

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 1

NOVEMBER 24 2021

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

Motion No: 2021-292
 Moved By: D. RIVERS
 Seconded By: E. FAIRBURN
 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 via Zoom;
 AND THAT the minutes of the regular meeting of November 10, 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.

Section 357 Application
 Motion No. 2021-293
 Moved By: K. BURKE
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT pursuant to Section 357 of the Municipal Act, 2001, taxes shall be adjusted for the subject taxation years as per the attached schedule.
CARRIED

Offer to Purchase - Surplus Properties
 Motion No. 2021-294
 Moved By: C. PHILLIPS
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT the offer to purchase from Vicki Singh be accepted for the following properties, as declared surplus by resolution 2021-210;
 Roll # 10-08700 – 11 Main St. Webbwood \$6,000
 Roll # 10-08800 – 12 Main St. Webbwood \$6,000
 Roll # 10-08900 – 13 Main St. Webbwood \$6,000
CARRIED

Alternative Voting Methods
 Motion No. 2021-295
 Moved By: D. RIVERS
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT the Council of the Township of Sables-Spanish Rivers accepts the 2022 Municipal Elections Alternative Voting Methods Report, dated November 19, 2021;
 AND THAT Council approve the use of Internet/Telephone voting as the alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022;
 AND FURTHER THAT a bylaw be brought forward to authorize alternative voting for the 2022 municipal election.
CARRIED

Bylaw 2021-43-1st/2nd Reading
 Motion No. 2021-296
 Moved By: K. BURKE
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT Bylaw 2021-43, being a bylaw to authorize alternative voting methods for the 2022 Municipal Elections, be read a first and second time.
CARRIED

Bylaw 2021-43-3rd/Final Reading
 Motion No. 2021-297
 Moved By: G. MASSICOTTE
 Seconded By: K. BURKE
 BE IT RESOLVED THAT Bylaw 2021-43, being a bylaw to authorize alternative voting methods for the 2022 Municipal Elections, be read a third and final time and passed in open council.
CARRIED

Firefighter Appt-DELISLE
 Motion No. 2021-298
 Moved By: D. RIVERS
 Seconded By: E. FAIRBURN
 BE IT RESOLVED THAT Randy Delisle be appointed as a fire fighter at Station #5, subject to the usual terms and conditions.
CARRIED

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 2

NOVEMBER 24 2021

Ec. Dev. Committee Mtg Report Motion No. 2021-299
 Moved By: G. MASSICOTTE
 Seconded By: K. BURKE
 BE IT RESOLVED THAT the attached Economic Development Committee Meeting Report of November 16, 2021 be accepted.
CARRIED

Parks & Rec. Committee Mtg. Report Motion No. 2021-300
 Moved By: C. PHILLIPS
 Seconded By: E. FAIRBURN
 BE IT RESOLVED THAT the attached Parks and Recreation Committee Meeting Report of November 17, 2021 be accepted.
CARRIED

Consent File Nos. 21-15/17 Phillips Motion No. 2021-301
 Moved By: D. RIVERS
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT Consent Application File Nos. 21-15 to C-21-17 as applied for by Robert & Stephanie Phillips be PROVISIONALLY APPROVED this 24th day of November, 2021;
 The land in subject applications is composed of land in the Township of Salter, Section 25, Plan D260 Unit 16, Parcel 16-1.
 The purpose of these consents is to allow for the creation of one new lot per application in the Residential zone. They are hereby provisionally approved with the schedule of conditions attached hereto.
CARRIED

Consent File Nos. C21-19&20; Thaxter Motion No. 2021-302
 Moved By: P. HNATUIK
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT Consent Application File Nos. C-21-19 and C-21-20 as applied for by Tulloch Engineering on behalf of Lillian Thaxter be PROVISIONALLY APPROVED this 24th day of November, 2021;
 The land in subject applications is composed of land in the Township of Shakespeare, Concession 2, Lot 7, Parcel 5160.
 The purpose of these consents is to allow for the creation of one new lot in the Rural zone, and to provide for a lot addition to Concession 2, Lot 7, Parce 30259, Plan 53R-15051 Part 1, Shakespeare Township. They are provisionally approved with the schedule of conditions attached hereto.
CARRIED

Closed Session Motion No. 2021-303
 Moved By: K. BURKE
 Seconded By: G. MASSICOTTE
 BE IT RESOLVED THAT we move into closed session at 6:59 p.m., pursuant to Section 239(2) of the Municipal Act to consider personal matters about identifiable individuals including municipal and local board employees, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
CARRIED

 Motion No. 2021-304 was dealt with in closed session and is in a sealed envelope and filed in the office of the Clerk.

Open Session Motion No. 2021-305
 Moved By: G. MASSICOTTE
 Seconded By: K. BURKE
 BE IT RESOLVED THAT this closed session be adjourned at 7:31 p.m., and the regular meeting resumed.
CARRIED

Bylaw 2021-44 1st/2nd Reading Motion No. 2021-306
 Moved By: G. MASSICOTTE
 Seconded By: P. HNATUIK
 BE IT RESOLVED THAT Bylaw 2021-44, being a bylaw to amend a bylaw to adopt a staff vaccination policy, be read a first and second time.
CARRIED

K. Burke	Opposed
E. Fairburn	For
P. Hnatuik	For
G. Massicotte	For
C. Phillips	For
D. Rivers	For
L. Gamble	Opposed

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

REGULAR MEETING

PAGE 3

NOVEMBER 24 2021

Motion No. 2021-307
Moved By: G. MASSICOTTE
Seconded By: E. FAIRBURN
Bylaw 2021-44 BE IT RESOLVED THAT Bylaw 2021-44, being a bylaw to amend a bylaw to adopt a staff vaccination policy,
3rd/ Final be read a third and final time and passed in open council.
Reading **CARRIED**

K. Burke	Opposed
E. Fairburn	For
P. Hnatuik	For
G. Massicotte	For
C. Phillips	For
D. Rivers	Opposed
L. Gamble	Opposed

Motion No. 2021-308
Moved By: D. RIVERS
Seconded By: K. BURKE
BE IT RESOLVED THAT the time is 7:38 p.m. and this meeting be adjourned until the next regular meeting or
call of the Chair.
CARRIED

DEPUTY MAYOR G. MASSICOTTE
FOR MAYOR L. GAMBLE

CLERK – K. SLOSS

Schedule - Section 357 Adjustments
For 2021

Roll #	Year	Taxes	Reason
005-11700	2021	\$ 861.25	Residence razed by fire

**Economic Development Committee
Meeting Minutes
November 16th, 2021**

Opening

The regular meeting of the Economic Development Committee was called to order at 7:00PM on November 16th, 2021 via zoom by Edie Fairburn.

Present

Edith Fairburn- Co-Chair
Patricia Hnatuik
Amanda Ellsworth

Kevin Burke
Adam Martel

Regrets

Glenda Massicotte- Co-Chair
Brian Channon

Tammy Manitowabi
Charlene Puzak

Old Business

1. East and West Township Signs

- a. Discussion re: new design with "Tall Pines and Sparkling Waters" slogan on it and installation pushed to spring 2022.
- b. EDO noted Laird has said they will store the signs at no cost until installation.

2. Manitoulin-La Cloche Tourism Adaptation Strategy

- a. Discussion Re: updates- MDB Insight Inc. has started their research for the study. TSSR provided 2 tourism influenced businesses to participate in the selective interview process- Poirier's and Waterfalls Lodge.
- b. They have started gathering information to conduct the additional "Gaining Tourism Operator Perspectives" phone survey, hoping to reach out to the 300-400 business across the Manitoulin-La Cloche area.

3. Flower Tender 2021

- a. Discussion Re: 2022 flower tender awarded to Rose Lynn Martin- \$1,824 less than 2021 due to the removal of hanging baskets.

4. Pole Banners

- a. Discussion: EDO provided examples of banners and pricing for banners/brackets- the committee noted that they feel Laird should be used to stay local, however also acknowledged that out of town suppliers were more economical.
- b. EDO noted that price per banner was dependent on the number of banners ordered for each supplier, costs were also impacted based on the number of art files used and bracket type ordered. Because brackets would need to be ordered, the startup cost for banners would be up to approximately \$300/banner (banner \$60-\$100, bracket \$100-\$180).

- c. The committee liked the heritage banner example that Blind River has had done by Laird-EDO to clarify with laird if different pictures on the same heritage banner would be considered separate art files. The committee felt that Massey and Webbwood could each get 3-4 different types of heritage banners and that they would "improve the visibility of the municipality", "give the municipality an identity" and would continue the positive impression that Blind River and Espanola have set along the Highway.
- d. Kevin noted the Library and Museum could be asked to provide historical pictures.
- e. The committee was unsure on the number of banners in total they would like ordered.
- f. Pat noted that banners would need to be taken down in the winter from the poles that have the Christmas lights installed.
- g. EDO noted Espanola Hydro (Massey Poles) does require notification of banners being hung on their poles for their approval but does not have specific guidelines or application. EDO to contact them again to determine what would be allowed/ how many poles would be allowed to have banners. Poles in Webbwood are owned by Bell (according to Espanola Hydro)- EDO contacted them and has not received a reply yet.

5. Age Friendly

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

6. Review of the Strategic Plan

- a. Differed to the new year.

New Business

1. Ontario Ice Fishing Challenge Sponsorship

- a. The committee feels this is a good opportunity to get exposure for the natural resources in the township and promote winter tourism.
- b. The committee would be interested in providing local prizes, in addition to the provincial prizes, as outlined by Jim Clarke (challenge rep) during the presentation to the EDO.
- c. The committee recommends that the Township provide the \$1,000 sponsorship to the Ontario Ice Fishing challenge put on by Anglers Atlas and MyCatch.

2. Review of 2022 Proposed Budget

- a. Discussion re: 2022 expenses- Minimal changes from 2021. The committee would like the EDO to inquire with other staff whether the \$360 Survey Monkey subscription is used often enough.
- b. EDO to send a draft of the proposed 2022 operating budget to the Treasurer by Dec 1st 2021.

The meeting was adjourned at 8:06PM by Edie Fairburn. The economic development meeting of December 21st, 2021 is cancelled. The next meeting will be held on January 18th, 2022 at 7:00pm or at the call of the chair. Meeting platform to be determined closer to the meeting date, depending on current Covid-19 restrictions.

Minutes Submitted by: Amanda Ellsworth

Approved by:

Township of Sables-Spanish Rivers
PARKS AND RECREATION COMMITTEE

AGENDA and REPORT

November 17th, 2021

ATTENDEES: Cheryl PHILLIPS, Kevin BURKE, Pat HNATUIK, Paul ANDERSON

ABSENT: Dale RIVERS, Glenda MASSICOTTE, Edith FAIRBAIRN, Sandy YAW

1. Winter Carnival 2022

A discussion was had about putting on and planning a Winter Carnival in February 2022. It is the Recommendation of the Committee to put on a 1-day event on February 12, 2022 with all activities being held outside.

2. Capital Expenditures 2022

A partial list of capital expenditures was presented to the committee including. The Chiller for the Plant at the arena, and a truck for the Parks and Recreation Department as the maintaining of municipal property and grass cutting is being transferred from Public Works to Parks and Recreation. It was the Recommendation of the Committee that the Parks and Recreation Department to budget for the purchase a New Truck. The Parks and Recreation Co-Ordinator is to apply for funding through Resilient Communities Fund grant application due December 8th, 2021 for the new Chiller.

3. Fencing Mouth Park and arena

The fencing at the mouth park needs to be replaced. The committee recommends that the fence be replaced with a steel beam guide rail style fence and the cost of this to be put into capital expenditures for 2022 based on quote obtained.
The fence along the east end of the parking lot at the arena to be replaced with a wooden fence installed by the Parks and Recreation department.

4. Heritage Park Bathrooms

It is the recommendation of the committee that the Parks and Recreation Co-ordinator and the Public Works Manger enter the washrooms to see what work will need to be done to get the washrooms ready for spring 2022, and to ensure that the bathrooms meet all accessibility requirements

5. Hope Jackson Memorial Park

The Parks and Recreation Co-Ordinator to contact the owners of the property where the Hope Jackson Memorial garden is located to see if there is a possibility of installing an ornamental fence along the north side of the park area to improve appearance.

6. Programing Updates

The arena is currently running a Learn to Skate program which has a great enrollment. A senior exercise program is being arranged for the new year. Planning has begun for spring and summer programs for the 2022 season.

7. Outdoor Rink Massey

A discussion was had about installing an outdoor rink in Massey. It is the recommendation that with outdoor rinks in Webbwood and Walford the Parks and Recreation Department is NOT to install an outdoor rink in Massey.

8. Arena Renovations Update

The majority of the repairs have been completed to the arena. There is an issue with the installation of the trough system. The Parks and Recreation Co-ordinator is working with the architect to find a solution to the problem.

Next meeting January 19, 2022 6pm (location to be determined) or at the call of the Chair.

Provisional Approval - Consent Application File No. C-21-15 to C-21-17

Schedule of Conditions:

1. Road allowance - That if a survey is required and if applicable, 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, 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 the applicant is responsible for providing all required engineered plans and drawings for the extension of the municipal water service to each new lot, in accordance with the requirements of the Municipal Drinking Water Works Permit from the Ministry of Environment, Conservation and Parks (MECP), including estimates for the works.
7. That a Development Agreement between the Township and the applicant be registered against the lands to which these consents apply. All expenses relating to the drafting and review and registration of the agreement shall be the responsibility of the applicant. Deregistration of the agreement shall not occur without the authorization of the Township.
8. That the Development Agreement in condition #7 will require owner(s) to satisfy all requirements, financial and otherwise, concerning the installation of services and drainage, including those in condition #6 above, and all works as

required by the Township are to be installed in accordance with municipal or provincial specifications as applicable. The agreement will require that all works shall be completed prior to the issuance of building permits.

Note to Approval:

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.

Provisional Approval – Consent Application File No. C-21-19 and C-21-20

Schedule of Conditions:

1. Road allowance – That if a survey is required and if applicable, 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.
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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.

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021- 43

Being a bylaw to authorize alternative voting methods
for the 2022 Municipal Elections.

WHEREAS *the Municipal Elections Act, S.O. 1996*, Subsection 42(1)(b) states that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of the Corporation of the Township of Sables-Spanish Rivers considers it desirable to conduct the 2022 Municipal Election using a Telephone / Internet voting method;

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

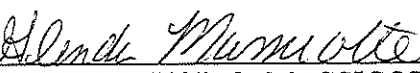
1. THAT the use of electronic voting by telephone and internet as an alternative voting method is hereby authorized in respect of the school board and municipal election to be held in 2022;
2. THAT the Clerk-Administrator/Returning Officer shall establish procedures and the required forms for the alternate voting method in accordance with Section 42(3) of the *Municipal Elections Act*;
3. THAT the Clerk-Administrator/Returning Officer is authorized to determine the length of the voting period, including advanced voting;
4. THAT the counting of ballots by electronic methods, in keeping with the voting method, is hereby authorized;
5. THAT the Clerk-Administrator/Returning Officer is authorized to enter into agreements with selected vendors necessary for the election;
6. THAT this by-law shall come into full force and effect as of the date of its passing

READ FIRST AND SECOND TIME THIS 24th DAY OF NOVEMBER, 2021.


DEPUTY-MAYOR G. MASSICOTTE FOR
MAYOR – L. GAMBLE


CLERK-ADMINISTRATOR – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 24th DAY OF NOVEMBER, 2021.


DEPUTY-MAYOR G. MASSICOTTE FOR
MAYOR – L. GAMBLE


CLERK-ADMINISTRATOR – K. SLOSS

THE CORPORATION OF THE TOWNSHIP OF SABLES-SPANISH RIVERS

BYLAW NUMBER 2021- 44

Being a Bylaw to Amend 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 amendments to Bylaw 2021-40, a policy relating to COVID-19 vaccination requirements;

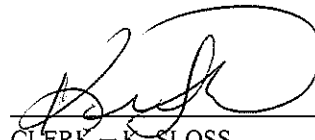
NOW THEREFORE the Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. THAT Bylaw 2021-40 is hereby amended and the Staff Vaccination Policy – COVID-19 is hereby adopted and attached hereto in its entirety 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 24TH DAY OF NOVEMBER, 2021.



DEPUTY MAYOR G. MASSICOTTE
FOR MAYOR – L. GAMBLE

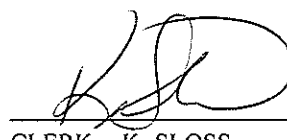


CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS 24TH DAY OF
NOVEMBER, 2021.



DEPUTY MAYOR G. MASSICOTTE
FOR 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, she or he will 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, will be subject to certain testing and educational requirements and may elect to request or be placed on vacation leave, or a leave of absence without pay and may be disciplined in accordance with the current provisions in place by policy.

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 not fully vaccinated.
- 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 who is not fully vaccinated undergoes 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 or be placed on 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 applicable legislation and 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.
- 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 are not fully vaccinated 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 Municipality will make rapid antigen tests available to employees who are not fully vaccinated. The process to submit test results, for those who choose to take the rapid antigen test outside the workplace, 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.

5.4 Protocol for Unvaccinated Employees

Employees who have not provided proof of being fully vaccinated:

- Will be required to complete a COVID-19 education session by December 14, 2021, to be repeated annually, with a signed declaration stating that they have reviewed and understood the content. The vaccination education course will include information on:
 - a. How the COVID-19 vaccines work
 - b. Vaccine safety related to the development of the COVID-19 vaccines
 - c. The benefits of vaccination against COVID-19
 - d. Risks of not being vaccinated against COVID-19
 - e. Possible side effects of COVID-19 vaccination
- Will be required to submit to rapid antigen testing in accordance with 5.3.
- In the event the employee remains unvaccinated or not fully vaccinated, may be subject to additional measures necessary to ensure the health and safety of co-workers and residents, including being placed on vacation or an unpaid leave of absence, being re-assigned from their position or being subject to discipline for non-compliance in accordance with 6.0 below

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.