



CORPORATE GUIDELINE

COVID-19 Vaccination for Members of Council, Local Boards and Committees

DEPARTMENT:	CAO
POLICY:	COVID-19 Vaccination for Members of Council, Local Boards and Committees
APPROVAL:	Council
EFFECTIVE DATE:	November 8, 2021

1. PURPOSE:

The Town of Shelburne considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants.

Vaccination is a key element in the protection of all employees, Members of Council, and any individual representing or acting on behalf of the Town in any manner and every person accessing Town property, services, events, and programs, against the hazard of COVID-19.

The purpose of this procedure is to ensure that all current and future Members of Council, Members of local boards and Members of Town Committees appointed by Council are fully vaccinated against COVID-19 (subject to accommodations required in accordance with the Ontario *Human Right Code*, hereafter referred to as the "Code") or provided with an appropriate safe alternative means for fulfilling their duties.

2. POLICY STATEMENT:

The Town of Shelburne (the "Town") is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19. Health and safety is a priority, and the Town recognizes a member of Council's commitment to taking every precaution reasonable to protect individuals from the hazard of COVID-19.

3. SCOPE:

This policy applies to all Members. It provides guidance on the Town's Vaccination Policy, in a manner that respects a Member's statutory role as an elected representative and the appointment of members on local boards and committees.



Adherence to this Policy will be required by any newly elected or appointed Members. Safe, alternative accommodations will be assessed based on individual cases.

4. DEFINITIONS:

“CAO” means the Chief Administrative Officer of the Municipality or Designate.

“Clerk” means the Clerk/Director of Legislative Services of the Municipality or Designate.

“Corporation” means The Corporation of the Town of Shelburne.

“Council” means the elected Municipal council of the Town of Shelburne.

“Designated Member of Staff” means staff assigned by the Chief Administrative Officer to facilitate the record keeping or collection of documents.

“Educational Program” means a program that has been approved by and/or provided by the Town of Shelburne and 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 and
- Possible side effects of COVID-19 vaccination

“Fully Vaccinated” means for the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada. In the future, this may include any required booster shots.

Vaccines approved by Health Canada are as follows:

- Pfizer-BioNtech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

“Members” includes: the Mayor and Members of Council (“elected officials”), individuals appointed to all Town local boards and Town Committees (“Appointees”) by Council.

“Municipality” means the Corporation of the Town of Shelburne.

“Town” means the Town of Shelburne.



“Town of Shelburne Properties” means buildings, facilities and properties directly managed and administered by Town of Shelburne and Town staff.

“Proof of Medical Exemption” means written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

1. a documented medical reason for not being fully vaccinated against COVID-19, and
2. the effective time-period for the medical reason.

“Proof of Vaccination” means documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

5. PROCEDURE:

5.1 Town Council supports and will continue to follow Wellington-Dufferin-Guelph Public Health guidelines and recommendations in keeping with the following principles:

- An Elected Official is elected to represent their constituents
- An Elected Official’s requirement for a safe, alternative accommodation does not require Council approval and their office cannot be declared vacant as a result of any accommodation
- An Elected Official reserves the right to participate as an active member of Council, regardless of any accommodation made; and
- In accordance with the Council Code of Conduct, Members of Council operate from a base of integrity, justice and courtesy

5.2 By December 6, 2021, all Members shall complete the Vaccination Status Form and return it to the Designated Member of Town staff. On the Vaccination Status Form, Members must either: (1) Confirm that they are Fully Vaccinated; (2) Confirm that they are not Fully Vaccinated; or (3) Confirm that they do not wish to disclose their vaccination status. Members who confirm that they are Fully Vaccinated must also submit Proof of Vaccination with their Vaccination Status Form. Members who decline to disclose their vaccination status shall be subject to the same requirements as Members who are not Fully Vaccinated.

5.3 Members who are unable to be vaccinated and/or are unable to comply with additional health and safety requirements applicable to unvaccinated Members for reasons relating to grounds protected by the Code should advise a Designated Member of Staff and the Town will follow the requirements of the Code with respect to the accommodation process.

5.4 If a Member is unable to be vaccinated for medical reasons, Proof of Medical Exemption must be provided by either a physician or nurse practitioner in the extended class.



5.5 All medical information regarding vaccination status or accommodations will be treated with the highest confidentiality in compliance with applicable privacy legislation and will only be used for the purposes of administering the COVID-19 Vaccination Policy. The Vaccination Status Form will only be accessed by the Designated Member of Town staff to administer this policy and will be stored in a secure system, safeguarded by restricted access, ensuring the privacy of this medical information. This information will be destroyed if and when it is no longer required by the Town.

5.6 Until the Province of Ontario rescinds the proof of vaccination requirement to enter designated indoor spaces, Members who are unvaccinated and are not entitled to an accommodation in accordance with the *Code* will be restricted from entering all Town of Shelburne Properties. However, unvaccinated Members shall be permitted to continue participating remotely via video conference in Council, Local Boards, and Committee meetings in accordance with established policies, procedures, and by-laws, where applicable. Further, the Town of Shelburne will work with the Appointees of Council to Boards or Committees who are unvaccinated (or choose not to disclose their vaccination status) to ensure that such Appointees are able to safely fulfill their duties to constituents.

6. CONTIUNED COMPLIACE WITH ALL HEALTH AND SAFETY PRECAUTIONS:

Unless a legislated or regulatory exemption applies, all Town of Shelburne elected officials and Appointees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established town building and property access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when engaged on behalf of the Town of Shelburne

7. MANDATORY COVID-19 EDUCATION:

Members who choose not to be vaccinated or who choose not to disclose their vaccination status (and are not unable to be vaccinated for reasons relating to grounds protected by the *Code*) must complete an Educational Program approved by the Town by December 20, 2021 to ensure they are adequately informed about the COVID-19 vaccines and the risks associated with being unvaccinated.

Members who continue to choose to remain unvaccinated (or who choose not to disclose their vaccination status) must declare, in writing, their intent to remain unvaccinated (or not to disclose their vaccination status) by December 21, 2021.



8. UNVACCINATED MEMBERS WITH A VALID HUMAN RIGHTS EXEMPTION:

8.1 Members who are unable to be vaccinated and/or are unable to comply with additional health and safety requirements applicable to unvaccinated Members for reasons relating to grounds protected by the Code should advise the Town Clerk/Director of Legislative Services and the Town will follow the requirements of the Code with respect to the accommodation process.

8.2 Individual accommodations will be determined with the individual Member and the CAO and Town Clerk/Director of Legislative Services. The CAO will consult with the Town's Human Resources consultants as required. Members are expected to cooperate in this process and provide necessary documentation.

8.3 If rapid antigen testing is determined to be an appropriate form of accommodation, the accommodated Member shall be required to provide proof of a negative COVID-19 antigen screening test or equivalent in the manner requested by the Town prior to entering any Town facility. Members who screen positive on an antigen test shall be required to take a PCR test and follow the direction of the Health Unit. The Town will pay for the cost of rapid antigen tests required by Members who are unable to be vaccinated for reasons relating to grounds protected by the Code.

9. MEMBERS RESPONSIBILITIES:

Members are responsible for:

- Obtaining and submitting their Vaccination Status Form and individual Proof of Vaccination (if applicable) by December 6, 2021
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also submitted (to maintain Fully Vaccinated status, if applicable)
- Notifying the Town Clerk/Director of Legislative Services by December 6, 2021 that they are requesting an accommodation to be exempt from the requirement to be Fully Vaccinated for reasons related to the Code (if applicable)
- Continuing to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination
- Working and representing their constituents in a manner that is respectful to all
- Identifying opportunities to obtain a COVID-19 vaccination through community clinics
- Undergoing rapid antigen testing, at the cost of the Town where applicable, as required by the Town (i.e. if rapid antigen testing has been provided as an accommodation pursuant to the Code)

The Chief Administrative Officer or designate are delegated the authority to make administrative changes to this procedure that may be required from time to time due to legislative changes.



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10. NON-COMPLIANCE WITH POLICY:

Until the Province of Ontario rescinds the proof of vaccination requirement to enter designated indoor spaces, Members who fail to comply with this policy (and are not entitled to accommodations pursuant to the Code) shall not be permitted to attend any Town of Shelburne facilities.

11. REFERENCES AND RELATED DOCUMENTS:

Council Code of Conduct.
Council Staff Relation Policy.
Any other relevant Town policies.

12. CONTACT:

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