

TOWNSHIP OF ADMASTON/BROMLEY

Finance and Administration Committee

AGENDA

Thursday, November 18, 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 – [July 22, 2021](#)
5. Draft policy for Covid 19 Vaccination Policy –  
Admaston/Bromley
  - [County of Renfrew Sample](#)

In-Camera (if required)

7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES

**Thursday, July 22<sup>nd</sup>, 2021**

**At 2:25 p.m.**

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

Staff present–Mitchell Ferguson

1. Michael Donohue called the meeting to order at 2:25 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – July 22, 2021

**Resolution No. 01/07/21**

Moved by Mike Quilty      Seconded by Robert Dick

Be it resolved that the Finance and Administration Committee approve the agenda for the July 22, 2021 Finance and Administration Committee.

“Carried”

4. Adoption of Minutes – March 4, 2021

**Resolution No. 02/07/21**

Moved by Robert Dick      Seconded by Mike Quilty

Be it resolved that the Finance and Administration Committee accept the minutes of the Finance and Administration Committee meeting held on March 4, 2021.

“Carried”

5. RFP Service Delivery Review

The Chair presented the report to committee and the following resolution was passed:

**Resolution No. 03/07/21**

Moved by Kevin Legris      Seconded by Mike Quilty

BE IT RESOLVED THAT the Finance and Administration Committee approve staff to prepare and release an RFP for the service delivery review and structural review with the results being presented to Council at a later date.

“Carried”

6. Golf Day

The Chair presented the report to committee and after some discussion the following resolution was passed:

**Resolution No. 04/07/21**

Moved by Mike Quilty

Seconded by Robert Dick

BE IT RESOLVED THAT the Finance and Administration Committee recommend to Council a golf afternoon with staff and Council in attendance for the 2021 year as discussed this date.

7. In Camera

**Resolution No. 05/07/21**

Moved by Robert Dick

Seconded by Mike Quilty

BE IT RESOLVED THAT the Finance and Administration Committee move into an in-camera session at 2:37pm as per section 239(b) and section 239(e) of the Municipal Act.

“Carried”

Committee moved out of an In-Camera session at 2:55pm.

8. Next meeting.

At the call of the chair.

9. Adjournment

**Resolution No. 06/07/21**

Moved by: Kevin Legris

Seconded by: Mike Quilty

BE IT RESOLVED that the Thursday, July 22nd, 2021 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 2:56 p.m.

“Carried”

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Chair

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Clerk

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**Sample of Admaston/Bromley's draft Policy using the County of Renfrew.**

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## BACKGROUND

The Township of Admaston/Bromley has collaborated with health and human resources professionals 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 ("OHSA")*. 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

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 *OHSA. Long Term Care, Child Care and Paramedic Staff COVID-19 directives and protocols supersede this policy.* 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
- Amendments

Consult the appropriate Collective Agreement for any deviations to this policy.

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## POLICY DEFINITIONS

**Covered individuals** include all Township employees, students, volunteers, **Committee Members** and council members.

**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.

**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 vaccine.**

## 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**, with second dose (if applicable) proof of vaccination submitted by **January 31, 2022**. Any covered individuals that return to work at the Township after **December 1, 2021** must submit first dose proof of vaccination before their first day of work, and submit second dose proof of vaccination within six (6) weeks of submitting proof of their first dose. **Any covered individuals that begin to work at the Township of Admaston/Bromley are required to submit proof of vaccination as a condition of hire.** Please see Appendix A for step-by-step instructions on how to provide this information confidentially.

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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**:

- Complete Vaccine Hesitancy training; and
- Complete rapid antigen testing and submit the results to their Supervisor and an

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Employee Health Coordinator on a weekly basis.

- For 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 ~~an Employee Health Coordinator~~ the Chief Administrative Officer/Clerk directly. (Note that the County has a “nurse” who serves at the Employee Health Coordinator)



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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**, 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**. This training will be available for each individual at the [CORHR.ca](http://CORHR.ca) site by the Chief Administrative Officer/Clerk. Please refer to Appendix B 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**, 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 an Employee Health Coordinator, Chief Administrative Officer/Clerk and on a weekly basis thereafter, prior to reporting to work. Committee Members and Council Members will be required to submit rapid antigen testing 48 hours prior to attending any in person Township functions. Testing

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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, an Employee Health Coordinator (via: [healthhr@countyofrenfrew.on.ca](mailto:healthhr@countyofrenfrew.on.ca)), 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** 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**, or other required timelines in this policy, will be placed on an unpaid leave of absence:

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

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**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.

## **8. Roles and Responsibilities**

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.

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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 County;
- Facilitate Vaccine Hesitancy training for covered individuals where required; and
- Work with **Chief Administrative Officer/Clerk** ~~Human Resources and Employee Health Coordinators~~ 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.

## 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** ~~Occupational Health Department~~.
- Supporting documentation related to any non-medical request for an exemption will be collected and maintained by ~~Human Resources~~. **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.

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- 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 Human Resources. **Chief Administrative Officer/Clerk**

## 10. Amendments

The Township will review this policy and update it reasonably as required to mirror the evolving nature of the pandemic, vaccine availability and government and public health authority direction.