

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

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OCTOBER 27 2021

PRESENT: MAYOR: Leslie GAMBLE
COUNCILLORS: Kevin BURKE, Patricia HNATUIK, Glenda MASSICOTTE, Cheryl PHILLIPS, Dale RIVERS
CLERK-ADMINISTRATOR: Kim SLOSS
ABSENT: COUNCILLOR: Edith FAIRBURN

Motion No: 2021-261
 Moved By: D. RIVERS
 Seconded By: K. BURKE
 WHEREAS there is a quorum of Council present and the time is 6:00 p.m.;
 BE IT RESOLVED THAT this regular meeting be open for business at the Massey and District Community Centre & Arena;
 AND THAT the minutes of the regular meeting of October 13, 2021 be approved.
CARRIED

Councillor Phillips hereby discloses a pecuniary interest in the agenda item Consent Application File No. C21-15/17; Phillips, as the applicants are her niece and nephew.

Consent
 Agenda-
 G1-G3
 Motion No. 2021-262
 Moved By: P. HNATUIK
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT items G1, G2 and G3 contained on the consent agenda be adopted.
CARRIED

G1-G3-
 Bylaws
 2021-37
 to 39
 Motion No. 2021-263
 Moved By: P. HNATUIK
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT the following bylaws be read a first, second, third and final time and passed in open council:
 Bylaw 2021-37 – being a bylaw for the sale of land in Salter Township - Trahan;
 Bylaw 2021-38 - being a bylaw for the sale of land in Salter Township - Brubacher;
 Bylaw 2021-39 – being a bylaw for the sale of land in Salter Township – Parliament.
CARRIED

Winter Maint
 -Webbwood
 Motion No. 2021-264
 Moved By: G. MASSICOTTE
 Seconded By: K. BURKE
 BE IT RESOLVED THAT the RFP for Winter Maintenance Services-Webbwood for 2021/2022 be awarded to Carlyle Construction.
CARRIED

Massey Storm
 Sewer-Pymt
 Motion No. 2021-265
 Moved By: D. RIVERS
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT Payment No.1 be approved in the amount of \$273,303.85 to Dennis Gratton Construction Ltd. for the Massey Storm Sewer Replacement Government Road Outfall Project.
CARRIED

Bylaw
 2021-40-
 1st/2nd
 Reading
 Motion No. 2021-266
 Moved By: P. HNATUIK
 Seconded By: C. PHILLIPS
 BE IT RESOLVED THAT Bylaw 2021-40, being a bylaw to adopt a vaccination policy, be read a first and second time.
CARRIED

Bylaw 2021-40;
 3rd/Final
 Reading
 Motion No. 2021-267
 Moved By: G. MASSICOTTE
 Seconded By: K. BURKE
 BE IT RESOLVED THAT Bylaw 2021-40, being a bylaw to adopt a vaccination policy, be read a third and final time and passed in open council.
CARRIED

Ec. Dev.
 Committee
 Mtg Report
 Motion No. 2021-268
 Moved By: G. MASSICOTTE
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT the attached Economic Development Committee Meeting Report of October 19, 2021 be accepted.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

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OCTOBER 27 2021

2022 Flower Tender Motion No. 2021-269
Moved By: K. BURKE
Seconded By: D. RIVERS
BE IT RESOLVED THAT the 2022 Flower Tender be awarded to Martin Family Farm at the bid price of \$1,395.00 plus applicable taxes.
CARRIED

Consent File Nos C21-12-14 Powers/ Rodriguez Motion No. 2021-270
Moved By: D. RIVERS
Seconded By: G. MASSICOTTE
BE IT RESOLVED THAT Consent Application File Nos. 21-12 to C-21-14 as applied for by Robert Halliday on behalf of J. Powers Transport and Victor Rodriguez be PROVISIONALLY APPROVED this 27th day of October, 2021;
The land in subject application is composed of land in the Township of Salter, Section 26, Parcel 2536. The purpose of these consents is to allow for the creation of one new lot per application in the Rural zone. They are hereby provisionally approved with the schedule of conditions attached hereto.
CARRIED

Consent File Nos. C21-15-17; Phillips Motion No. 2021-271
Moved By: P. HNATUIK
Seconded By: K. BURKE
BE IT RESOLVED THAT Consent Application File Nos. C-21-15 to C-21-17 as applied for by Robert & Stephanie Phillips be deferred pending further review of municipal service requirements.
CARRIED

Consent File No. C21-18; Morrell/ Stinson Motion No. 2021-272
Moved By: D. RIVERS
Seconded By: K. BURKE
BE IT RESOLVED THAT Consent Application File NO. C-21-18 as applied for by Brad Morrell on behalf of Kerry Stinson be PROVISIONALLY APPROVED this 27th day of October, 2021;
The land in subject application is composed of land in the Township of Salter, Section 25, Plan D255 Unit 14, Parcel 14-1, Plan 53R-8622 Part 5.
The purpose of this consent application is to allow for a lot addition to Part Unit 14 Pt Parcel 14-2, Plan 53R-7828 Part 4 in Salter, Section 25. It is hereby provisionally approved with the schedule of conditions attached hereto.
CARRIED

Motion No. 2021-273
Moved By: D. RIVERS
Seconded By: P. HNATUIK
BE IT RESOLVED THAT the time is 6:48 p.m. and this meeting be adjourned until the next regular meeting or call of the Chair.
CARRIED

MAYOR L. GAMBLE

CLERK – K. SLOSS

**Economic Development Committee
Meeting Minutes
October 19th, 2021**

Opening

The regular meeting of the Economic Development Committee was called to order at 6:00PM on October 19th, 2021 via zoom by Edie Fairburn.

Present

Glenda Massicotte- Co-Chair
Patricia Hnatuik
Charlene Puzak

Edith Fairburn- Co-Chair
Adam Martel
Amanda Ellsworth

Regrets

Kevin Burke
Brian Channon

Tammy Manitowabi

Old Business

1. East and West Township Signs

- a. Discussion re: time line for installation.
 - i. Currently still waiting on permits- the approval date on the Highway Corridor Management Site is noted as November 9th.
 - ii. Concerns were raised from Laird regarding the pouring of concrete for the bases with the cooler weather starting- the EDO has contacted Debra Burke (MTO) on the status of the applications but has not heard back at this time.

2. New Residents Package/Community Outreach

- a. Discussion re: volunteer advertisement and updated information pamphlet with volunteer/member directive to the township website- one volunteer opportunity has been submitted from the Agricultural Society.
 - i. The EDO noted there have been some updates to the Economic Development page on the township website as requested by the committee.
 - ii. The EDO will circulate copies of the pamphlet to the Massey Museum.

3. Flower Tender 2021

- a. Overview of the updated tender for 2022 that excludes the 33 hanging baskets, as decided at the October 13th 2021 Council Meeting. The committee was in agreement that the safety concerns regarding the hanging baskets was concerning.
- b. The EDO noted that there should be leftover funds as the tender quotes should be lower, and this would be budgeted for additional barrels or banners in 2022.
- c. Glenda noted that the EDO should contact Espanola to inquire where they got their banners/concrete planters.

- d. At the time of the meeting no tenders had been submitted- the committee recommends extending the tender deadline submission if tenders are not received by the current deadline of October 22nd, 2021.

4. Manitoulin-La Cloche Tourism Adaptation Strategy

- a. Updates- the steering committee for the tourism adaptation strategy has awarded the RFP to MDB Insight Inc.
- b. The EDO has been invited to a zoom meeting on October 26th where MDB Insight Inc. will discuss the next steps for the study and what is required from the participating municipalities.
- c. The EDO informed the committee that the costs of permits will be the responsibility of the township, however Marcus Mohr, Municipality of Central Manitoulin, said that there may be agreements in place with MTO in the future, however there is none at this time.

5. Age Friendly

- a. Meetings are still on hold- no updates.

New Business

1. Review of the Strategic Plan

- a. The committee decided to move this item to the next committee meeting agenda.

Other

1. Meeting Time Change

- a. Charlene has asked that meetings be pushed from 6:00pm to 7:00pm to accommodate the family/working schedule of committee members. The committee agrees and would like to change the meeting time to 7:00pm.

2. Meeting Platform- Zoom vs. In person

- a. The committee would like to hold meetings in person but feels that in order to include all members, vaccinated or not, meetings will be held via zoom until there is provincial direction that does not require double vaccination to hold meetings at the Massey and District Community Centre.
- b. Adam asked if meetings could be held at the Township office as the vaccination mandate is not required there- the EDO and Co-chairs noted that meetings cannot be held there as it does not allow for proper distancing.

The meeting was adjourned at 6:38PM by Edie Fairburn. The next economic development meeting will be held via zoom Tuesday November 16th, 2021 at 7:00pm.

Minutes Submitted by: Amanda Ellsworth

Approved by: Edie Fairburn

Provisional Approval - Consent Application File No. C-21-12 to C-21-14

Schedule of Conditions:

1. Road allowance - That if a survey is required, the road allowance(s) deemed to be approximately 33 ft. from the centre of the existing road(s) in front of the land to be severed be surveyed, and together with other road allowances that may be on this or existing surveys be conveyed to the Municipality at the applicant's expense and appropriately certified that the Municipality's title is free and clear of all encumbrances and the Municipality has a good and marketable title.
2. Public road - The road authority requests that the roads on the applicant's lands deemed to be approximately 33 ft. from the centre of the existing road and approved by the Municipality be acknowledged as public road and if shown on a survey, shall convey title of these public roads to the Municipality at the applicant's expense.
3. No deviation - The official survey, if required, must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.
4. Administration fee - That a \$100.00 administration fee per application be paid to the Municipality.
5. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.
6. That pursuant to Section 65(1) of the Drainage Act R.S.O. 1990, the applicant is responsible for having the drainage assessment apportioned appropriately where a municipal drain affects the subject lands.

Notes to Approval:

- A) That pursuant to Section 3.7.2(4) of the Official Plan, it shall be acknowledged that the property has reached its maximum number of consent approvals permitted.
- B) That the requirement for a noise and vibration feasibility study and an acoustical study as per Section 3.19.1 of the Official Plan and Section 4.20.1 of the Zoning Bylaw, be waived, due to the existing residential uses in the area.
- C) MTO advises that:
 - access shall be granted from Government Road for each of the severed parcels;
 - any construction within 45m of MTO's right-of-way on Highway 17 will require building and land use permits.

THE CORPORATION OF THE
TOWNSHIP OF SABLES-SPANISH RIVERS

Provisional Approval – Consent Application File No. C-21-18

Schedule of Conditions:

1. No deviation - The official survey, if required, must not deviate substantially from the application. The applicant must provide a copy of the draft reference plan to the Municipality.
2. Administration fee - That a \$100.00 administration fee be paid to the Municipality.
3. No arrears - That there be no arrears owing to the Municipality by the applicant unless payment is guaranteed by the applicant's solicitor upon closing.
4. That pursuant to Section 65(1) of the Drainage Act R.S.O. 1990, the applicant is responsible for having the drainage assessment apportioned appropriately where a municipal drain affects the subject lands.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021 - 37

Being a Bylaw for the Purpose of
Disposing of Real Property

WHEREAS Section 270(1) of the Municipal Act, 2001, S.O. 2001, provides for a municipality to adopt policies with respect to the sale and other disposition of land;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers has adopted said policies pursuant to Bylaw 2009-36, and has declared certain municipal property to be surplus pursuant to Bylaw 2009-36;

AND WHEREAS an offer to purchase was accepted as per resolution 2021-230;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the Mayor and Clerk be authorized to execute the necessary documents for the transfer of the municipal property described as:

P.I.N. 73422-0179
Parcel 29306, Section 27
Plan 53R-11332 Part 1
Township of Salter

To Trenton Trahan for a sum of \$11,000.00

AND THAT the Certificate of Compliance pursuant to municipal bylaw 2009-36 is attached hereto as Schedule 'A';

AND THAT the transfer document is attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 27TH DAY OF OCTOBER, 2021.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
OCTOBER, 2021.


MAYOR - L. GAMBLE


CLERK - K. SLOSS

SCHEDULE 'A' – BYLAW 2021-37

SCHEDULE 'A' – BYLAW 2009-36

CERTIFICATE OF COMPLIANCE

Description of real property:

PIN 73422-0179, Parcel 29306, Section 27, Plan 53R-11332 Part 1, Township of Salter

I hereby certify that:

1. The Council of the Township of Sables-Spanish Rivers passed Bylaw 2009-36 on October 14, 2009, being a procedural bylaw for the purpose of the sale or other disposition of real property.
2. The above described property was declared surplus pursuant to Bylaw or Resolution No. 2021-210.
3. An Opinion of Value of the property was obtained on September 23, 2021.
4. Public notice for the disposal of surplus property was given by the following method(s):

Public Notice of Surplus Property in local publication – 'Around and About' on
September 7, 2021



Clerk-Administrator

October 18, 2021

Date

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021 - 38

Being a Bylaw for the Purpose of
Disposing of Real Property

WHEREAS Section 270(1) of the Municipal Act, 2001, S.O. 2001, provides for a municipality to adopt policies with respect to the sale and other disposition of land;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers has adopted said policies pursuant to Bylaw 2009-36, and has declared certain municipal property to be surplus pursuant to Bylaw 2009-36;

AND WHEREAS an offer to purchase was accepted as per resolution 2021-230;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the Mayor and Clerk be authorized to execute the necessary documents for the transfer of the municipal property described as:

P.I.N. 73422-0212
Parcel 14188, Section 27
Township of Salter

To Ray Brubacher and Sarah Brubacher for a sum of \$17,600.00

AND THAT the Certificate of Compliance pursuant to municipal bylaw 2009-36 is attached hereto as Schedule 'A';

AND THAT the transfer document is attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 27TH DAY OF OCTOBER, 2021.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
OCTOBER, 2021.


MAYOR - L. GAMBLE


CLERK - K. SLOSS

SCHEDULE 'A' – BYLAW 2021-38

SCHEDULE 'A' – BYLAW 2009-36

CERTIFICATE OF COMPLIANCE

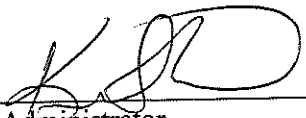
Description of real property:

PIN 73422-0212, Parcel 14188, Section 27, Township of Salter

I hereby certify that:

1. The Council of the Township of Sables-Spanish Rivers passed Bylaw 2009-36 on October 14, 2009, being a procedural bylaw for the purpose of the sale or other disposition of real property.
2. The above described property was declared surplus pursuant to Bylaw or Resolution No. 2021-210.
3. An Opinion of Value of the property was obtained on September 23, 2021.
4. Public notice for the disposal of surplus property was given by the following method(s):

Public Notice of Surplus Property in local publication – 'Around and About' on
September 7, 2021



Clerk-Administrator

October 18, 2021

Date

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021 - 39

Being a Bylaw for the Purpose of
Disposing of Real Property

WHEREAS Section 270(1) of the Municipal Act, 2001, S.O. 2001, provides for a municipality to adopt policies with respect to the sale and other disposition of land;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers has adopted said policies pursuant to Bylaw 2009-36, and has declared certain municipal property to be surplus pursuant to Bylaw 2009-36;

AND WHEREAS an offer to purchase was accepted as per resolution 2021-230;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the Mayor and Clerk be authorized to execute the necessary documents for the transfer of the municipal property described as:

P.I.N. 73423-0501
Parcel 3, Plan D267 Unit 3
Township of Salter

To Kevin Parliament and Denise Parliament for a sum of \$16,100.00

AND THAT the Certificate of Compliance pursuant to municipal bylaw 2009-36 is attached hereto as Schedule 'A';

AND THAT the transfer document is attached hereto as Schedule 'B'.

READ A FIRST AND SECOND TIME THIS 27TH DAY OF OCTOBER, 2021.

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27TH DAY OF
OCTOBER, 2021.


MAYOR - L. GAMBLE


CLERK - K. SLOSS

SCHEDULE 'A' – BYLAW 2021-39

SCHEDULE 'A' – BYLAW 2009-36

CERTIFICATE OF COMPLIANCE

Description of real property:

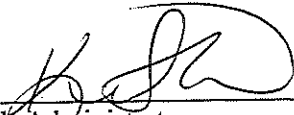
PIN 73423-0501, Parcel 3, Plan D267 Unit 3, Township of Salter

I hereby certify that:

1. The Council of the Township of Sables-Spanish Rivers passed Bylaw 2009-36 on October 14, 2009, being a procedural bylaw for the purpose of the sale or other disposition of real property.
2. The above described property was declared surplus pursuant to Bylaw or Resolution No. 2021-210.
3. An Opinion of Value of the property was obtained on September 23, 2021.
4. Public notice for the disposal of surplus property was given by the following method(s):

Public Notice of Surplus Property in local publication – 'Around and About' on

September 7, 2021.



Clerk-Administrator

October 19, 2021

Date

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021- 40

Being a Bylaw to Adopt a Staff Vaccination Policy

WHEREAS Section 10 of the Municipal Act, 2001 as amended, authorizes municipalities to pass bylaws regarding the accountability and transparency of the municipality and its operations, and for the health, safety and well-being of persons;


AND WHEREAS it is deemed expedient to provide for a policy relating to COVID-19 vaccination requirements;

NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT the Staff Vaccination Policy – COVID-19 is hereby adopted and attached hereto as Schedule “A” to this bylaw;
2. THAT this bylaw shall come into force upon the third and final reading.

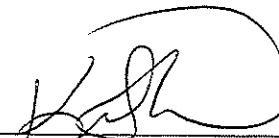
READ A FIRST AND SECOND TIME THIS 27th DAY OF October, 2021.


MAYOR – L. GAMBLE


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 27th DAY OF
October, 2021.


MAYOR – L. GAMBLE


CLERK – K. SLOSS

TOWNSHIP OF SABLES-SPANISH RIVERS
Staff Vaccination Policy – COVID 19

1.0 PURPOSE

The purpose of this policy is to continue to protect the health and safety of the Township of Sables-Spanish Rivers employees from the spread of COVID 19, and to meet the obligation under the Occupational Health and Safety Act to take all necessary precautions to protect the health and safety of the workforce.

This policy provides expectations and requirements of the Township of Sables-Spanish Rivers employees with respect to a COVID-19 vaccination, and vaccination verification.

This policy will be subject to federal, provincial and local public health regulations related to the COVID-19 pandemic, and will evolve based on public health guidance on measures for fully vaccinated, partially vaccinated and unvaccinated individuals.

The policy applies to all Township of Sables-Spanish Rivers employees as defined in the Working Conditions Policy. It shall also apply to members of Council. New employees will be subject to this policy as a condition of their employment with the Township of Sables-Spanish Rivers.

2.0 SCOPE

The Township of Sables-Spanish Rivers is committed to workplace safety and to protecting our employees, volunteers, contractors and attendees at municipal facilities from the hazards of COVID-19 and this policy may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations, or orders shall take precedence until such time as this policy may be amended to conform to the new requirements.

All persons in a Township of Sables-Spanish Rivers workplace covered by the scope of this policy are required to:

- Disclose their COVID-19 vaccination status using the procedure outlined in section 5.0 by November 5, 2021.
- Provide proof of full vaccination against COVID-19 by December 31, 2021, unless there is a bona fide medical or religious exemption approved by the Clerk's Office.
- Provide a completed COVID-19 Vaccination Exemption Form, in accordance with the procedure.
- Where an employee is not fully vaccinated due to a bona fide medical or religious exemption, participate in the accommodation process, and undergo regular rapid antigen testing to protect other employees and ensure adequate infection and prevention control measures.
- Employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this policy, may elect to request vacation leave, or a leave of absence without pay in accordance with the current provisions in place by policy. These will be subject to a review of operational requirements.

3.0 DEFINITIONS

Accepted vaccine: A COVID-19 vaccine that has been approved for use by Health Canada.

Fully vaccinated: Having received the completed series of an approved COVID-19 vaccine by Health Canada. An individual is considered fully vaccinated 14 days after receiving their completed dose, including any required booster doses.

Proof of vaccination: In Ontario, proof of vaccination, in the form of an official dose administration receipt provided by the Ministry of Health in Ontario. For those vaccinated outside Ontario, acceptable proof is based on the criteria provided by the province/state in which they received their vaccine.

Rapid antigen testing: Rapid diagnostic test that directly detects the presence or absence of an antigen.

4.0 WORKPLACE RESPONSIBILITIES

Employer:

- In recognition of The Township of Sables-Spanish Rivers's responsibilities under the Provincial human rights legislation including the Human Rights Code, provide reasonable accommodation to any employee who presents a bona fide exemption up to a point of undue hardship.
- Maintain vaccination disclosure information, including verifying receipt of a vaccination, in accordance with privacy legislation.
- Use the information only to the extent necessary for implementation of this policy, for administering health and safety protocols, infection and prevention control measures in the workplace and as required by law.

Management/Supervisors:

- Ensure employees attending work have verified their vaccination status and are following the appropriate protocols based on the procedure outlined in section 5.0, if applicable.
- Ensure compliance with the procedure outlined in section 5.3 for any employee who is required to submit to rapid antigen testing due to a bona fide religious or medical exemption.
- Follow and comply with all federal or provincial mandates or directives regarding the vaccination of staff.
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.
- Provide staff with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine.
- Where operationally feasible, reasonable arrangements can be made to allow for staff to attend COVID-19 vaccination clinics during work time.
- Ensure those employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this policy, are aware they may elect to request vacation leave, time off in lieu of overtime (if available) or leave of absence without pay in accordance with the current provisions in place by policy. These will be subject to a review of operational requirements.

- Discuss and determine the schedule that an employee with a bona fide religious or medical exemption undergoes for rapid antigen testing, using the following parameters:
 - If absent for 48 hours or more, testing prior to returning to the workplace; and,
 - Every 72 hours within a work week.
- Forward results of any rapid antigen testing to the Clerk's Office.
- Ensure all future hires are aware of and meet the requirements of this policy.
- Departments overseeing contractors will be responsible to ensure the proper use of personal protective safety equipment.

Employees:

- Submit verification of vaccination by November 5, 2021, and update vaccination status as required, in accordance with the established process found in section 5.0.
- Receive both doses of the COVID-19 vaccine and any subsequent recommended boosters, unless there is a bona fide medical or religious exemption, by December 31, 2021, so that all staff are fully vaccinated as of December 31, 2021 at the latest (14 days after dose is received).
- Follow direction provided by the employer in cases where rapid antigen testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test.
- Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 and COVID-19 vaccination as it relates to your role, personal health and/or professional requirements.
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.
- Identify opportunities to obtain a COVID-19 vaccination through community clinics or from health-care professionals.
- Where applicable, provide additional information and participate in the workplace accommodation process.
- Recognize that there is no requirement under human rights legislation or Ontario Human Rights Code that requires the employer to accommodate a personal refusal to be fully vaccinated arising from political and/or personal principles.
- Employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of the policy, may elect to request vacation leave, time off in lieu of overtime (if available) or leave of absence without pay in accordance with the current provisions in place by policy.

Clerk-Administrator:

- In accordance with all application legislation and provision of privacy requirements, create a procedure for collecting and storing documentation on employee vaccination status and providing adequate information to supervisors relating to employees who are required to undergo the procedure outlined in section 5.0.
- Receive and record results of the rapid antigen testing of unvaccinated employees due to a bona fide religious or medical exemption.
- Lead the accommodation process for any employee who submits a request for either a medical or religious exemption, and evaluate it on a case-by-case basis.
- Prepare vaccination status reports.
- Update recruitment protocols to reflect the requirement for all new hires to adhere to the requirements of this policy.

5.0 PROCEDURE

5.1 Vaccination Verification

All individuals covered by the scope of this policy are required to disclose their COVID-19 vaccination status by providing the Clerk's office with a copy of their Covid-19 vaccination receipt(s) as issued by the Ministry of Health.

Vaccination status information will only be used and disclosed for the purpose of implementing reasonable controls to ensure the health and safety of all individuals in the workplace through appropriate health and safety planning.

Depersonalized aggregate data will be disclosed to the Province of Ontario in accordance with reporting requirements and may also be disclosed to the Township of Sables-Spanish Rivers Council or in response to media requests for statistical information regarding the Township's vaccination rates.

Municipal departments with specific ministry or federal government reporting requirements are responsible to ensure reporting requirements for their operations are met.

All personal information, including personal health information, will be collected, used, disclosed, retained and safeguarded in accordance with applicable Township policies and privacy legislation.

5.2 Human Rights Based Exemption

If an employee is not vaccinated due to medical or religious exemption, the employee will be required to:

- Request the accommodation documentation.
- Provide the required documentation as per Appendix A and B:
 - Written proof of a medical reason (including why the employee cannot be vaccinated), provided by either a Physician, or Nurse Practitioner that outlines that the employee cannot be vaccinated against COVID-19 and the effective time period for the medical reason; or
 - Written proof/opinion of a religious reason, provided by a recognized leader of a church or mosque or other creed or faith.
- Arrange for and submit to regular rapid antigen testing in accordance with section 5.3, on the employee's own time, at own expense, and provide proof of negative COVID-19 tests.
- Adhere to requirements defined by the Township of Sables-Spanish Rivers relating to the use of personal protective equipment.

5.3 Rapid Antigen Testing

Employees who have a bona fide exemption are required to provide proof of negative test results when:

- Absent from the workplace for 48 hours or more; and,
- Every 72 hours within a work week.

The process to submit test results is as follows:

- No more than 24 hours ahead of the scheduled start time, undergo rapid antigen testing at your closest location.
- Prior to the start of a shift, provide proof of a negative COVID-19 rapid antigen test, with the date and time clearly visible so to allow the supervisor to confirm adherence to the policy.

6.0 NON-COMPLIANCE

In accordance with the Township of Sables-Spanish Rivers's applicable directives, policies and legislation, any non-compliance with this Vaccination Policy may result in a meeting with the employee to discuss the employment consequences of non-compliance with the requirements of this policy.

Failure to participate and comply with this policy may result in progressive discipline, up to and including termination.

7.0 EMPLOYEE SUPPORT

High vaccination rates against the hazards of COVID-19 are an effective measure to reducing the spread of COVID-19.

The Township supports employees in becoming fully vaccinated against the hazard of COVID-19 by providing:

- Where operationally feasible, reasonable arrangements can be made to allow for staff to attend COVID-19 vaccination clinics during work time.
- Paid sick leave in accordance with their respective terms and conditions of employment or legislated leave if the employee experiences side effects to the vaccine.
- For those employees who are not yet vaccinated, educational material is available on the municipal website and will be made available through any means requested by employees.

Appendix A

Medical Exemption from COVID-19 Vaccination

Employee Name: _____ Date of Birth: _____

Dear Physician,

The Corporation of the Township of Sables-Spanish Rivers recommends that all employees be immunized against COVID-19. Your patient has requested a medical exemption from this vaccination. A medical exemption from vaccination is allowed for recognized conditions only.

Please complete and sign this form to request a medical exemption for your patient.

My patient should not be immunized with a COVID-19 vaccine for the following reason(s):

(please attach additional pages if necessary)

I certify that my patient has the above condition(s) and recommend a medical exemption from COVID-19 vaccination as follows:

- ☐ This is a long-term/permanent condition
- ☐ This is a temporary/time-limited medical condition and this exemption is valid until _____ (at which time a renewal exemption form will be required if condition still valid)

Physician Signature: _____ Date: _____

I consent to my Physician providing this information to my employer.

Patient Signature: _____ Date: _____

(Any fees for form completion are the responsibility of the patient)

Please provide the completed form to your patient for return to the employer or email the completed form to the Township of Sables-Spanish Rivers: inquiries@sables-spanish.ca

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1991 and the Personal Health Information Protection Act, 2004, and will be used for the purpose of ensuring adequate staffing levels for the delivery of municipal services.

Appendix B

Religious Exemption from COVID-19 Vaccination

Employee Name: _____ Date of Birth: _____

Dear Religious Leader,

The Corporation of the Township of Sables-Spanish Rivers recommends that all employees be immunized against COVID-19. This employee has requested a religious exemption from this vaccination. A religious exemption from vaccination may be allowed due to religious prohibition as provided by an opinion by a recognized leader of a church, or mosque or other creed or faith.

Please complete and sign this form to request a religious exemption for this employee.

This employee should not be immunized with a COVID-19 vaccine for the following reason(s):

(please attach additional pages if necessary)

I certify that our religion/creed prohibits the vaccination against COVID-19 and recommend a religious exemption from COVID-19 vaccination.

Religious Leader Signature: _____ Date: _____

I consent to my Religious Leader providing this information to my employer.

Employee Signature: _____ Date: _____

(Any fees for form completion are the responsibility of the applicant)

Please provide the completed form to the employee for return to the employer or email the completed form to the Township of Sables-Spanish Rivers: inquiries@sables-spanish.ca

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, 1991 and the Personal Health Information Protection Act, 2004, and will be used for the purpose of ensuring adequate staffing levels for the delivery of municipal services.