



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

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**Meeting Date:** Monday, July 11, 2022

**To:** Mayor Mills and Members of Council

**From:** Denyse Morrissey, Chief Administrative Officer

**Report:** CAO 2022-11

**Subject:** COVID 19 Vaccination Policies Update

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### Recommendation

Be it Resolved that Council:

1. Receives report CAO 2022-11 COVID 19 Vaccination Policies Update for information; and that
2. The Town of Shelburne's Vaccination Policy for staff and third party contracted services be suspended; and that
3. The Town of Shelburne's Vaccination Policy for Members of Council, Local Boards and Committees be suspended.

### Background

The Town of Shelburne, as an employer, has an obligation under the *Occupational Health and Safety Act, 1990* to take every precaution reasonable in the circumstances for the protection of its workers.

The Town has two COVID 19 vaccination policies:

1. Council, Board and Committee appointments
2. Town staff (which includes third party service providers or contractors)

The following was included in the recommendations approved by Council on March 28, 2022:

The Town of Shelburne's Vaccination Policy for staff and third party contracted services remain in place and be re-evaluated in July 2022.

[Staff report CAO 2022-05 March 28, 2022](#)

[Staff report CAO 2021-10 October 4, 2021](#)

The Town's COVID 19 Vaccination Policies are [Staff](#) and [Council](#)

### Analysis

The Town will always be in compliance with any Provincial or public health directives or orders that might be announced in the future.

With the discontinuation of almost all COVID 19 restrictions implemented by the Federal Government, the Province of Ontario, and public health, individual organizations like municipalities still have the authority to keep requirements in place, including their mandatory vaccination policies.

As was done in March 2022 staff provided their input regarding the vaccination policy and whether to continue or suspend. Consultation with Town staff was again completed for this report from June 17, 2022 to June 29, 2022. Staff were asked if the Town should keep the current vaccination policy for staff in place, including for any new staff that are hired. The response was:

Yes    13        No        16

Based on the input of staff and that many employers have or are suspending their mandatory vaccination policies and also re-hiring staff (who were placed on unpaid leave or terminated as they were not in compliance with mandatory vaccination policies) this report recommends that the Town's Vaccination Policy for Staff be suspended. The Town can re-instate the vaccination policy if required.

It also recommends that the Vaccination Policy for Members of Council, Local Boards and Committees be suspended. Council can re-instate their vaccination policy if required.

The Federal Chief Public Officer of Health, Dr. Tam recently told the House of Commons health committee in June 2022, that the pandemic is not over, and there could be a seventh COVID 19 wave in Fall 2022. The Town can reinstate the vaccination policies if required and in compliance with any directives.

Town Hall staff will continue to complete daily passive screening, and remain 'mask friendly' so any staff member who prefers to wear a mask in the office or when in close proximity to others will do so.

## Financial

The Town has been able to access free rapid antigen test kits to date. It is expected that access to free tests will not continue.

If the vaccination policy for staff is not suspended, there would be costs to supply the test kits for continued testing (twice per week) to any member of staff who is not vaccinated. The cost at local pharmacies to purchase a test kit is about \$20, and about \$40 if the test is done at the pharmacy.

The staff COVID 19 Vaccination policy also requires all employees or staff of contractors and consultants acting on behalf of the Corporation of the Town of Shelburne and performing work in Town facilities and/or buildings to be vaccinated. This requirement is included in all issued RFPs. Any continued requirement for third party contractors or any firm responding to an RFP might negatively impact both their availability or the willingness to undertake capital projects.

## Policies & Implications

Employment Standards Act, 2000

Workplace Safety and Insurance Act, 1997

Ontario Human Rights Code,

Occupational Health and Safety Act

Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56

## Consultation and Communications

The decision to hire staff back and suspend vaccine policies in most service areas of the Federal government effective June 20, 2022, and the directions of many Ontario municipalities and Ontario public sector employers were reviewed. Town staff were also consulted.

## Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

## T2 Municipal services review and evaluation

### Supporting Documentation

Not applicable

Respectfully submitted:

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Denyse Morrissey, CAO