

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, DECEMBER 1, 2021  
6:00 p.m.**

To view our live stream visit the Township of [Essa's YouTube Channel](#)

**AGENDA**

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

**STAFF REPORTS**

- 4. PLANNING AND DEVELOPMENT**
- 5. PARKS AND RECREATION / COMMUNITY SERVICES**
- 6. FIRE AND EMERGENCY SERVICES**
- 7. PUBLIC WORKS**
- 8. FINANCE**
- p. a. **Staff Report TR016-21 submitted by the Manager of Finance, re: 2022 Business Improvement Area of Angus Budget.**

Recommendation: *Be it resolved that Staff Report TR016-21 be received: and That the 2022 Business Improvement Area of Angus Budget, as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$29,035.00 be approved; and That a Business Improvement Area of Angus tax rating by-law be prepared for the consideration of Council.*

- 9. CLERKS / BY-LAW ENFORCEMENT / IT**

**10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**

- p. 5 a. **Staff Report CAO054-21 submitted by the Chief Administrative Officer, re: Policy No. A01-2021 COVID-19 Vaccination Policy.**

Recommendation: *Be it resolved that Staff Report CAO054-21 be received; and That Council endorse Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members. Volunteers being those persons appointed by Council or paid, and requiring to enter an Essa Township facility or building in order to carry out their municipal business. This would include volunteer Firefighters.*

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at \_\_\_\_\_ p.m., to meet again on the 15<sup>th</sup> day of December, 2021 at 6:00 p.m.*



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR016-21  
**DATE:** December 1, 2021  
**TO:** Committee of the Whole  
**FROM:** Carol Traynor-Richter, Manager of Finance  
**SUBJECT:** 2022 Business Improvement Area of Angus Budget

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### RECOMMENDATION

That Staff Report TR016-21 be received; and

That the 2022 Business Improvement Area of Angus Budget, as presented by the Business Improvement Area of Angus Board of Management, with an Operating budget levy of \$29,035 be approved; and

That a Business Improvement Area of Angus tax rating by-law be prepared for the consideration of Council.

### BACKGROUND

The Manager of Finance received the attached BIA budget dated November 25, 2021, from the Angus BIA Committee. The Municipal Act S.O. 2001, Chapter 25, Section 204 states that a local municipality may designate an improvement area. Essa Township has designated the Business Improvement Area of Angus.

The Municipal Act S.O. 2001, Chapter 25, Section 205 indicates the following in regards to the approval of a budget for an improvement area:

#### **Budget**

205. (1) A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. 2002, c. 17, Sched. A, s. 40 (1).

#### **Council to approve**

(2) A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it. 2001, c. 25, s. 205 (2); 2002, c. 17, Sched. A, s. 40 (2).

#### **Limitations**

(3) A board of management shall not,

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- (a) spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under section 417;
- (b) incur any indebtedness extending beyond the current year without the prior approval of the municipality; or
- (c) borrow money. 2001, c. 25, s. 205 (3).

**Limitations on power**

(4) Section 65 of the *Ontario Municipal Board Act* and section 401 of this Act apply to the municipality's approval under clause (3) (b) in the same manner as if it were incurring a debt of the municipality. 2001, c. 25, s. 205 (4).

**FINANCIAL IMPACT**

The Business Improvement Area of Angus Board of Management has presented a 2022 budget for a total of \$29,035. The budget form as required by the Township of Essa is attached.

**SUMMARY/OPTIONS**

Council may:

- 1. Take no further action.
- 2. Approve the 2022 Business Improvement Area of Angus budget in whole for a levy of \$29,035.
- 3. Approve the 2022 Business Improvement Area of Angus budget in part for a levy of \$\_\_\_\_\_.
- 4. Provide further direction to Staff.

Respectfully submitted:

Reviewed by:



Carol Traynor-Richter  
Manager of Finance



Colleen Healey-Dowdall  
CAO

Attachment: [Business Improvement Area of Angus 2022 budget.]

Attachment: [Township of Essa budget form for the Business Improvement Area of Angus 2022 budget]

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**Angus Business Improvement Area - Operating Budget 2022 - Board Approved Oct. 19, 2021**

<b>30-Oct-21</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget 2022</b>
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**Description:**

Planters	\$	8,160.00	\$	8,625.00	\$	9,348.00
Planters Misc Materials (fertilizer)				100.00		100.00
Labour to Look After, June - Oct.	\$	3,100.00	\$	3,100.00	\$	3,100.00
Flags & Banners - Spring:	\$	2,800.00	\$	1,550.00	\$	1,498.00
Repairs				540.00		-
Install				1,000.00		990.00
New Pole Locations/Repairs:	\$	-	\$	900.00	\$	2,022.00
Flags & Banners - Fall:	\$	2,800.00	\$	2,700.00	\$	1,498.00
Install						990.00
Trees	\$	-	\$	-	\$	-
Planters	\$	-	\$	-	\$	-
Garbage & ReCycle Containers	\$	-	\$	-	\$	-
Labour (Township Staff)	\$	-	\$	-	\$	-
Digital Welcome Sign - Promote BIA & Members & Essa						
Adverts:	\$	2,160.00	\$	-	\$	-
Hydro:	\$	-	\$	3,960.00	\$	3,120.00
Grass Cutting:					\$	500.00
Miscellaneous Operating					\$	1,309.00
<u>Other Misc Expenses:</u>						
Annual General Meeting 2019	\$	200.00	\$	200.00	\$	200.00
Shop Angus Campaign						
Santa Claus Parade / Xmas Tree	\$	350.00	\$	350.00	\$	350.00
Special Events-Farmers Market	\$	-	\$	500.00	\$	500.00
Ontario BIA Fees	\$	230.00	\$	230.00	\$	230.00
Adjustment Vacancies to Assessment Rebates	\$	-	\$	-	\$	-
HST - add	\$	200.00	\$	280.00	\$	280.00
Audit (by Township of Essa Auditor)	\$	-	\$	-	\$	-
Contribution to Capital Projects	\$	5,000.00	\$	3,000.00	\$	3,000.00

<b>Total Expenses = Total BIA Levy</b>	<b>\$</b>	<b>25,000.00</b>	<b>\$</b>	<b>27,035.00</b>	<b>\$</b>	<b>29,035.00</b>
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<b>Reserve/Surplus Balance:</b>						
			Jan. 1, 2021	<b>\$ 16,810.00</b>	Jan. 1, 2022	<b>\$ 19,810.00</b>
				<b>\$ 3,000.00</b>		<b>\$ 3,000.00</b>
			Dec. 31, 2021	<b>\$ 19,810.00</b>	Dec. 31, 2022	<b>\$ 22,810.00</b>

APPROVED

  
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**Township of Essa  
2022 Draft Budget  
December 1, 2021**

**BIA**

	2021 Actual	2021 Budget	2022 Budget	Change	% Change
650-790 - BIA Expenses					
6089 - Miscellaneous	17355	24,035	26,035	26,035	108.32%
6091 - Transfer to Reserve from Gener	0	3,000	3,000	3,000	100.00%
Total 650-790 - BIA Expenses	17,355	27,035	29,035	29,035	107.40%
650-794 - BIA Revenue Revenues					
4520 - BIA of Angus Tax Levy	27110	27,035	29,035	29,035	107.40%
4521 - BIA of Angus Supplementary Tax	175	0	0	0	0.00%
4950 - Contribution from Reserves		0	0	0	0.00%
Total 650-794 - BIA Revenues	27,285	27,035	29,035	29,035	107.40%
<b>Variance</b>	<b>(9,930)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO054-21

**DATE:** December 1, 2021

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Policy No. A01-2021 COVID-19 Vaccination Policy

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### RECOMMENDATION

That Staff Report CAO054-21 be received; and

That Council endorse Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members. Volunteers being those persons appointed by Council or paid, and requiring to enter an Essa Township facility or building in order to carry out their municipal business. This would include volunteer Firefighters.

### BACKGROUND

Council directed that a mandatory vaccination policy be put in place which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members.

At the last meeting of Council, Council requested clarification on which volunteers the policy would apply to. Upon review of a number of similar policies from other municipalities, it is suggested that the mandatory vaccination policy should apply to volunteers who are either appointed or paid, and requiring access to a municipal facility or building.

### COMMENTS AND CONSIDERATIONS

The attached policy, in general, was provided to the municipality by the County of Simcoe and has already been approved by the Emergency Community Control Group (CCG) to apply to staff. Council has further expressed the request for the policy to apply to themselves and Council-appointed Committee Members, and for clarification on volunteers.

**FINANCIAL IMPACT**

None

Manager of Finance Approval:  \_\_\_\_\_

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Amend Policy No. A01-2021 COVID-19 Vaccination Policy to apply to volunteers (defined for clarity), Members of Council and all appointed Committee Members.
3. Amend Policy No. A01-2021 COVID-19 Vaccination Policy as desired by Council.

**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

  
 \_\_\_\_\_  
 Colleen Healey-Dowdall  
 CAO

Attachments:  
Policy No. A01-2021 COVID-19 Vaccination Policy

# THE CORPORATION OF THE TOWNSHIP OF ESSA CORPORATE POLICY AND PROCEDURE MANUAL

**Subject:** COVID-19 Vaccination Policy

**Approved by CCG:** September 15, 2021

**Policy Number:** A01-2021

**Department:** Administration – All Departments

**Effective Date:** September 16, 2021

**Date of Amendment:** ~~n/a~~ December 1, 2021

Approval:

## Application

This policy applies to all employees in all classifications of employment and at all locations of the Corporation plus volunteers, Council members and Council-appointed Committee members.

New employees will be subject to this policy as a condition of their employment with the Township of Essa.

## Policy Statement

The Township of Essa is firmly committed to providing a safe working environment for our employees, and members of the public with whom we interact regularly. The Township recognizes the importance of full vaccination in providing a high level of protection against COVID-19 and the COVID-19 variants. Full COVID-19 vaccination is the best defence against the virus.

As part of the commitment in providing a safe workplace and to help reduce the risk of COVID-19 transmission, this mandatory vaccination verification policy is important in providing direction to employees on the requirement to receive the COVID-19 vaccination, proof of vaccination or a bona fide exemption and conditions for attending work without vaccination. This policy is in alignment with provincial directives and within the limits of the Human Rights Code (Ontario).

The Township reserves the right to amend the scope of this policy as needed, with minimal notice, to meet changing provincial or federal requirements.

## Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements of employees, contract employees, students, and volunteers with respect to COVID-19 and vaccination. For the purpose of this policy only, reference to "employees" shall also be read to include contract employees, students, and volunteers.

## Definitions

COVID-19 - A virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory

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**Policy Title:** COVID-19 Vaccination Policy  
**Department:** Administration – All Departments

**Policy Number:** A01-2021  
**Approved by Council:** September 15, 2021  
**Date of Revision:** n/a December 1, 2021

Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID- 19 is a novel coronavirus, named SARS-CoV-2.

Fully Vaccinated - Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Rapid Antigen Testing - Antigen-based tests detect specific proteins on the surface of the virus. They are often referred to as rapid tests and typically provide results in less than an hour.

For purposes of this policy, the term “employee” is interchangeable with “volunteer”, “Council member” and/or “Committee member”. Furthermore, “volunteer” shall refer to anyone appointed by Council or paid, and requiring to enter an Essa Township facility or building in order to carry out their municipal business.

## **Guidelines**

All Township employees are required to receive full COVID-19 vaccination, to access Township facilities for the purpose of conducting work. Employees who are unvaccinated must provide proof of a negative rapid antigen test before accessing Township facilities at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

### Vaccination Requirement

All Township employees who do not provide a valid medical or human rights exemption, are required to be fully vaccinated with a COVID-19 vaccine series by November 1, 2021. For a two dose vaccine series, employees must receive one dose of vaccine by October 1, 2021 and two doses of vaccine by November 1, 2021.

### Proof of Vaccination

The Township requires proof of vaccination from all employees, which will include documentation verifying receipt of a vaccination series approved by the Ministry of Health/ Public Health.

### COVID-19 Vaccination Exemptions

Vaccination exemptions will be made for grounds protected by the Ontario Human Rights Code and confirmed medical reasons. Written documentation is required for both circumstances and will be submitted to supervisors for approval. The CAO will assist with accommodation questions, concerns, and requests.

Employees with medical exemptions are required to provide written documentation, from either a physician or nurse practitioner, that the individual cannot be vaccinated against COVID-19, and the effective time period for the medical reason (i.e., permanent or time limited).

**Policy Title:** COVID-19 Vaccination Policy  
**Department:** Administration – All Departments

**Policy Number:** A01-2021  
**Approved by Council:** September 15, 2021  
**Date of Revision:** n/a December 1, 2021

Employees who disclose that they have not received two doses of -vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination.

**Employees must disclose their vaccination status to their supervisor in accordance with the established process by no later than October 1, 2021.**

COVID-19 Rapid Antigen Testing

All unvaccinated employees who wish to access a Township facility will be required to undertake regular rapid antigen testing at their own cost, at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

Any isolation periods required as a result of a positive test will be considered on a case-by-case basis.

Mandatory COVID-19 Vaccination Education

Employees who are unvaccinated for reasons not related to medical exemptions or for grounds protected by the Ontario Human Rights Code, will be required to attend mandatory education on the benefits of the COVID-19 vaccination and the risks of not being vaccinated in the workplace. These employees will need to provide proof they have completed the educational program to their supervisor/manager.

Support for Vaccinations

The Township of Essa will work to support employees in obtaining their COVID-19 vaccination. If operationally-feasible and with the permission of their immediate supervisor, Township employees can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation.

Confidentiality

The Township will maintain vaccination disclosure information in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

**Responsibilities**

All levels of management are responsible for the administration of this Policy.

Supervisor/ Management Duties

- Lead by example;
- Ensure employees complete any required education or training about COVID-19, including safety protocols.

Employee Duties

- Follow all health and safety policies and protocols;

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**Policy Title:** COVID-19 Vaccination Policy  
**Department:** Administration – All Departments

**Policy Number:** A01-2021  
**Approved by Council:** September 15, 2021  
**Date of Revision:** ~~11/15/2020~~ December 1, 2021

- Complete any required education or training about COVID-19, including safety protocols;
- Wear appropriate PPE when required;
- Complete screening before entering a Township facility.

### **Compliance**

In accordance with Township of Essa policies and applicable legislation, and provincial directives, any continued non-compliance with the COVID-19 Vaccination Policy will result in a meeting with the employee. Non-compliance is subject to possible discipline up to and including termination.

### **Resources**

Ontario Human Rights Code - <http://www.ohrc.on.ca/en/guide-your-rights-and-responsibilities-under-human-rights-code/part-i-%E2%80%93-freedom-discrimination>

Ontario Health - <https://covid19.ontariohealth.ca/>