

# TOWNSHIP OF ADMASTON/BROMLEY

## Finance and Administration Committee

### AGENDA

Thursday, December 2, 2021

6:30 pm

Immediately prior to the Second Regular Council Meeting

1. Call meeting to order.
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [October 15, 2021](#), and [November 18, 2021](#)
5. Draft policy for Covid 19 Vaccination Policy
  - [1<sup>st</sup> Amended Draft](#)
6. Adjournment

**TOWNSHIP OF ADMASTON/BROMLEY**  
**FINANCE & ADMINISTRATION COMMITTEE MEETING**

**Date: Friday, October 15, 2021**

**Present in person in the Council Chambers: Mayor Michael Donohue.**

**Present via electronic participation :**

**Councillor Bob Hall, Councillor Kevin Legris and Amanda Nesbitt, County of Renfrew Human Resources Department.**

**Mayor Donohue Called the Meeting to order at 9:00 am.**

**Resolution No. 01/10/05**

**Moved by Kevin Legris, seconded by Bob Hall**

**BE IT RESOLVED that Amanda Nesbitt be appointed as Acting Clerk for this Meeting.**  
**Carried**

**There were no disclosures of pecuniary interest.**

**Mayor Donohue advised that the sole purpose of today's session is to interview candidates for the CAO/Clerk position for Admaston/Bromley.**

**Resolution No. 02/0/05**

**Moved by Kevin Legris, seconded by Bob Hall that Council move directly into an In - Camera Meeting per Municipal Act 2001, Sections 239 (2) (b) and 239 (2) (d) to interview candidates for the CAO/Clerk position at 9:02 am.**

**Carried**

**Mayor Donohue called the Finance & Administration Committee Meeting back to Order at 3:10 pm and reported that during the Closed Council Meeting, Council Members interviewed 3 of the candidates that were selected to participate in the second phase interview process for the CAO/Clerk position.**

**Council Members discussed the next steps of the interview process. Amanda Nesbitt is to contact the references of the top two candidates. Mayor Donohue will create the report to recruitment committee for closed council on October 21, 2021.**

**Adjournment**

**Resolution No 03/10/05**

**Moved by Kevin Legris, seconded by Bob Hall**

**BE IT RESOLVED THAT Council adjourns this Special Council Meeting at 3:10 pm.**

**Carried**

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**Mayor**

  
**Acting Clerk**

TOWNSHIP OF ADMASTON/BROMLEY

Finance and Administration Committee Meeting

Thursday November 18, 2021

A Finance and Administration Committee Meeting was held in the Municipal Council Chambers on Thursday November 18, 2021. Present were Chair Michael Donohue, Mayor, Deputy Mayor Mike Quilty and Councillors Robert Dick, Bob Hall and Kevin LeGris. Staff present was Acting Fire Chief Bill McHale, Mitchell Ferguson, Acting Treasurer/Deputy Clerk and Mackie McLaren, Acting Clerk.

1. Call to Order

Chair Donohue called the meeting to order at 6:30 pm.

2. Declaration of Pecuniary Interest

None

3. Approval of Agenda

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee adopt the Agenda for the November 18, 2021 Committee Meeting. Carried

4. Adoption of Minutes – July 22, 2021

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that the Finance and Administration Committee approve the July 22, 2021 Finance and Administration Committee Meeting Minutes. Carried

5. Draft policy for Covid 19 Vaccination Policy – Admaston/Bromley

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED That the Finance and Administration Committee receive the draft Covid 19 Vaccination Policy for discussion and consideration.

Carried

Mayor Donohue introduced the draft policy. It is similar to the County's recently approved policy with changes to Municipality's name and staff positions. Committee Members and Staff expressed their personal positions on a vaccination policy.

Members questioned whether the Library Board and the Recreation Committees would be covered by any Policy the Township adopts. Staff was directed to explore this question and report back to the next Committee Meeting.

Suggestions discussed to include in a policy were:

- All personal records supplied by employees to be returned to the employees after the policy expires;
- Policy should have a mandatory review date;
- Committee can consider options other municipal policies include;
- Is weekly mandatory testing required if only meeting monthly;

Chair Donohue asked the Members if Council should develop a policy. After discussion the following resolution was presented:

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED that the Finance and Administration Committee recommend to Council that a Covid-19 Vaccination Policy be adopted for the Township.

Chair Donohue requested a recorded vote:

Councillor Dick	in favour
Councillor Hall	opposed
Councillor LeGris	opposed
Deputy Mayor Quilty	in favour
Mayor Donohue	in favour

Carried.

The Members discussed items that could be added to the policy:

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee include in the future Covid Vaccine Policy:

- There be no distinction between new hires and current employees;
- The Policy must be reviewed no later than February 28, 2022.

Carried

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that the Finance and Administration Committee include in the future Covid Vaccine Policy:

- If testing is required that the employer pay for or reimburse the employee the cost of the test.

Resolution Defeated

Staff were directed to update the draft Covid Policy and bring it to a Committee Meeting prior to the December 2, 2021 Council Meeting

6. In-Camera (if required)

There was no requirement to proceed into an In-Camera session.

7 Adjournment

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED that the Finance and Administration Committee adjourn this Committee Meeting at 7:35 p.m. Carried

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Chair

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Acting Clerk

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<b>POLICY:</b> COVID-19 Vaccination			
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## BACKGROUND

The Township of Admaston/Bromley, in response to a direct request from the Medical Officer of Health for Renfrew County and District, collaborated with health and human resources professionals deems it desirable to establish a policy that accurately reflects its duty to protect the health and safety of the workforce without sacrificing its duty to comply with Public Health directives and laws related to Human Rights and Privacy. This policy is the result of a balanced approach to reduce the transmission of COVID-19 in a manner that is fair, reasonable and proportionate to the evidence-based risks posed by the virus.

## POLICY STATEMENT

The Township of Admaston/Bromley will take every reasonable precaution in the circumstances for the protection of workers from the hazard of COVID-19 as required by the *Occupational Health and Safety Act, 1990 ("OHS")*. The County endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

**POLICY SCOPE** *could we leave the Comm of Adj, Fire Comm etc. out of policy and require them to mask and social distance at all meetings?*

This policy applies to all Township employees, students, volunteers **Committee Members** and council members at workplaces where the Township of Admaston/Bromley has any duties as an employer as defined by the *OHS* but does not include the **Library Board and staff, the Police Services Board and the Recreation Committees membership which are considered to be "arm's length" from the Township.** This policy covers the following content:

- Proof of vaccination
- Non-vaccinated parties
- Accommodations
- Vaccine education
- Rapid testing
- Encouraging vaccination
- Enforcement
- Roles and responsibilities
- Privacy and confidentiality

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- Amendments

## POLICY DEFINITIONS

**Covered individuals** include all Township employees, students, volunteers, ~~Committee Members~~ and council members. **Covered Individuals does not include Library Board Members or staff, Police Service Board and Members of the Recreation Committees located within the Township which are “arms-length” from the Township.**

**COVID-19** is the infectious disease caused by SARS-CoV-2, a highly contagious virus.

**Vaccine(s)** refers to a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

**Vaccination** refers to the administration of a vaccine to protect individuals from COVID-19. It may include the administration of one or more doses of a vaccine **including booster vaccinations as determined by Health Canada.**

**Vaccinated** refers to an individual who has received all recommended doses of a vaccine that is recommended or required **with 14 days passing after receiving last Health Canada and Renfrew County and District Health Unit recommended vaccines.**

## POLICY CONTENT

### 1. Proof of Vaccination

Covered individuals who receive COVID-19 vaccinations are required to submit proof of vaccination using the Ontario Ministry of Health receipt or equivalent. Proof of vaccination from covered individuals can be securely submitted to Chief Administrative Officer/Clerk through a designated email address. First dose proof of vaccination for covered individuals must be submitted by ~~December 1, 2021~~ **January 1, 2022**, with second dose proof of vaccination submitted by ~~January 31, 2022~~ **February 28, 2022**. Any covered individuals that return to work at the Township after ~~December 1, 2021~~ **January 1, 2022** must submit first dose proof of vaccination before their first day of work, and submit second dose proof of vaccination within ~~six (6)-eight (8)~~ **weeks** of submitting proof of their first dose. **Any covered individuals that begin to work at the Township of Admaston/Bromley are required to**

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~~submit proof of vaccination or a negative test taken within 48 hours of the start of employment as a condition of hire to the CAO/Clerk.~~

Vaccination status information, including vaccine type and the date, time, and location for each vaccine dosage, will be collected, used and disclosed pursuant to The Township’s Privacy policy, the terms of this policy, and all applicable privacy legislation. Vaccination status information will only be collected, used and disclosed as required for the reasonable purpose of:

- Health and safety planning and as a reasonable precaution to ensure the health and safety of the workforce amidst a pandemic;
- Limited disclosure to Township clients as required by the terms of the service relationship or when determined to be necessary and lawful by the Township; and
- Administering this policy.

A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>. An acceptable Ontario receipt will look like this:



## 2. Non-vaccinated Parties

Covered individuals who do not submit proof of vaccination will be deemed non-vaccinated and will be required to continue to follow additional safety protocols and measures consistent with Public Health guidance. Those who are deemed non-vaccinated will be required to do the following as of ~~December 1, 2021~~ **January 1, 2022**:

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- Complete Vaccine Hesitancy training; and
- Complete rapid antigen testing and submit the results to their Supervisor and CAO/Clerk on a weekly basis.
- Those individuals deemed employees as well as volunteers that do not meet on a regular schedule will be required to complete a rapid antigen test and submit the results to the Chief Administrative Officer/Clerk or designate within 48 hours prior to attending any in person Township function.
- Council members will be required to complete a rapid antigen test and submit the results to the Chief Administrative Officer/Clerk or designate within 48 hours prior to attending any in person Township function.

Non-vaccinated covered individuals will continue to comply with this policy, the restrictions set out in the Township of Admaston/Bromley’s COVID-19 Guidelines, or as otherwise instructed by the Township, as the situation evolves in order to ensure their protection while at work. Management will determine when vaccinated parties are required to follow such safety protocols and to the extent necessary in the circumstances. Non-vaccinated covered individuals who have exemption from vaccination due to belonging to a prohibited ground may be eligible for accommodation.

### 3. Accommodation

The Township is committed to a workplace free from discrimination and harassment in accordance with the *Ontario Human Rights Code, 1990*. The Township will provide reasonable accommodation for covered individuals belonging to a prohibited ground under the *Code*, short of undue hardship. Covered individuals who refuse vaccination due to personal preference do not qualify for accommodation under the *Code*.

Covered individuals seeking accommodation must identify the specific prohibited ground they believe exempts them from vaccination. Those who request accommodation must reasonably participate in the accommodation process by providing information related to the relevant prohibited ground, any limitations or restrictions that exist, and any remedies that may enable accommodation. To discuss possible exemptions related to a prohibited ground, covered individuals should contact their immediate Supervisor and Chief Administrative Officer/Clerk. If an exemption is medical in nature, covered individuals should contact the Chief Administrative Officer/Clerk directly.

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Acceptable medical documentation supporting a medical exemption from vaccination must be provided by either a physician or nurse practitioner by ~~December 1, 2021~~ **January 1, 2022**, and include:

- That there is a medical reason preventing vaccination against COVID-19; and
- The relevant time period related to the medical reason (i.e. permanent or time-limited).

#### 4. Vaccine Education

The Township of Admaston/Bromley recognizes the importance of providing non-vaccinated covered individuals with Vaccination Hesitancy training.

Covered individuals who are not vaccinated and do not have acceptable evidence supporting exemption, will be required to complete Vaccine Hesitancy training by ~~December 1, 2021~~ **January 1, 2022**. This training will be available for each individual by the Chief Administrative Officer/Clerk. Please refer to **CAO/Clerk** for further instructions.

This training addresses the following learning components:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19;
- Instruction on how to read and administer regular antigen point of care testing for COVID-19; and
- Possible side effects of COVID-19 vaccination.

#### 5. Testing

Covered individuals who are not vaccinated must abide by the most up to date Township or Public Health requirements regarding testing and reporting. Starting ~~December 1, 2021~~ **January 1, 2022**, covered non-vaccinated individuals will be required to complete rapid antigen testing

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at their own expense, on their own time and report the results to their Supervisor and **Chief Administrative Officer/Clerk** and on a weekly basis thereafter, prior to reporting to work. Council Members **and employees or volunteers not meeting on a weekly basis** will be required to submit rapid antigen testing 48 hours prior to attending any in person Township functions. Testing frequency may increase based on a risk assessment or if there is an outbreak or confirmed COVID-19 exposure in the workplace.

A positive result with a rapid antigen point of care testing device is not a diagnostic result, and individuals who have tested positive must self-isolate, report results to their Supervisor **and the Chief Administrative Officer/Clerk** and arrange for follow-up with laboratory-based PCR testing to confirm the diagnosis. Covered individuals who test positive for COVID-19 are prohibited from entering a Township workplace.

The Township reserves the right to require regular mandatory rapid testing of covered individuals prior to ~~December 1, 2021~~ **January 1, 2022** if the public health situation evolves making this intervention necessary in order to ensure the health and safety of employees and the public.

## 6. Encouraging Vaccination

To maximize vaccination rates for its workforce, the Township will, to the extent possible:

- Assist covered individuals by providing information on COVID-19 vaccination and locations where COVID-19 vaccinations may be administered;
- Approve reasonable time off requests for covered individuals to access vaccination during work hours with no loss of wages, wherever possible.

## 7. Enforcement

It is very important for our collective health and safety that we follow this policy. Covered individuals who do not complete the following by ~~December 1, 2021~~ **January 1, 2022**, or **such**

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other required timelines identified in this policy, will be placed on an unpaid leave of absence:

- Proof of first and second vaccination dose(s) and Health Canada booster vaccination;
- Vaccine Hesitancy training;
- Submission of rapid antigen test results to their Supervisor and Chief Administrative Officer/Clerk and
- Request for accommodation due to vaccine exemption approved by the employer.

**Employees placed on a general non-statutory unpaid leave of absence are subject to Policy E-08 General Leave, which outlines the impacts to employee benefit entitlements.**

If misleading or false information has been provided with respect to vaccination status, test results or accommodation the Township of Admaston/Bromley may issue discipline in accordance with Policy H-02 Discipline and Dismissal where necessary.

~~(Council members who fail to adhere to follow the policy will be subject to sanctions as deemed appropriate by council.)~~ alternatively this sentence could be replaced by the following:

*\*Vaccination reduces the chance that you will get sick or infected if you are exposed to COVID-19. Workplace control measures reduce the chance of being exposed to the virus; COVID-19 vaccines do not replace these measures.*

*\*An alleged breach of this policy or any other Township of Admaston/Bromley COVID-19 control measure or policy by a Council Member shall be treated as an alleged breach of the Council Code of Conduct.* \*Added by County of Renfrew at their October 24, 2021 Council Meeting

## 8. Roles and Responsibilities

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The Township of Admaston/Bromley recognizes that we all play a role in upholding this policy. The following outlines the various roles and responsibilities placed on all parties in the workplace.

The Employer is responsible for the following:

- Compliance with this policy, and all applicable legal obligations with respect to provincial orders, occupational health and safety, human rights, privacy and other relevant legislation;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Establish, and review as required, all personal protective equipment requirements and preventive measures needed to reasonably protect its workforce from COVID-19;
- Maintain the dignity, privacy and respect of all covered individuals on matters related to this policy; and
- Provide Vaccine Hesitancy training available to all covered individuals who are required to complete it.

Supervisors are responsible for the following:

- Comply with this policy and fulfil all responsibilities assigned to Supervisors;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Ensure covered individuals are using personal protective equipment and following preventive and control measures set by the Township;
- Facilitate Vaccine Hesitancy training for covered individuals where required; and
- Work with **Chief Administrative Officer/Clerk** to collectively administer this policy.

Covered individuals are responsible for the following:

- Comply with all aspects of this policy;
- Use all personal protective equipment required under this policy; and
- Follow all preventive and control measures set by the Township and Public Health with respect to COVID-19.

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## 9. Privacy and Confidentiality

- Information pertaining to medical contraindication, and/or confirmation with respect to any other exemption granted will be collected and stored by the **Chief Administrative Officer/Clerk and/or the Fire Chief as the case may be.**
- Supporting documentation related to any non-medical request for an exemption will be collected and maintained by **Chief Administrative Officer/Clerk or the Fire Chief as the case may be.**
- This information will be used internally by the Township for the purpose of administration of the policy, outbreak planning and management, workforce management, scheduling and as otherwise permitted or required by law. It will be held in confidence, securely stored and shared only as required to achieve these purposes.
- Staff should note that the Township may be required to collect and maintain statistical information and, on request of the Office of the Chief Medical Officer of Health, may need to disclose the statistical information to the Ministry of Health.
- Any other disclosure in accordance with this policy will be de-identified and/or aggregated, unless permitted or required by law (e.g., occupational health or public health reporting etc.).
- Any questions about the collection, use or disclosure of this information should be directed to **Chief Administrative Officer/Clerk.**
- **All information gathered by the employer to administer this policy that has been identified herein, shall be returned to the respective individuals upon termination of this policy and no copies shall be retained by the employer.**

## 10. Amendments

The Township will review this policy **no later than February 28, 2022** and **extend it, revise it or terminate it** reasonably as required to mirror the evolving nature of the pandemic, vaccine availability and government and public health authority direction.