

TOWNSHIP OF ADMASTON/BROMLEY

Finance and Administration Committee

AGENDA

Thursday, January 6th, 2022 at 6:30 p.m. via Zoom

1. Call meeting to order.
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [December 2nd, 2021](#)
5. [Vaccine Policy Testing](#)
6. [Election Report](#)
7. [Broadband](#) – Information only
8. In-Camera – Employee Vacation Carry Over
9. Next Meeting
9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday, December 2nd, 2021

At 6:30 p.m.

Present – Michael Donohue, Kevin LeGris, Mike Quilty, Robert Hall, and Robert Dick

Staff present–Jennifer Charkavi, Mitchell Ferguson, Steve Visinski

1. Michael Donohue called the meeting to order at 6:30 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – December 2, 2021

Resolution No. 01/12/21

Moved by Robert Dick Seconded by Michael Quilty

Be it resolved that the Finance and Administration Committee approve the agenda for the December 2, 2021 Finance and Administration Committee.

“Carried”

4. Adoption of Minutes – October 15 and November 18, 2021

Resolution No. 02/12/21

Moved by Robert Dick Seconded by Michael Quilty

Be it resolved that the Finance and Administration Committee accept the minutes of the Finance and Administration Committee meetings held on October 15 and November 18, 2021.

“Carried”

5. Draft Policy for Covid 19 Vaccination Policy

The Chair presented the draft policy for Covid 19 Vaccination Policy:

Resolution No. 03/12/21

Moved by Michael Quilty Seconded by Robert Dick

BE IT RESOLVED THAT the Finance and Administration Committee accept the Vaccine Policy as amended.

“Carried”

6. Adjournment

Resolution No. 04/12/21

Moved by: Michael Quilty Seconded by: Robert Dick

BE IT RESOLVED that the Thursday, December 2nd, 2021 Township of
Admaston/Bromley Finance and Administration Committee meeting be adjourned
7:15 p.m.

“Carried”

Chair

Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

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REPORT

Date: January 6th, 2022
To: Finance & Administration Committee
From: Jennifer E. Charkavi
Re: Vaccine Policy – Testing Requirements

Background:

In November 2021, Council passed the Township's COVID-19 Vaccination Policy. The policy has taken effect January 1, 2022. As per the policy, rapid antigen testing is required by Covered Non-Vaccinated individuals.

Discussion:

Since the December holiday period of 2021 there have been new recommendations and guidelines from the Province of Ontario and the Renfrew County District Health Unit. Due to these testing availability has changed in Ontario, and Township staff do not meet the current eligibility requirements for PCR testing.

The guidelines now remove the requirement for a PCR test should a positive test result from a rapid antigen test. In addition, isolation periods have also changed for vaccinated individuals, self-isolation of 5 (five) days from onset of symptoms, while those who are not vaccinated are still required to self-isolate for 10 (ten) days after the onset of symptoms.

With these changes the COVID-19 Vaccine Policy should reflect the testing requirement guidelines.

Financial Implications:

There are no financial implications at this time.

People Consulted:

Acting Treasurer/Deputy Clerk

Recommendation for Council:

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council to approve the following amendment to the COVID-19 Vaccine Policy by adding the following (highlighted in red):

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 January 1, 2022, covered non-vaccinated individuals will be required to complete rapid antigen testing at their own expense, on their own time and report the results to their Supervisor and CAO/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 CAO/Clerk and arrange for follow-up with laboratory-based PCR testing to confirm the Corporate Policies and Procedures DEPARTMENT:

Administration POLICY #: G-6 POLICY: COVID-19 Vaccination DATE: December 2 /21 REV. DATE: COVERAGE: All Employees, Council and Committee Members PAGE #: 6 of 8 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 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.

However, should recommendations from the Province of Ontario or the Renfrew County District Health Unit on testing eligibility requirements change, from time to time, the CAO/Clerk reserves the right to suspend or alter the testing requirements. This suspension of requirements will only be done in order for the continuity of services, as testing may not be available. Isolation periods for those with symptoms will follow the recommendations/legislation from the Province of Ontario and/or the Renfrew County District Health Unit.

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REPORT

Date: TBD
To: Finance and Administration Committee
From: Jennifer E. Charkavi
Re: Mail In Voting

Background:

Municipal and School Board Elections must be held every four years and are administered by the Clerk, as Returning Officer, pursuant to the *Municipal Elections Act, 1996*. In addition, Council has shown an interest to improve voter turnout for the 2022 Municipal Election. In 2018 voter turnout was just over 27%, well below the provincial average of 56% and below neighbouring communities which hovered around 46%.

Discussion:

Planning for the 2022 Municipal Election should be in progress at this time. Difficulties planning an election at this time include:

- (1) COVID 19 Pandemic:
 - a. Currently the Province of Ontario is in a time of pandemic and planning any events, especially an event that requires participation, must include a pandemic response;
 - b. Volunteer availability must be considered, in the past most election volunteers are retired individuals and this age group is very conscious of the pandemic and their vulnerability, thus making them consider not volunteering during a pandemic;
 - c. Facilities during the pandemic at this time do have COVID 19 Protocols in place, these protocols are time consuming and require additional volunteers;
 - d. Voting is an activity that is exempt from Vaccine Certificate requirements, however, this may also affect the availability of volunteers;
 - e. Extra staff will be required to also clean surfaces;
 - f. Disposable pens, masks and other items will have to be purchased to ensure safety of voters and election workers.

(2) Increasing Voter Turnout:

- a. In 2018 voter turnout was very low using a traditional paper ballot;
- b. Internet and telephone voting is not realistic at this time for Admaston/Bromley due to the area's broadband capabilities;
- c. Using an alternative voting such as Mail In Voting method may increase voter turnout and reduce fears and anxiety associated with the COVID 19 pandemic;
- d. Provide a period of time to submit ballots;
- e. Allow for Snowbirds to vote before their travel dates;
- f. Provide a ballot box at the municipality to create easier access to drop off ballots as well ballots can be mailed in.
- g. Provide business reply mail for those who cannot access the Township Office ballot box;

(3) Accessibility

Election Officials who are responsible for conducting an election must have regard for the needs of electors and candidates with disabilities. Municipal Elections must provide the public with equal access and an equal opportunity to cast a ballot. By providing electors the choice to mail in their ballot the voting experience for someone with a disability has become convenient, improves their access and ability to vote, and ensures that they are able to participate as a member of the community.

By ensuring accessibility the voting process does not limit care givers, guardians or parents from voting and will ensure costs to cover childcare or care for parents/seniors will not be required.

In addition, increasing accessibility may also entice younger and new voters to vote as a specific date and time are not required to vote, but rather a period of time to cast a ballot.

(4) Weather

Weather does not become an issue for voters when alternative voting is provided, ballots can be mailed or dropped off during an extended period of time.

(5) Security

Mail in Voting has established procedures to ensure that administration and control measures are in place.

With respect to maintaining the integrity of the electoral process in an unsupervised voting environment, the Act provides that no person shall:

- Interfere or attempt to interfere with an elector who is marking the ballot;
- Obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted;

- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.

An individual who is convicted of an offence under the Act, is liable to penalties provided for in the Act, including a fine of up to \$25,000 and if the offence is committed knowingly, imprisonment for a term of up to six months.

DataFix/VoterView:

Datafix is a Canadian controlled private corporation founded in 1992. In 2002, DataFix introduced VoterView and became the first Canadian company to launch a web-based service for improving elector list quality and providing tools to manage the election process. DataFix is the company preferred by most, if not all, Ontario municipalities who require voter list management services. Many RFPs for alternative voting methods will require integration with DataFix as they are the trusted and easy to use voter list management tool.

Our neighbours, Madawaska Valley, Horton and Bonnechere Valley Townships all utilize DataFix for their Mail-In-Voting and have provided very good references for DataFix.

A search has been done to find other providers in Ontario and unfortunately I have not been able to find anything comparable.

Recommendation:

It is recommended that the Township of Admaston/Bromley utilize solely the alternative voting method of Vote by Mail for the 2022 Municipal Elections.

Financial Implications:

Vote By Mail will cost approximately \$16,000. However, cost savings can be realized by encouraging voters to utilize the drop box that will be located at the Township office. As well, utilizing staff to be Election Officials will see cost savings.

Financial implications of running a traditional election during a pandemic should also be considered, such as: costs of cleaning and cleaning products, extra staff for monitoring and contract tracing, costs of disposable items such as masks, pens and costs of health and safety measures such as Plexiglas shields for workers and voters.

In 2014 election costs for a traditional election were \$ 5,668.34 and in 2018 election costs were \$ 6,888.85.

Hybrid Election:

The Township can run a Hybrid Election utilizing a Vote by Mail Election alongside of a Traditional Paper Ballot Election. The costs would rise as additional paper ballots would be required over and above the Mail in Kits. Staff would need to have on hand enough Mail in Kits for all electors and enough paper ballots for all electors as you can not determine prior to the election which voting method the voter will use. As noted above, pens/sharpiers, plexiglass shields, cleaning staff and cleaning supplies, masks and other

items, will be needed to ensure a safe voting place should the pandemic continue into October 2022.

Future Financial Implications – a reserve account for the 2026 Municipal Election should be created, putting aside \$4000 in 2023, 2024, 2025 and 2026 to accommodate for the Municipal Election in 2026.

People Consulted:

Acting Treasurer/Deputy Clerk

Recommendation for Council:

BE IT RESOLVED that the Finance and Administration Committee recommend to Council to approve by-law 2022-xx for alternative voting in the 2022 Municipal Election; and

BE IT FURTHER RESOLVED that Finance and Administration Committee recommend to Council to proceed with contracting DataFix to provide Mail in Voting for the 2022 Municipal Election;

AND BE IT FURTHER RESOLVED that Committee recommend to Council to set aside a reserve fund for Municipal Elections, \$4000 to be budgeted for in 2023, 2024, 2025 and 2026 to accommodate for the 2026 Municipal Election.

F + A

Jennifer Charkavi

From: mayordonohue
Sent: December 8, 2021 12:59 PM
To: Jennifer Charkavi
Subject: FW: Building Broadband Faster in Ontario | Update/Accélérer le déploiement de l'accès haut débit en Ontario | Point de situation
Attachments: Building Broadband Faster with Guideline.pdf

Good afternoon Jennifer,

I've not considered yet when to next have an F&A Committee meeting, this should be part of the agenda.

Michael

Sent from [Mail](#) for Windows

From: Minister of Infrastructure <Minister.MOI@ontario.ca>
Sent: Wednesday, December 1, 2021 10:51:49 AM
To: Minister of Infrastructure <Minister.MOI@ontario.ca>
Subject: Building Broadband Faster in Ontario | Update/Accélérer le déploiement de l'accès haut débit en Ontario | Point de situation

Our government is committed to ensuring that communities across Ontario have access to high-speed internet by committing nearly \$4 billion funding-based opportunities for unserved and underserved communities. This includes \$2.8 billion in the 2021 Budget to support the acceleration of access to high-speed internet with the aim of connecting all regions in Ontario by the end of 2025.

In addition to regional projects already in process, in July and October 2021, Ontario announced \$16.2 million for 17 projects under the Improving Connectivity for Ontario (ICON) Program, which will bring high-speed internet access to as many as 17,900 households and businesses. Ontario and the federal government also announced over \$1.2 billion in 58 new projects through the provincial ICON and the federal government's Universal Broadband Fund.

On September 9, 2021, we also launched a new innovative and competitive process which will enable qualified ISPs to bid for opportunities to provide high-speed internet access to remaining underserved and unserved communities across the province by the end of 2025. This process is now well underway and is being led by Infrastructure Ontario.

To help remove barriers and support a more streamlined approach to the deployment of high-speed broadband infrastructure, in April 2021, the Government enacted the *Building Broadband Faster Act, 2021* (BBFA) along with amendments to the *Ontario Energy Board Act* through the passage of the *Supporting Broadband and Infrastructure Expansion Act, 2021* (SBIEA). On November 30, 2021, the Ministry of Infrastructure and Infrastructure Ontario issued the **Building Broadband Faster Act Guideline (Guideline)**, and **two BBFA regulations ("Prescribed Loss or Expense" and "Designated Broadband Projects")**, effective as of that date.

The Guideline and regulations support a new, standardized, more coordinated process and sets out the collaboration expected of all partners, including municipalities, to reduce barriers and expedite deployment of broadband infrastructure.

To further support timely progress toward our 2025 commitment, a Statement of Intent was released on November 30 and included in the Guideline, the government is also considering future legislative and regulatory enhancements to remove additional barriers to the deployment of high-speed internet. We will also put in place a Technical Assistance Team to provide project implementation and support to municipalities.

We are actively consulting on the proposed legislative measures, including with municipalities and communities and stakeholders. If passed, these additional measures will provide greater certainty, and ensure expanded access to high-speed internet can be achieved for all homes and businesses in Ontario by the end of 2025.

My ministry will also be reaching out to your officials to provide them with this update and further details on the Guideline, regulations and future proposals.

Thank you for your support to ensure that the people we serve have the access they need to participate in the digital world, and to help Ontario recover and grow.

Should you have any questions, please do not hesitate to contact my office.

Yours sincerely,

The Honourable Kinga Surma
Minister of Infrastructure

Attachment

Notre gouvernement a la ferme intention de donner accès à l'Internet haute vitesse aux collectivités partout en Ontario, en consacrant près de quatre milliards de dollars en financement aux localités non desservies et mal desservies. Cette aide comprend 2,8 milliards de dollars prévus dans le budget de 2021 pour accélérer le déploiement de l'accès à l'Internet haute vitesse dans le but de connecter toutes les régions de l'Ontario d'ici la fin de 2025.

En plus des projets régionaux déjà entrepris, l'Ontario a annoncé – en juillet et octobre 2021 – l'octroi de 16,2 millions de dollars à 17 projets faisant partie du Programme ICON d'amélioration de la connectivité en Ontario et destinés à donner à pas moins de 17 900 ménages et entreprises accès à l'Internet haute vitesse. Par ailleurs, l'Ontario et le gouvernement fédéral ont annoncé une enveloppe de plus de 1,2 milliard de dollars pour 58 nouveaux projets dans le cadre du Programme ICON provincial et du Fonds pour la large bande universelle du gouvernement fédéral.

Le 9 septembre 2021, nous avons lancé aussi un nouveau processus innovateur et concurrentiel qui permettra aux fournisseurs de services Internet qualifiés de soumissionner pour des projets de déploiement de services d'accès Internet haute vitesse dans les localités non desservies et mal desservies restantes de la province, d'ici la fin de 2025. Dirigé par Infrastructure Ontario, ce processus est maintenant bien engagé.

Dans le but d'aplanir les obstacles et de rationaliser les processus de déploiement des infrastructures d'accès large bande à haute vitesse, le gouvernement a adopté, en avril 2021, la *Loi de 2021 sur la réalisation accélérée de projets d'Internet à haut débit* et modifié la *Loi de 1998 sur la Commission de l'énergie de l'Ontario* par l'adoption de la *Loi de 2021 soutenant l'expansion de l'Internet et des infrastructures*. Le 30 novembre 2021, le ministre de l'Infrastructure et Infrastructure Ontario ont publié les **lignes directrices de la Loi de 2021 sur la réalisation accélérée de projets d'Internet à haut débit (lignes directrices)** et deux règlements d'application de cette loi (« **Pertes ou dépenses prescrites** » et « **Projets désignés d'Internet à haut débit** »), qui sont entrés en vigueur à cette date.

Les lignes directrices et les règlements sous-tendent un nouveau processus normalisé et mieux coordonné et dressent les contours de la collaboration attendue de tous les partenaires, notamment les municipalités, dans le but d'aplanir les obstacles et d'accélérer le déploiement des infrastructures d'Internet large bande.

Pour accélérer davantage les progrès vers notre engagement de 2025, une déclaration d'intention a été publiée le 30 novembre et incluse dans la ligne directrice. Le gouvernement envisage aussi des améliorations législatives et réglementaires futures axées sur l'élimination d'autres obstacles au déploiement de l'Internet à haute vitesse. Nous formons également une équipe d'assistance technique pour assurer la mise en œuvre des projets et le soutien aux municipalités.

Nous menons activement des consultations sur les mesures législatives proposées, notamment auprès des municipalités, des collectivités et des parties prenantes. Si ces mesures supplémentaires sont adoptées, elles offriront une plus grande certitude et garantiront un accès élargi à l'Internet à haute vitesse pour tous les ménages et entreprises de l'Ontario d'ici la fin de 2025.

Mon ministère communiquera aussi ce point de situation à vos représentants, ainsi que d'autres détails sur les lignes directrices, les règlements et les propositions futures.

Je vous remercie de votre aide à garantir que les populations que nous servons ont l'accès dont elles ont besoin pour participer au monde numérique, et aider l'Ontario à se rétablir et à prendre son essor.

Si vous avez des questions, n'hésitez pas à communiquer avec mon bureau.

Cordialement,

L'honorable Kinga Surma
Ministre de l'Infrastructure

Pièce jointe

Confidentiality Warning: This e-mail contains information intended only for the use of the individual names above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at www.ontario.ca/page/ministry-infrastructure and destroy all copies of this message. Thank you.