



Corporate Policy

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

Department: Administration

Approved by Council or CAO:
Resolution No.

1. Policy Statement

The Town of Orangeville ("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 from the hazard of COVID-19.

2. Purpose

The Town of Orangeville 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 are fully vaccinated against COVID-19 or provided an appropriate safe alternative accommodation based on individual circumstances.

3. Definitions

Fully Vaccinated:

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

Proof of Vaccination:

Documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status against the COVID-19 virus.

Proof of Medical Exemption:

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.

Educational Program:

A program that has been approved by and/or provided by the Town of Orangeville 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.

Members

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

4. 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.

5. Procedure

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.
1. By October 15, 2021, all Members shall disclose their vaccination status by completing the Vaccination Status Form and return it to Human Resources. All medical information regarding vaccination status or accommodations will be treated with the highest confidentiality and will only be used for the purposes of the COVID-19 Vaccination Policy. The vaccination record will only be accessed by the Human Resource's department 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.
 2. For those Members who are not yet fully vaccinated, they must be fully vaccinated against COVID-19 or have an approved accommodation plan in place by November 30, 2021.
 3. Proof of Vaccination for a first dose or single dose vaccine must be submitted by October 25, 2021. Proof of Vaccination for second doses must be submitted November 22, 2021.
 4. Exemptions will be made in accordance with the Town's Accommodation Policy for grounds protected by the Ontario Human Rights Code, which includes confirmed medical reasons, creed and exceptional circumstances.
 5. Proof of Medical Exemption must be provided by either a physician or nurse practitioner in the extended class.
 6. The Town of Orangeville will work with Members who receive an exemption to develop an appropriate accommodation plan. Safe, alternative accommodations include participating remotely in Council, Local Boards, and Committee meetings in accordance with established policies, procedures, and

by-laws, where applicable. This may also include a plan for future vaccination where the medical exemption is temporary. Individual accommodations will be determined with the individual Member and the Town Clerk. The Town Clerk will consult with Human Resources and/or the CAO's Office, when required.

7. Appointees to a Committee or Local Board who choose not to be vaccinated and do not have an exemption as protected by the Ontario Human Rights Code, are to be removed from the local board or committee effective December 1, 2021.

6. Mandatory COVID-19 Education

Members who choose not to be vaccinated or who choose not to disclose their vaccination status must complete an Educational Program approved by the Town by October 8, 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 by October 15, 2021.

7. Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all Members 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, access controls (e.g. screening), wearing a mask or face covering, using provided PPE, where applicable, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms. The Town will continue to closely monitor its COVID-19 risk mitigation planning and ensure it continues to optimally protect the health and safety of employees. The Town will continue to assess other available workplace risk mitigation measures available and may amend this procedure as necessary.

Responsibilities

Members are responsible for:

- Obtaining and submitting their individual proof of COVID-19 vaccination by October 15, 2021.
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also submitted.

- Notifying the Town Clerk by October 15, 2021 that they are requesting an accommodation from the requirement to be fully vaccinated for reasons related to the *Human Rights Code*.
- 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.

Staff are authorized and directed to take the necessary action to give effect to this policy.

The Chief Administrative Officer or designates are delegated the authority to make administrative changes to this procedure that may be required from time to time due to legislative changes or if, in the opinion of both of them, the amendments do no change the intent of the procedure.

References and related documents

Any other relevant Town policies