

Dear Citizen Appointee,

This email is to inform you of the Council-approved Mandatory COVID-19 Vaccination Verification Policy and how it affects you in your role as a Council appointed representative on a city committee, where you are a member.

This policy applies to all employees of the City of Hamilton, including full-time, part-time, permanent, temporary, casual, volunteers; and students; including members of Council and members of Council appointed committees. New employees will also be subject to this policy as a condition of their employment contract with the City of Hamilton. It requires employees to be fully vaccinated from the COVID-19 virus and complete any subsequent doses and requires employees to provide acceptable proof of vaccination. Vaccination requirements are subject to bona fide medical and human rights exceptions. As well, unique medical and/or religious exemptions will be reviewed on a case by case basis and would be subject to the City's accommodation process. In addition to this policy, some workplace groups may have additional mandates or directives or reporting requirements from provincial or federal authorities.

With the concerns around rates COVID-19 cases, workplace outbreaks and the Delta variant, the City has an obligation as an employer to take all necessary precautions to protect the health and safety of its workforce, and in turn the community as a whole. Accordingly, Council approved a mandatory COVID-19 vaccination verification that requires all City of Hamilton employees (including appointees), save those with documented health or related exemptions, to receive both doses of an approved COVID-19 vaccine and advise the City, otherwise participate in education and rapid testing. This policy was approved by Council on August 26, 2021.

All proof of vaccination, should be sent directly to [vaccine\\_verification@hamilton.ca](mailto:vaccine_verification@hamilton.ca), with the following information in the Subject line: [your name], and your [Citizen Advisory Committee]. The deadline for submission of this information to the City is November 30, 2021.

Citizen appointees subject to this policy who do not provide proof of vaccination must complete a mandatory education module. The education module can be found at [www.hamilton.ca/VaccineEducation](http://www.hamilton.ca/VaccineEducation) and contains an attestation that you will have to submit when completed.

Starting December 1, 2021, Citizen appointees who have not provided such proof, or who are not fully vaccinated will be required to submit negative COVID-19 rapid testing results if they are required to attend a meeting in-person. More information about the rapid testing procedure and its requirements will be shared soon.

Further to the above information, we have prepared a number of Frequently Asked Questions that can be found at

<https://www.hamilton.ca/sites/default/files/media/browser/2021-10-21/council-committees-faq-vax-ver.pdf>

### **REMINDER: ATTENDING IN-PERSON MEETINGS**

As a reminder, while in-person gatherings are permitted under current provincial restrictions (for a maximum of 25 people indoors and 100 people outdoors), at this time City staff are strongly encouraged to continue meeting virtually where possible.

In-person meetings should only occur for essential reasons where virtual meetings are not possible or would be unsuitable. Avoiding indoor face-to-face meetings is especially important.

The situation in our community continues to be quite serious. As we work to increase vaccination rates, it's important to continue to limit your number of close contacts so we can limit the spread of COVID-19 in our community.

To learn more about getting vaccinated and find clinic locations and hours of operation, visit [www.Hamilton.ca/GetYourVaccine](http://www.Hamilton.ca/GetYourVaccine)

**Please note that personal information, including personal health information, is being collected under the authority of Section 4.1(2) of the *Occupational Health and Safety Act*, R.S.O. 1990, and Section 227 of the *Municipal Act*, 2001, for the purposes of confirming compliance with the Mandatory COVID-19 Vaccination Verification Policy. Information collected for this purpose will be securely stored and kept in accordance with Public Health and the Ontario Ministry of Labour retention guidelines. Questions about the collection, use and disclosure of this information or the COVID-19 Vaccination Verification Policy can be directed to Matthew Sutcliffe (Director, Employee Health and Labour Relations, Human Resources, 905-546-2424 ext. 2655 or [Matthew.Sutcliffe@hamilton.ca](mailto:Matthew.Sutcliffe@hamilton.ca)).**

Once this information is entered into City systems, the email records will be deleted.

Thank you for providing your information.

Thank you,  
Matthew

**W. Matthew Sutcliffe, LL.B.**  
Director, Employee Health  
and Labour Relations  
City Manager's Office  
Human Resources  
(905) 546-2424 Ext.2655

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