

Dear Citizen Appointee,

As you are aware, you were provided notification of the City of Hamilton's introduction of its Mandatory COVID-19 Vaccination Verification Policy (the "Policy") on October 2, 2021. The City of Hamilton Council has recently made and approved amendments to the [Policy](#). These changes, approved by Council on January 12, 2022, will impact your ability to participate on local boards and/or committees. On April 27, Council reaffirmed this Policy and its application to local boards and committees.

Primarily, the amended policy requires all volunteers and Council Appointed committee members be fully vaccinated or provide an approved medical exemption by May 31, 2022. As before, all proof of vaccination should be sent directly to 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 May 31, 2022. In the event that you do not wish to submit this evidence via email, please notify the City through the same email address and indicate that you would prefer to present this documentation in person. You will receive instructions to coordinate the sharing of this evidence.

Many such volunteers have already provided evidence of their vaccinated status to the City, for which we thank you.

If you have made the personal decision to either not receive an approved vaccine and/or not to share that information with the City prior to May 31, 2022 (and are not subject to an approved exemption), you will be in violation of the Policy. As of June 1, 2022, those that have not met the definition of "fully vaccinated" will no longer be able to participate in meetings or events on behalf of the City. Effectively your appointment will be ended, and you will be unable to participate as a result of the decision to not provide proof of vaccination to the City.

REMINDER: ATTENDING IN-PERSON MEETINGS

At this time City meetings are strongly encouraged to continue 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 remains important.

To learn more about getting vaccinated and find clinic locations and hours of operation, visit 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).

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
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City Manager's Office
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Hamilton

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