



Station on the Green Board Meeting Meeting Minutes

October 20, 2021

[Webinar](#)

9:00 a.m.

Members Present: Linda Coulter (Chair), Brian Bell (Treasurer), Per Hahne (left at 9:10), Jeremy Ray, Debbie Hill, and Pattie Cleary (9:10).

Members Absent: Deputy Mayor Barry Burton and Tom Caswell.

Staff Present: Cayla Reimer, Committee Coordinator

1. Welcome

Chair, Linda Coulter called the meeting to order at 9:02 a.m.

2. Approval of [Agenda](#)

Resolution:

Moved by Jeremy Ray, seconded by Brian Bell, Be It Resolved that the Creemore Station on the Green Board hereby approve the Agenda dated October 20, 2021 as presented.

Motion Carried.

3. Disclosure of disqualifying interest

No disqualifying interests were disclosed.

4. Approval of [Minutes](#) – September 15, 2021

Resolution:

Moved by Debbie Hill, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green Board hereby approve the meeting Minutes dated September 15, 2021 as presented.

Motion Carried.

5. Business Arising from the Minutes

5.1 Entryway

The Board provided a brief background on the entryway situation as access is not currently available due to Village Green construction.

General Manager of Parks, Culture, and Recreation, Terry Vachon reiterated his email to the Board (attached) and discussed alternate doorways and heat loss.

Terry discussed the adequacy of the seven alternate doors accessibility and noted that heat loss is a valid concern and would like to better understand the Boards accessibility concerns. The Board expressed concerns surrounding the possibility of people walking through rented spaces that may have people in it or events set up. The Board discussed a lack of communication from the Village Green construction project.

Terry provided clarification that there are plans available (attached) to ensure the main entry way is accessible, the gravel currently in place is temporary and construction is moving forward, however; construction has been slowed due to a number of issues arising from the COVID-19 pandemic. Terry reiterated that a temporary measure needs to be created to maintain accessibility to the main entry way; option one – plyboard ramp to main entry, option two - using alternate doors temporarily with additional signage and the addition of a door handle with the potential of the Village Green group offsetting the heating costs.

Resolution:

Moved by Pattie Cleary, Be It Resolved that the Creemore Station on the Green Board hereby request Clearview Township communicate the requirement of main entry access to the Station on the Green facility to the Village Green Foundation construction group to ensure the walkway is completed as soon as possible.

Motion Withdrawn.

Resolution:

Moved by Jeremy Ray, seconded by Pattie Cleary, Be It Resolved that the Creemore Station on the Green hereby requests Clearview Township provide a safe, maintainable, temporary accessible solution to the Main Entrance of the Station on the Green from both Caroline Street and the parking lot by November 01, 2021.

Motion Carried.

The Board would like to have a copy of the official site plans that depict the accessibility of the main entry way.

6. Financial Report

Treasurer Brian Bell reviewed the attached financial report (attached) and informed the Board the current bank balance of \$8,275.16, \$5,000 of which is the memorial donation.

Cheques have been ordered and just received, Brian paid Debbie from his own account due to a lack of cheques and will need to be reimbursed and will appear on the October statement.

Resolution:

Moved by Jeremy Ray, seconded by Pattie Cleary, Be It Resolved that the Creemore Station on the Green hereby reimburse Brian Bell for payments made to the Cleaning and Booking Agent.

Motion Carried.

7. Rental Report

7.1 Rental Report

Booking Agent, Debbie Hill provided an update on past and upcoming rentals and associated revenue.

Debbie has informed the Board that she will be monitoring the door and providing QR codes to those visitors to fill out covid screening and vaccination requirements.

Debbie informed the Board that the Kitchen has been rented and proposed a rental rate of \$150 with an event, \$150 between 1-4 hrs and \$20 per hour thereafter.

Resolution:

Moved by Debbie Hill, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green hereby set the kitchen rental rates at \$150 for rentals with an event, \$150 for kitchen rentals lasting 1-4 hours and \$20 each hour thereafter.

Motion Carried.

7.2 Rental Rates

Debbie suggested reviewing rental rates and preparing a complete rental rate document to present to the Board.

7.3 Marketing/Advertisements

No updates at this time.

8. Building & Landscaping

8.1 Outside Maintenance Project Update

Debbie informed Terry Vachon that there is a large divot in the gravel walkway towards the main entrance of the Station on the Green, terry will review after the meeting.

Jeremy informed the Board that it was a successful cleanup day and thanked those who volunteered their time to assist.

9. Current/New Business

9.1 Proof of Vaccination Requirements

Linda reviewed the requirements, and the Board has received communication from the CAO and Senior Management team (attached).

9.2 Booking/Cleaning Agent Board Contact Update

Linda informed the Board that Debbie’s contact will now be Linda Coulter.

Debbie left the meeting and did not participate further,

Those remaining discussed increasing the Booking/Cleaning Agents to the full salary.

9.3 COVID-19 Updates

The Board received COVID-19 communications and updates (attached).

10. Next Meeting – November 17, 2021 at 9:00 a.m.

11. Adjournment

With no further business, the Creemore Station on the Green Board adjourn at 10:34 a.m.

Date Minutes Approved: November 17, 2021.

Linda Coulter, Chair

Cayla Reimer, Committee Coordinator

Cayla Reimer

From: Terry Vachon
Sent: September 21, 2021 10:23 AM
To: Linda and Ron Coulter; Cayla Reimer
Subject: RE: Station on the Green Entryway

Follow Up Flag: Follow up
Flag Status: Flagged

Linda & Cayla:

I have some very unfortunate news for the SOTG Board...

In discussion with Abbey Scott, Project Lead for the Village Green project, she has confirmed this morning that they are unable to provide a proper path along the SOTG building from the north parking lot around the washroom area to the front doors, as requested. There is too much of an uneven slope in that specific area between the building and the construction area. They also cannot finish or even conduct temporary work in that entrance location because there is too much other work that has to be done before they access that space, that they are presently waiting for contractors to complete.

It's very hard to explain via email but it's a domino affect situation, meaning proper engineered curbs have to go in first before you can put ground or lock stones in. Before they can put curbs, they have to put in the electrical for the 14 lights posts. Before they put the electrical for the lights posts, they have to bring big machinery in to do site preps that would affect or damage the existing grounds. In essence, they can't do project #4 (repair and add pathways/lock stones) until they complete #1-3.

Abbey has also advised that they have had many setbacks in the overall construction of the projects (She provided quickly at least 8 unfortunate set backs) that has delayed the completion dates, at an incredible higher project cost to the Creemore Community Foundation.

With that being said, if the weather in November & December 2021 is favourable, they might be able to finalize the lock stone from Caroline Street to the front doors of the SOTG as well as provide a walkable path along the SOTG building from the north parking lot around the washroom area to the front doors. If the weather is not favourable, the completion of the pathway may not be completed until the Spring 2022.

I would suggest that the SOTG Board and their booking employee advise and make your renters aware of the current restrictions in their walkable paths. Perhaps brain storm alternate arrangements. I would further suggest that your renters be made aware of the existing gravel pathway and that they wear the appropriate footwear for the construction conditions.

I will keep you and the SOTG Board updated and apprised of any changes to the existing construction conditions and please feel free to share my comments with the SOTG Board.

Thanks,
Terry

****We're here to help****

From: Linda and Ron Coulter <rlcolt69@gmail.com>
Sent: September 16, 2021 9:00 AM
To: Terry Vachon <tvachon@clearview.ca>; Cayla Reimer <creimer@clearview.ca>
Subject: Re: Station on the Green Entryway

CAUTION: This email originated from outside of the Clearview email system. DO NOT open attachments or click links you were not specifically expecting, even from known senders.

Good Morning Terry

There is a gravel path from Caroline St. to the front entrance, but when you park in the parking lot there is no convenient way to get to the front door other than walking around the building to Caroline St. and then use the gravel path to the front entrance.

Linda

From: Terry Vachon
Sent: Thursday, September 16, 2021 8:57 AM
To: Cayla Reimer
Cc: Linda Coulter
Subject: RE: Station on the Green Entryway

Cayla & Linda:

Ok I'm on it...

Just to clarify before I contact them, the doors are presently completely blocked/barricaded restricting total access?

If so, I wasn't aware. I thought there was still a gravel pathway.

Thanks,
Terry

****We're here to help****

From: Cayla Reimer <creimer@clearview.ca>
Sent: Wednesday, September 15, 2021 10:06 AM
To: Terry Vachon <tvachon@clearview.ca>
Cc: Linda Coulter <rlcolt69@gmail.com>
Subject: Station on the Green Entryway

Good morning Terry,

I have just finished a meeting with the Station on the Green Board and they are requesting the barricades of the Village on the Green that are restricting access to the main entryway to be removed as soon as possible as they have welcomed rentals again.

The Board was told by the Village Green that the area would be priority so the Station on the Green could have access to their main doors, this has not yet happened.

Will fall around the corner and the winter months looming, continued use of the current doors will result in additional mess and heat loss.

An update would be greatly appreciated.

Thank you,

Cayla Reimer, Dipl. M.A., AMP
Committee Coordinator
Clearview Township
705-428-6230 ext.254
creimer@clearview.ca

In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise Physical Distancing & follow Health Guidelines. Face Coverings are required in all indoor public spaces. The Township will continue to offer services in person, but appointments are strongly recommended. Please contact staff by phone (705) 428 - 6230 or email. We appreciate your patience and understanding.



CLEARVIEW

Clearview Township
Box 200
217 Gideon St.
Stayner, Ontario L0M 1S0



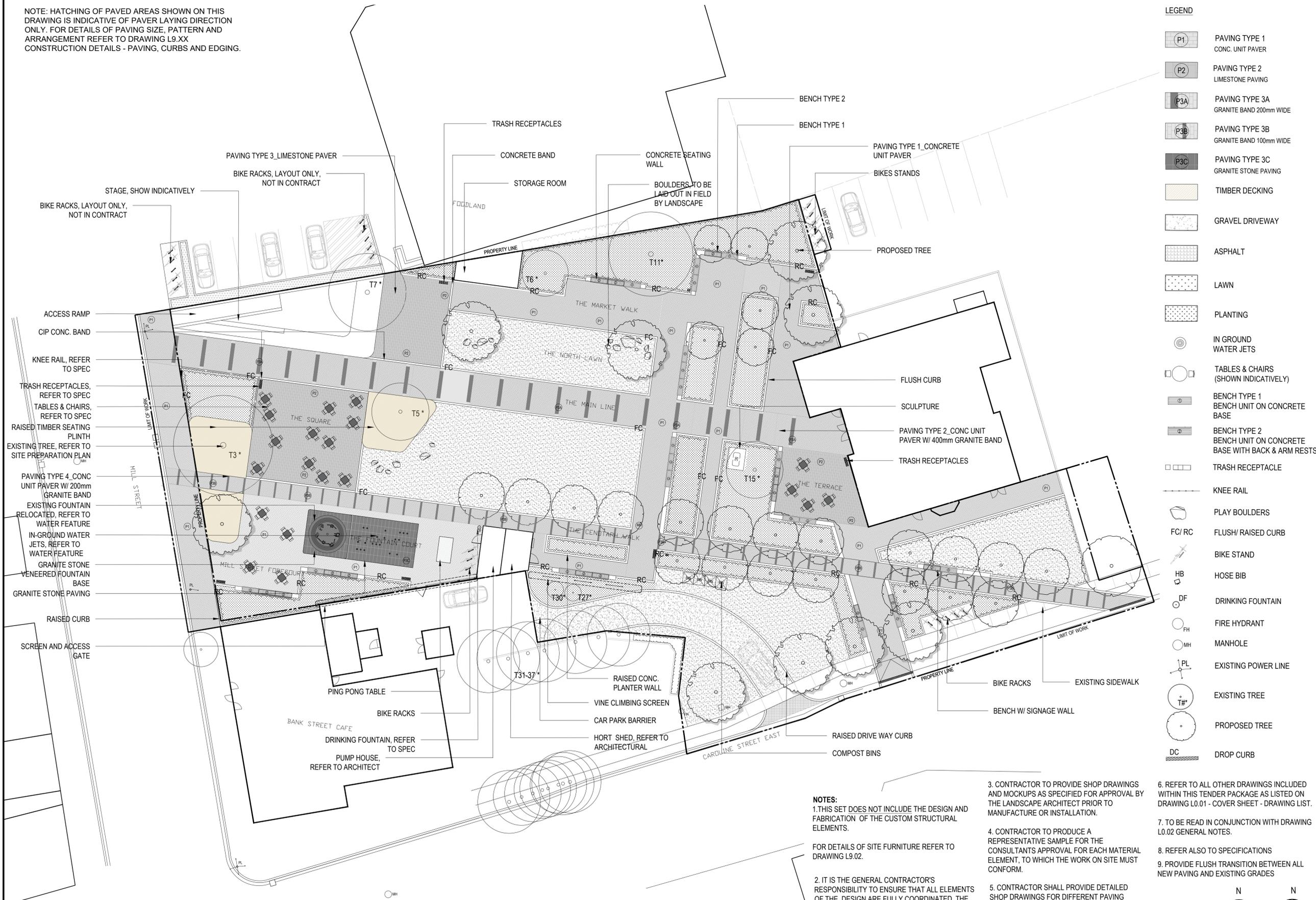
T: 705.428.6230
F: 705.428.0288
www.clearview.ca

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In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise Physical Distancing & follow Health Guidelines. Face Coverings are required in all indoor public spaces. The Township will continue to offer services in person, but appointments are strongly recommended. Please contact staff by phone (705) 428 - 6230 or email. We appreciate your patience and understanding.



NOTE: HATCHING OF PAVED AREAS SHOWN ON THIS DRAWING IS INDICATIVE OF PAVER LAYING DIRECTION ONLY. FOR DETAILS OF PAVING SIZE, PATTERN AND ARRANGEMENT REFER TO DRAWING L9.XX CONSTRUCTION DETAILS - PAVING, CURBS AND EDGING.



- LEGEND**
- PAVING TYPE 1
CONC. UNIT PAVER
 - PAVING TYPE 2
LIMESTONE PAVING
 - PAVING TYPE 3A
GRANITE BAND 200mm WIDE
 - PAVING TYPE 3B
GRANITE BAND 100mm WIDE
 - PAVING TYPE 3C
GRANITE STONE PAVING
 - TIMBER DECKING
 - GRAVEL DRIVEWAY
 - ASPHALT
 - LAWN
 - PLANTING
 - IN GROUND WATER JETS
 - TABLES & CHAIRS
(SHOWN INDICATIVELY)
 - BENCH TYPE 1
BENCH UNIT ON CONCRETE BASE
 - BENCH TYPE 2
BENCH UNIT ON CONCRETE BASE WITH BACK & ARM RESTS
 - TRASH RECEPTACLE
 - KNEE RAIL
 - PLAY BOULDERS
 - FLUSH/ RAISED CURB
 - BIKE STAND
 - HOSE BIB
 - DRINKING FOUNTAIN
 - FIRE HYDRANT
 - MANHOLE
 - EXISTING POWER LINE
 - EXISTING TREE
 - PROPOSED TREE
 - DROP CURB

CLIENT:
CREEMORE COMMUNITY FOUNDATION

PROJECT TEAM:
LANDSCAPE ARCHITECT - LEAD CONSULTANT
PFS Studio
1777 West 3rd Avenue
Vancouver, BC V6J 1K7
ARBORIST
Tobias Effinger
Arboreal Tree Care
692 Thornbury ON, N0H 2P4

DRAWING SPECIFIC NOTES:
Shop drawings are required for all elements of the final design for review by PFS Studio prior to construction. Deviations from the design intent are to be agreed with prior written approval. Profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners and accessories should be indicated. Erection drawings, elevations and details should be provided as necessary and applicable.

COPYRIGHT RESERVED:
This plan and design are, and at all times remain the exclusive property of PFS Studio and cannot be used or reproduced without written consent. Contractors shall verify and be responsible for all dimensions and conditions on the job. This office shall be informed of any discrepancies from the dimensions and conditions shown on the drawing.

ISSUANCE:

No.	Date	Details	By
00	DEC 20, 2019	PROGRESS SET FOR REVIEW	MH
01	JAN 21, 2020	PROGRESS SET FOR REVIEW	MH

DRAFT

PFS STUDIO
PLANNING • URBAN DESIGN • LANDSCAPE ARCHITECTURE
1777 West 3rd Avenue
Vancouver BC V6J 1K7
604.736.5168
pfs@pfs.bc.ca
www.pfs.ca

STAMP:

PROJECT NAME:
CREEMORE VILLAGE GREEN
CREEMORE, ONTARIO

DRAWING TITLE:
MATERIALS PLAN

PFS PROJECT NUMBER: 19019
DATE: 20/03/2020

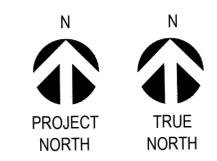
DRAWN BY: VV, SW
CHECKED BY: RD

SCALE: 1:200
DWG. STATUS: FOR REVIEW

DWG. NO.:
REVISION:

L2.00
NOT FOR CONSTRUCTION

- NOTES:**
- THIS SET DOES NOT INCLUDE THE DESIGN AND FABRICATION OF THE CUSTOM STRUCTURAL ELEMENTS.
FOR DETAILS OF SITE FURNITURE REFER TO DRAWING L9.02.
 - IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL ELEMENTS OF THE DESIGN ARE FULLY COORDINATED. THE CONTRACTOR MUST CHECK THAT THE FINAL DESIGN AND ITS VARIOUS COMPONENTS ACCURATELY INTERFACE WITH THE ELEMENTS OF THE CONTRACTOR'S DESIGN DEFINED IN THIS SCOPE.
 - CONTRACTOR TO PROVIDE SHOP DRAWINGS AND MOCKUPS AS SPECIFIED FOR APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO MANUFACTURE OR INSTALLATION.
 - CONTRACTOR TO PRODUCE A REPRESENTATIVE SAMPLE FOR THE CONSULTANTS APPROVAL FOR EACH MATERIAL ELEMENT, TO WHICH THE WORK ON SITE MUST CONFORM.
 - CONTRACTOR SHALL PROVIDE DETAILED SHOP DRAWINGS FOR DIFFERENT PAVING AREAS WITH DESIGN PATTERNS AND ARRANGEMENTS IN CONFORMITY WITH THE PAVING DESIGN DRAWINGS(S). THE DRAWING SHALL INCLUDE ANY NECESSARY EXPANSION JOINTS AND/OR CONTROL JOINTS.
 - REFER TO ALL OTHER DRAWINGS INCLUDED WITHIN THIS TENDER PACKAGE AS LISTED ON DRAWING L0.01 - COVER SHEET - DRAWING LIST.
 - TO BE READ IN CONJUNCTION WITH DRAWING L0.02 GENERAL NOTES.
 - REFER ALSO TO SPECIFICATIONS
 - PROVIDE FLUSH TRANSITION BETWEEN ALL NEW PAVING AND EXISTING GRADES



01 MATERIAL PLAN
SCALE: 1:200

Creemore Station on the Green

Profit & Loss

September 2021

Sep 21

Income	<u> </u>
CIPS	
Credit Interest	2.95
Total CIPS	<u>2.95</u>
EPCOR Credit	1,223.74
HST Payable	
HST Payable - EPCOR Income	159.09
Total HST Payable	<u>159.09</u>
Total Income	<u><u>1,385.78</u></u>
 Expense	
Bank Charge	
TDMS	35.90
Total Bank Charge	<u>35.90</u>
Custodial	
Barclay Wholesale	16.25
Total Custodial	<u>16.25</u>
HST Recoverable	43.98
Loan Payment	275.45
Maintenance	
Sundry - Station	200.00 Gravity Sun Power
Total Maintenance	<u>200.00</u>
Utilities	
Clearview Water Bill	48.15
EPCOR Electricity Distribution	94.15
Total Utilities	<u>142.30</u>
Total Expense	<u><u>713.88</u></u>
Net Income	<u><u>671.90</u></u>

Bank Balance as of Sept. 29/21: \$ 8,275.16

Lana Donation: \$ 5,000.00

Net Bank Balance: \$ 3,275.16



Memorandum

To: Township Boards and Committees
From: CAO John Ferguson and Senior Management Team
Date: September 24, 2021
Re: Clearview Township COVID-19 Vaccination Policy

This memo is being sent to all members of Township boards and committees as an update regarding the Township's COVID-19 Vaccination Policy.

As many of you are aware, businesses and organizations within Simcoe County have been strongly encouraged by the Simcoe Muskoka District Health Unit to create a COVID-19 Vaccination Policy. The Medical Officer of Health, Dr. Gardner, issued a letter of Instruction on September 1, 2021 to all employers of Simcoe County to that effect. In the letter of instruction Dr. Gardner asked employers to continue to follow all current protocols and enhance measures by creating a vaccination policy.

Throughout the pandemic Clearview Township has followed the instructions and recommendations of the local health unit and to-date, along with the efforts of staff and volunteers, have provided us with a safe and healthy workplace. Many of our neighbouring municipalities as well as many workplaces in Simcoe County have already implemented the policy requested of the Simcoe Muskoka District Health Unit.

Enclosed is Clearview Township's COVID-19 Vaccination Policy which has been approved by Township Administration through the Senior Management Team. Please read thoroughly. This Policy applies to all Township employees, volunteers, students and contractors/consultants.

How does this affect me as a Board/Committee Member?

As a member of a Township Board or Committee you are considered a volunteer of the municipality, and therefore subject to the Vaccination Policy. Under the Policy, the Township is requiring that volunteers provide the following:

- **By October 8th all volunteers must submit their COVID-19 Vaccination status or eligible exemption to hr@clearview.ca.**

Please do not send your status to any other Township staff member. If you prefer to provide a hard copy, please contact Tammy Gill, Human Resources Manager at 705-428-6230 ext. 255 to arrange drop-off. Using the above email address maintains the confidentiality of your medical information and is only accessible by the Human Resources Manager.

- Acceptable forms of the COVID-19 vaccination status can be found on the Ontario Ministry of Health website: <https://covid-19.ontario.ca/covid-19-vaccine-booking-support#proof-of-vaccination>
- Eligible exemptions can be found outlined in the Policy. If you have questions regarding possible exemptions, please contact Tammy Gill at tgill@clearview.ca.
- Please be reminded that medical information including vaccination status is a private and personal matter. Discussing vaccinations, choice to vaccinate and reasons not to vaccinate are not topics for board or committee discussions. Be respectful that others may not want to discuss this.

Vaccination Appointments

Anyone who would like to book a COVID-19 vaccination appointment can still do so using the link below:

<https://www.simcoemuskokahealth.org/Topics/COVID-19/Vaccine-and-Immunization/Gettingyourvaccination>

New Board/Committee Members

The Policy will also apply to any newly appointed Board or Committee members. For any new application received, Township staff will advise the prospective member of the municipality's Vaccination Policy allowing for the opportunity to withdraw their application if they choose to do so. The Township's website portal to receive Board and Committee applications will be updated to advise of the requirement to comply with the Policy.

Additional Questions

We understand that this is a lot of information and there may be additional questions that you would like to ask. Please contact Tammy Gill, Human Resources Manager to discuss. Her contact information has been provided above.

Stay healthy and safe.

CAO John Ferguson and Senior Management Team

	Page 1 of 5 Created: September 9, 2021
Subject: COVID-19 Vaccination Policy	Updated:
Approved By: Senior Management	Approved: September 16, 2021

Policy Statement

Clearview Township 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 defense 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. Full vaccination will be required by all staff in accordance with this policy, regardless of how often they are currently attending at the work location, or how much time they spend there. This policy is in alignment with provincial directives and within the limits of the Human Rights Code (Ontario).

Clearview 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 expectations and requirements with respect of COVID-19 vaccination. This policy applies to all Township employees, volunteers, students and contractors. For the purposes of the policy only, reference to “employees” shall also to read to include volunteers, students and contractors.

New Clearview Township employees are required to be fully vaccinated against COVID-19 as a condition of employment.

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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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 (i.e. two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); 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.

Policy and Procedure:

All Township employees are required to receive full COVID-19 vaccination and any subsequent recommended boosters, to access Township facilities for the purpose of conducting work. Employees who are unvaccinated with a qualifying exemption must provide proof of a negative rapid antigen test before accessing Township facilities.

Vaccination Requirement

All 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 December 1, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by October 1, 2021 and two doses of COVID-19 vaccine by November 15, 2021.

Proof of Vaccination

Clearview 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. There will be follow up verification using the provincial QR code when it becomes available.

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 Human Resources for approval. Human Resources will also 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

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COVID-19, and the effective time period for the medical reason (i.e., permanent or time limited).

Employees who disclose that they have not received two doses of COVID-19 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 the Township in accordance with the established process by no later than October 1, 2021.

COVID-19 Rapid Antigen Testing

All unvaccinated employees who are awaiting full vaccination or who fall under one of the two exemptions and who wish to access a Township facility will be required to undertake regular rapid antigen testing.

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

Clearview Township will work to support employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, 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

Clearview 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.

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Approved By: Senior Management	Approved: September 16, 2021

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.

Human Resources Duties

- Gather, maintain and ensure confidentiality of all records with respect to this policy
- Provide updates and policy revisions as required by public health

Employee Duties

- Follow all health and safety policies and protocols;
- Complete any required education or training about COVID-19, including safety protocols;
- Wear appropriate PPE when required;
- Complete online COVID-19 online screening before entering a facility.

Compliance

In accordance with Clearview Township Human Resources policies, collective agreements and applicable legislation, and directives, any non-compliance with the COVID-19 Vaccination Policy will result in a meeting with the employee, along with a Union representative if applicable. 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>
 Occupation Health and Safety Act
 Ontario Health

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Forms Applicable to this Policy:

Clearview Township Accommodation Form

Cayla Reimer

From: Terry Vachon
Sent: September 22, 2021 10:25 AM
To: Bill Hewitt; Bill Keith; gordon kemp (theartfarmca@yahoo.ca); Jason Whyte (ytsepiclife@gmail.com); Jenn Jansen; Christopher Vanderkruys; Linda and Ron Coulter
Cc: Amanda Murray; Drew Hale; Cayla Reimer; John Ferguson; Tammy Gill; Lily White
Subject: **CLARIFY #1 - RE: COVID19 Update - Vaccine Information

Follow Up Flag: Follow up
Flag Status: Flagged

Hall Board Chairs:

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/fq_proof_of_vaccination_for_businesses_and_organizations.pdf

PLEASE SHARE WITH YOUR BOARD MEMBERS

In addition to the email below, and to add more clarifying information:

- It's the responsibility of the owners of facilities to make sure that the contact tracing for each guest is achieved ... as well as the "NEW" proof of vaccination process. With that being said, the owner can delegate that responsibility to staff or an organization renting your facility.
- Proof of vaccination is **NOT** required for your facility if rented for a funeral service, celebration of life, rite, places of worship, weddings, Please refer to Page 12 & 13 of the first link below. Contact tracing is. General Social gathering requires proof of vaccination (buck and does, parties, etc).

In essence, every rental you may have will be different, you as the managing Entities of the Community Halls will have to research and review every request for rentals to see what the rules and regulations for that specific rental are. There is **NO** quick and easy, "all in", simple language to apply to every rental. Due diligence is required for every rental you may have.

You will have to work with every rental group (one on one) to determine who is doing what and how is it being achieved, to follow the Provincial guidelines provided. We are here to assist!

- Owners or organizations shall **NOT** retain any information provided by a patron as it relates to Proof of Vaccinations. Contact tracing info must be retained.
- Training everyone involved in rentals and managing Halls will be a **HUGE** challenge. We as Township staff are still learning everyday and we're interpreting the regulations the best we can. Plus the rules change every week. Hall Boards should give some serious thought on how to train yourselves properly prior to providing rentals. Maybe have a "Champion" in your group who is well versed on the regulations. Have one point of contact for rentals.

We suggest that the Hall Board members and Volunteers educate themselves the best you possibly can prior to providing rentals to your Halls. There has been a lot of website links provided, we know its cumbersome and hard to understand/interpret and really only available electronically. Folks want quick answers and resolutions to most problems and most of the time, the solutions are not easy to find and figure out. BUT... We're all in this together and have similar issues!!

The Halls Boards always have the right to not rent the Halls as well ... until you feel 100% comfortable with the processes and regulations in place, its totally up to you as the Hall Boards, it's still an option.

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/fq_proof_of_vaccination_for_businesses_and_organizations.pdf

<https://www.ontario.ca/laws/regulation/200364>

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx#signage

Thanks,
Terry

****We're here to help****

From: Terry Vachon

Sent: September 21, 2021 3:29 PM

To: Bill Hewitt <hewitt.e@gmail.com>; Bill Keith <thebk72@hotmail.com>; gordon kemp (theartfarmca@yahoo.ca) <theartfarmca@yahoo.ca>; Jason Whyte (ytsepiclifegmail.com) <ytsepiclifegmail.com>; Jenn Jansen <jansen.jennifer.m@gmail.com>; Christopher Vanderkruys <chrisvdk@me.com>; Linda and Ron Coulter <rlcolt69@gmail.com>

Cc: Amanda Murray (amurray@clearview.ca) <amurray@clearview.ca>; Drew Hale <dhale@clearview.ca>; Cayla Reimer (creimer@clearview.ca) <creimer@clearview.ca>; Segal, Jonathan <Jonathan.Segal@efleets.com>; Tammy Gill <tgill@clearview.ca>; Lily White <smallhallsinfo@clearview.ca>

Subject: COVID19 Update - Vaccine Information

Good afternoon Hall Board Chairs:

On behalf of Amanda Murray and our Parks, Culture & Recreation Department, we would like to share the information below with you as you continue to plan your re-opening guidelines and proof of vaccination procedures.

Please Note:

The Hall Boards and Volunteers are still responsible for the contact tracing and Covid19 self assessment process.

It will up to the Hall Boards to decide how you want to manage the requirements of proof of vaccination from your users.

Please feel free to contact or email me if you require additional assistance...

Thanks,

Terry Vachon
GM Parks, Culture & Recreation

We are still in Step 3 and unknown time frame for when we are moving into the next re-opening phase. As we have mentioned many times, COVID19 is ever-changing and often, regulations and information can change daily. However, to prepare you all as volunteers, we will continue to give updates and offer time to implement any new policies:

VACCINE

As of September 21: <https://www.ontario.ca/laws/regulation/r21645>

The mandatory proof of vaccine will commence on September 22 at all community halls:

“The person responsible for a business or an organization described in subsection (2) that is open shall require each patron who enters an area of the premises of the business or organization that is described in that subsection to provide, at the point of entry, proof of identification and of being fully vaccinated against COVID-19.”

There are very specific exemptions to this regulation, which include:

- Children under 12
- Youth under 18 who are participating in an organized sport
- Written documentation for a medical exemption
- Any purpose related to places of worship (funerals, wedding, church services etc.)

Attached is a useful tool provided from the province (dated September 1, 2021) about the Vaccine process.

FUTURE EVENTS

Several halls have inquired about future events, and unfortunately there is no “crystal ball” to determine what the next phase of the reopening plan will look like. Gatherings, concerts and events in the near future will need to follow the regulations or consider them cancelled.

In addition, we recommend that you’re booking policies be flexible so that if an organization or group decides to cancel due to a COVID or the rules, then there is no penalty to do so.

Once again, if your hall decides to open and you have not yet passed a resolution, then please make sure that this added to an upcoming agenda.

SMDHU

The Health Unit website continues to be an excellent resource. All of the signage we have provided is also available free of charge on the website. The guidance documents for Mass Gatherings, Recreational Amenities and Food Premises are also listed. <https://www.simcoemuskokahealth.org/Topics/COVID-19>

We are here to help! We want you to know that we are navigating these rules and regulations on a daily basis. Please feel free to reach out.

Thank you,

Amanda Murray, MHK
Community Culture & Tourism Coordinator
Stayner Community Centre
Township of Clearview
OFFICE: 705-428-6013 ext. 504
CELL: (705) 888-4732

amurray@clearview.ca
www.discoverclearview.ca

Get Social! Discover Clearview is on [Instagram](#) and [Facebook](#)

****We're here to help ... and we're awesome!!****

In response to the COVID-19 pandemic, Clearview Township has implemented strategies to ensure we stay connected safely. Please exercise Physical Distancing & follow Health Guidelines. Face Coverings are required in all indoor public spaces. The Township will continue to offer services in person, but appointments are strongly recommended. Please contact staff by phone (705) 428 - 6230 or email. We appreciate your patience and understanding.



CLEARVIEW

Clearview Township

Box 200

217 Gideon St.

Stayner, Ontario L0M 1S0

T: 705.428.6230

F: 705.428.0288

www.clearview.ca

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September 28, 2021

To persons responsible for a business or organization in the municipalities in the County of Simcoe, the District of Muskoka, and the Cities of Orillia and Barrie:

We have been informed that from October 4 to October 6, 2021, the Ministry of Labour, Training and Skills Development (MLTSD) will once again be conducting education and compliance visits to businesses across Simcoe Muskoka to ensure they are following public health guidelines and properly protecting workers and the public from COVID-19.

The MLTSD will be working with local police services, public health (public health inspectors and tobacco enforcement officers) as well as a number of municipal law enforcement officers to visit local businesses, particularly those that must now require proof of vaccination from patrons 12 years of age and older. The visits will focus on educating businesses and organizations about the proof of vaccination requirement and confirming compliance with the provincial [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020 and associated regulations](#). This is in line with the measured approach to enforcement taken by the Simcoe Muskoka District Health Unit (SMDHU) throughout the pandemic in working with our municipalities, bylaw departments, police and the provincial government to assist businesses and organizations in understanding their responsibilities under the Reopening Ontario Act.

Some of the protective safety measures in the Reopening Ontario Act regulations include:

- Applicable businesses and organizations are responsible for checking for proof of vaccination and proof of identification from patrons aged 12 years and older.
- Safety plans must be written and posted where easily seen by staff and patrons.
- Proper use of masks and face coverings.
- Capacity limits to ensure proper 2 metre physical distancing.

Businesses are encouraged to visit the SMDHU [website](#) often for information and resources to support them in operating in compliance with COVID-19 public health measures. SMDHU's Health Connection line is also available at 1-877-721-7520 (Monday to Friday 8:30 am to 4:30 pm). SMDHU can also be found on [Facebook](#), [Instagram](#) and [Twitter](#).

Thank you for your continued efforts to reduce the spread of COVID-19.

Sincerely,

ORIGINAL Signed By:

Charles Gardner, MD, CCFP, MHSc, FRCPC
Medical Officer of Health

☐ **Barrie:**
15 Sperling Drive
Barrie, ON
L4M 6K9
705-721-7520
FAX: 705-721-1495

☐ **Collingwood:**
280 Pretty River Pkwy.
Collingwood, ON
L9Y 4J5
705-445-0804
FAX: 705-445-6498

☐ **Cookstown:**
2-25 King Street S.
Cookstown, ON
L0L 1L0
705-458-1103
FAX: 705-458-0105

☐ **Gravenhurst:**
2-5 Pineridge Gate
Gravenhurst, ON
P1P 1Z3
705-684-9090
FAX: 705-684-9887

☐ **Huntsville:**
34 Chaffey St.
Huntsville, ON
P1H 1K1
705-789-8813
FAX: 705-789-7245

☐ **Midland:**
A-925 Hugel Ave.
Midland, ON
L4R 1X8
705-526-9324
FAX: 705-526-1513

☐ **Orillia:**
120-169 Front St. S.
Orillia, ON
L3V 4S8
705-325-9565
FAX: 705-325-2091