



AGENDA
City of Salmon Arm
Special Council Meeting
Monday, November 15, 2021
9:00 a.m.
Council Chambers, City Hall
500 – 2 Avenue NE, Salmon Arm, BC


Erin Jackson
Acting Chief Administrative Officer

Page #	Item #	Description
	1.	CALL TO ORDER
	2.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	3.	ADOPTION OF AGENDA
	4.	OTHER BUSINESS
	1.	Acting Chief Administrative Officer and Manager of Human Resources – Policy 6.9 – Proof of Vaccination
	5.	ADJOURNMENT

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council
DATE: November 10, 2021
SUBJECT: Proof of Vaccination Policy No. 6.9

Motion for Consideration:

THAT: Council adopt City of Salmon Arm Policy 6.9 - Proof of Mandatory Vaccination, as presented.

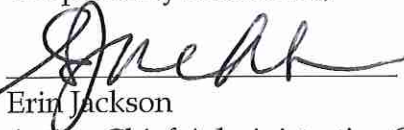
Background:

At the October 25, 2021 In-Camera Meeting, Council directed staff to draft a mandatory vaccination policy for employees and Elected Officials. The Resolution was immediately released from In-Camera to allow Human Resources to communicate this information to all those who would be affected by implementation of the policy and to notify the public. This direction was consistent with the City's continuous efforts to prioritize the health and safety of employees throughout the pandemic.

Many municipalities in British Columbia are aligning with the Provincial Health Officer's recommendation to require a fully vaccinated workforce. This is an additional measure of protection and further allows the City to safely serve the community. The attached policy, which has undergone a legal review, proposes an effective date of January 3, 2022, (providing sufficient time for staff to become fully vaccinated), and includes provisions for accommodations.

Contractors are not included in the policy; however, it is the intention of staff to bring forward recommendations in early January about how that can be addressed. CUPE Local 1908 has requested that contractors be required to attest to their vaccination status and Human Resources heard from a number of employees that they also support this.

Respectfully Submitted,



Erin Jackson
Acting Chief Administrative Officer



Sue Wood
Manager of Human Resources

Topic: Proof of Vaccination

1. Purpose:

The City of Salmon Arm (the “City”) is committed to providing a safe and healthy workplace for our employees, volunteers and elected officials, as well as for the public we serve. Given the continuing spread of COVID-19 and COVID-19 variants within British Columbia, the City is committed to taking every precaution reasonable in the circumstances to protect its workforce from the hazards of COVID-19.

The City recognizes COVID-19 vaccines as an effective way of reducing the severity of illness associated with COVID-19. The City also recognizes that unvaccinated individuals are at a higher risk than vaccinated individuals of being infected with COVID-19 and transmitting COVID-19 to others.

The purpose of this Proof of Vaccination Policy (“Policy”) is to set out the City’s requirement for all of its employees, volunteers and elected officials to provide proof of full vaccination against COVID-19 as a term and condition of continued employment and engagement with the City.

2. Scope:

This policy applies to all City elected officials as well as all City employees, regardless of workplace or worksite location, including employees of the City of Salmon Arm Fire Department (“Employees”). For the purpose of this Policy, all references to Employees will also include volunteers for the City. City employees working at the RCMP detachment are also subject to any additional rules and regulations set out by the Government of Canada.

3. Policy:

a. Proof of Full Vaccination Required

The City of Salmon Arm strongly supports recommendations by the provincial and federal governments, and associated public health authorities, that all eligible individuals be vaccinated against COVID-19. Accordingly, all City Employees and elected officials are required to provide proof that they are fully vaccinated against COVID-19 by January 3, 2022 (the “Deadline”).

For the purposes of this Policy, “fully vaccinated against COVID-19” means having obtained all required doses of a Health Canada approved COVID-19 Vaccine and 14 calendar days have elapsed following the final dose.

If at any time Health Canada or the Province of British Columbia requires additional measures to meet the definition of what constitutes full vaccination against COVID-19, such as “booster”

doses, Employees and elected officials will be expected to comply with those additional measures to maintain or achieve their status as fully vaccinated.

In order to provide proof that they are fully vaccinated against COVID-19, Employees and elected officials must show a digital or printed copy of their British Columbia Vaccine Card or such other proof introduced by Health Canada, the Province of BC or another governing body having authority, as well as a copy of their photo identification. Proof of vaccination must be shown by Elected Officials and Employees to the Manager of HR or Health & Safety Coordinator by the Deadline.

The City will not keep copies of proof of vaccination records. The City will only keep a record of the fact that the Employee or elected official has shown proof that they are fully vaccinated against COVID-19.

b. New Employees

New employees are required to show proof that they are fully vaccinated against COVID-19 as a condition of employment with the City prior to their start date.

c. Accommodation under the Policy

The City recognizes some individuals cannot be vaccinated for reasons related to a protected ground under the *Human Rights Code*, RSBC 1996, c. 210, including medical and religious grounds. Employees or elected officials who are requesting an accommodation under this Policy will be expected to fill out and return the City's 'Request for Accommodation' form and cooperate with the City in its review of the accommodation request.

If an Employee or elected official establishes that they are unable to provide proof that they are fully vaccinated against COVID-19 because of a protected ground under the *Human Right Code*, the City will work with the elected official or Employee (and the Union, as applicable) to develop and implement an appropriate accommodation plan, to the point of undue hardship. This may include but is not limited to a requirement to take additional infection and prevention control measures, providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

Each case will be considered on its own merits, in light of ethical and legal obligations to provide a safe work environment consistent with public health requirements and guidelines, and applicable law.

Requests for accommodation may take time to review, therefore, it is recommended that these are submitted promptly to meet the deadline.

4. Consequences of Non-Compliance with the Policy

If an elected official or Employee does not provide proof that they are fully vaccinated by the Deadline and either has not requested or is not entitled to accommodation under this Policy (as determined by the City, in compliance with applicable laws), the City will review all the

circumstances and implement appropriate actions necessary to protect workplace health and safety. In the case of Employees, such actions may include, but are not limited to, placing the Employee on an unpaid leave of absence and/or disciplining the Employee up to and including termination of their employment. In the case of elected officials and volunteers appointed to committees of Council, such actions will result in the imposition of a requirement to only attend Council or committee meetings by electronic means and restricted access to City workspaces.

Without limiting the generality of the foregoing, an Employee who falsifies or misrepresents their vaccination status or the results of a COVID-19 screening test will be subject to discipline up to and including termination of employment.

5. Collection, Use and Disclosure of Vaccination Information

Personal information collected by the City pursuant to this policy will be stored and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 ("FIPPA").

Personal information collected under this Policy will not be disclosed to any person unless:

- (a) express consent in writing to do so has been given by the Employee;
- (b) it is legally required to be disclosed;
- (c) disclosure is warranted in order to ensure the safety and security of the workplace, the employee or others;
- (d) to manage the employment relationship; or
- (e) the information is otherwise authorized to be disclosed pursuant to FIPPA.

6. Amendments to this Policy and Compliance with Applicable Law

This Policy may be amended by the City at any time to comply with the orders of the Provincial Health Officer, WorkSafe BC, any other authority having jurisdiction, or to otherwise meet its obligations to provide a safe workplace for its employees.

All Employees and elected officials continue to be required to comply with Provincial Health Orders as well as City policies relating to health and safety in the workplace.

7. Further Resources

- **Proof of Vaccination and the BC Vaccine Card**

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

- **BC's Restart Plan**

<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

- **BC Centre for Disease Control**

[http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-\(novel\)](http://www.bccdc.ca/health-info/diseases-conditions/coronavirus-(novel))

- **Health Canada**

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html>

- **World Health Organization**

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

8. Contact

Please contact Human Resources with any questions about this Proof of Vaccination Policy.

Prepared by:	Manager of Human Resources	Date: November 4, 2021
Approved by:	Council	Date: November