Services • Risk Management • Human Resources