



AGENDA
TOWN OF PINCHER CREEK
COMMITTEE OF THE WHOLE
Wednesday, June 1, 2022 at 9:00 a.m.
Council Chambers, Town Hall - 962 St. John Avenue
[Virtual Via Zoom](#)

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 KCL Assessment Services – proposal to separate assessment notices from tax notices
 - 3.2 Marie Everts - Community Events update (Tentative)
 - 3.3 Abby Morning Bull and Andrea Hlady - Kimmapiiyipitssini the Meaning of Empathy: Film Screening information and request for funding
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
 - 6.1 COVID policy review (No RFD)
7. **Bylaws**
8. **New Business**
 - 8.1 Summer 2022 Municipal Leaders' Caucus
9. **Closed Session**
 - 11.1 Alberta Environment and Parks – revised floodway mapping review (No RFD)
 - 11.2 Hillcrest Meadows Area Structure Plan presentation (No RFD)
10. **Adjournment**



**TOWN OF PINCHER CREEK
POLICY**



Approved by:	Date:	Policy Number:
Council	December 13, 2021	502-21
Reference:	Approval/Revision Date:	Motion #
Council		
Title:	COVID-19 VACCINATION POLICY	

Policy Statement

The Town of Pincher Creek is committed to providing and maintaining a healthy and safe environment for the citizens, employees and other stakeholders of the Town of Pincher Creek. The Town of Pincher Creek has a legal obligation to protect the health and safety of employees including reducing the risk of transmission of COVID-19 in the workplace and to reduce the risk of adverse health outcomes in the event of transmission.

COVID-19 and the health threat it poses is significant and as public health measures lessen, Health Authorities maintain that vaccines are the best defense. COVID-19 is a recognized workplace hazard and vaccines and/or rapid testing are necessary to address and mitigate the risk of transmission in the workplace.

Purpose

The purpose of the COVID-19 Vaccination Policy is for the Town of Pincher Creek to:

- Mandate that all Employees be fully vaccinated, unless Exempt or;
- participate in a Mandatory Rapid Screening program within 72 hours prior to your shift;

as a condition of continued employment with the Town of Pincher Creek.

1. Definitions

- 1.1. **“COVID-19”** means the disease caused by the SARS-CoV2 virus, including any new strains of such virus, and for the purposes of this policy a reference to the “COVID-19 pandemic” includes a reference to COVID-19.”
- 1.2. **“Employer”** means the Town of Pincher Creek.
- 1.3. **“Employee”** means all of the Town of Pincher Creek employees including contract employees.
- 1.4. **“Exempt”** means an exemption from the requirement to receive a Vaccine pursuant to section 3.4 of this Policy.

- 1.5. **“Fully Vaccinated”** means a full dose or doses of a vaccine for the SARS-CoV2 virus which has been approved for use by Health Canada on an interim or permanent basis.
- 1.6. **“Rapid Screening/Rapid Screening Test”** means a test administered with nasal swabs, performed by a non-health care provider who has completed required training as outlined by Alberta Health. Rapid Screening is used in people without symptoms to identify some but not all, asymptomatic and pre-symptomatic cases of COVID-19.
- 1.7. **“Council”** means the Council of the Town of Pincher Creek, in the Province of Alberta.
- 1.8. **“Directors”** means all Director level management positions.
- 1.9. **“Policy”** means a statement of the Town’s overall intention in certain areas of responsibility. To be used for guidance when action is being taken in those areas, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

2. **Responsibilities**

- 2.1. The Employer is responsible for:
 - 2.1.1. Establishing clinics for Employees to receive a Rapid Screening Test
 - 2.1.2. Outlining and communicating the frequency at which Employees must report to the Rapid Screening Clinic
 - 2.1.3. Maintaining records related to Rapid Screening that has been performed on Employees, in accordance with applicable privacy legislation;
 - 2.1.4. Providing training as outlined by Alberta Health to those who will be delegated to administer the rapid tests;
 - 2.1.5. Using Health Canada-approved testing devices and storing the testing devices according to the manufacturer’s instructions;
 - 2.1.6. Will provide the required PPE for the person administering the test;
 - 2.1.7. Establishing or modifying deadlines for Employees to receive a Vaccine or to submit a request to be Exempt, having regard to the availability of the Vaccine from health authorities;
 - 2.1.8. Maintaining records confirming Vaccines by Employees, and records relating to whether an Employee is Exempt in accordance with applicable privacy legislation; and;
 - 2.1.9. Proper disposal of biohazardous waste;
 - 2.1.10. Processing Employee requests to be Exempt and ensuring that such requests to be Exempt are handled pursuant to applicable human rights legislation.
- 2.2. The Employee is responsible for:
 - 2.2.1. Taking all necessary steps to protect the health and safety of themselves and others in the workplace;
 - 2.2.2. Complying with all Employer policies and protocols to address the COVID-19 pandemic;
 - 2.2.3. Providing visual confirmation of being Fully Vaccinated. This confirmation can be provided to the Human Resources department. Any confirmation provided through email or paper will be destroyed immediately after being confirmed;
 - 2.2.4. Fully cooperating with the Employer when making a request to be Exempt;
 - 2.2.5. If required, participating in the Rapid Screening Test as provided by the Employer;

3. Procedures

- 3.1. Employees can demonstrate evidence of being Fully Vaccinated to the Employer by providing visual confirmation to the Employer of being Fully Vaccinated against COVID-19.
- 3.2. Unless Exempt, all current Employees must be Fully Vaccinated or participate in the Rapid Screening Test by **January 17, 2022** as a term and condition of continued Employment.
- 3.3. Any employee who is unvaccinated and untested, will be required to maintain appropriate distancing, wear a mask and to work from home as determined by CAO to avoid contact with fellow employees and the public.
- 3.4. An Employee may request that he or she be Exempt from the requirement to receive a Vaccine due to a protected ground under human rights legislation by submitting to the Employer a request for exemption based on one of the following:
 - 3.4.1. A medical condition which, in the opinion of the physician, renders the Employee unable to safely receive a Vaccine, provided that such a request is submitted with a note or letter from such physician confirming the need for an exemption;
 - 3.4.2. A sincerely held religious belief or practice which prohibits the Employee from receiving a Vaccine, provided that such a request is submitted with records which in the opinion of the Employer acting reasonably, establishes such belief or practice;
 - 3.4.3. Where an exemption is granted under 3.3.1 or 3.3.2, the Employer will require the Employee to participate in the Rapid Screening Test program.

4. Rapid Asymptomatic COVID-19 Screening

- 4.1. Employees Exempt from Full Vaccination or who choose not to be Fully Vaccinated must participate in a Rapid Asymptomatic COVID-19 Screening Test once per week;
- 4.2. To participate in this program the Employee must be Asymptomatic
- 4.3. The Employer will provide someone to administer the COVID-19 Screening Test who is asymptomatic and has had the required training;
- 4.4. The Employee may swab themselves under the supervision of the trained individual who will then perform the test and interpret the results;

5. Positive Test Result

- 5.1. If an Employee tests Positive:
- 5.2. Employer:
 - 5.2.1. Must advise Employee that a confirmatory test through the public testing system is required;
 - 5.2.2. Employer can advise close workplace contacts to take a rapid test and monitor for symptoms
- 5.3. Employee:
 - 5.3.1. Should call 811 to schedule a public system test and inform 811 staff of positive rapid/POC test result;
 - 5.3.2. Is required to follow public health guidelines and must immediately isolate until public laboratory confirmatory test results are available;
 - 5.3.3. If the public PCR test result is negative, and the individual and close contacts remain asymptomatic, they can return back to work

6. End of Policy

TOWN OF PINCHER CREEK

REQUEST FOR DECISION

Council

SUBJECT: Summer 2022 Municipal Leaders' Caucus	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 6/1/2022

PURPOSE:

For Council to approve Cllr. to attend the Summer 2022 Municipal Leaders' Caucus.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve Cllr. to attend the Summer 2022 Municipal Leaders' Caucus.

BACKGROUND/HISTORY:

Registration is now open for Alberta Municipalities' Summer 2021 Municipal Leaders' Caucuses! This year, Alberta Municipalities is visiting the following four communities:

- June 15 – High Prairie (Days Inn)
- June 16 – Strathcona County (Agora Room at County Hall & Virtual)
- June 21 – Medicine Hat (Esplanade Arts & Heritage Centre)
- June 22 – Didsbury (Didsbury Memorial Complex)

Caucus will consist of a one-day program and the agenda will be the same at all locations. The agenda will run from that will run from 10:00 a.m. to 3:00 p.m. each day, with the exception of Strathcona County which will run from 9:00 a.m. to 2:00 p.m. Registration for in-person attendance is \$100 for the day and includes light breakfast refreshments and lunch. Registration will open one hour prior to the start of the program. The agenda is attached for your review.

The session on June 16 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$50.

ALTERNATIVES:

That Council receive the information regarding the Summer Alberta Municipalities Leaders Caucus sessions as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

n/a

FINANCIAL IMPLICATIONS:

\$100 per member to join in person or \$50 to join virtually.

Travel remuneration and per diams will apply.

PUBLIC RELATIONS IMPLICATIONS:

n/a

ATTACHMENTS:

2022 Summer MLC Agendas - 2907

CONCLUSION/SUMMARY:

For Council to approve up to three members to attend the Summer 2022 Municipal Leaders' Caucus.

Signatures:

Department Head:

Lannie Wilgosh

CAO:

Lannie Wilgosh



2022 Summer MLC Agendas

Dates & Locations

Join us for one of four Alberta Municipalities' summer Municipal Leaders' Caucuses being held across the province between June 15 and June 22, 2022. Each session will run from approximately 9:00 am to 3:00 pm.

Dates

June 15 - High Prairie (Days Inn, 4125 52 Ave, High Prairie)

June 16 - Strathcona County** (Agora Room at County Hall, 401 Festival Lane, Sherwood Park)

June 21 - Medicine Hat (Esplanade Arts & Heritage Centre, 401 1st St, Medicine Hat)

June 22 - Didsbury (Multi-Purpose Room, Memorial Complex, 1702 21 Ave, Didsbury)

**Will also be available virtually. Breakfast in Strathcona County will start at 8:00 am and program will start at 9:00 am.

The summer Caucuses will focus on smaller, more engaging conversations based on top-of-mind issues facing our communities.

In-person registration will also include a light continental breakfast and lunch.



Wednesday, June 15 HIGH PRAIRIE – Days Inn

- 9:00 a.m. Registration and light breakfast
- 10:00 a.m. Opening Remarks
- 10:05 a.m. Welcome from the Mayor of the Host Municipality
- 10:10 a.m. Welcome from MLA of the Host Constituency
- 10:15 a.m. Icebreaker Activity
- 10:30 a.m. Session I – Sustainability Services Updates
- 10:45 a.m. President's Report
- 11:00 a.m. Session II – Local Government Fiscal Framework (LGFF)
- 12:00 p.m. Lunch**
- 1:00 p.m. Session III – Respect in Municipal Government
- 1:30 p.m. Session IV – Alberta Municipalities Bylaws
- 2:15 p.m. Session V (locally led)
- 2:55 p.m. Closing Remarks

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2022 Summer MLC Agendas

Thursday, June 16

**STRATHCONA COUNTY – Agora Room at County Hall
(Virtual option)**

- 8:00 a.m. Registration and light breakfast
- 9:00 a.m. Opening Remarks
- 9:05 a.m. Welcome from the Mayor of the Host Municipality
- 9:10 a.m. Welcome from MLA of the Host Constituency
- 9:15 a.m. Icebreaker Activity
- 9:30 a.m. Session I – Sustainability Services Updates
- 9:45 a.m. President’s Report
- 10:00 a.m. Session II – Local Government Fiscal Framework (LGFF)
- 11:00 a.m. Break
- 11:15 a.m. Session III – Respect in Municipal Government
- 11:45 a.m. Lunch**
- 12:30 p.m. Session IV – Alberta Municipalities Bylaws
- 1:15 p.m. Session V (locally led)

Tuesday, June 21

MEDICINE HAT – Esplanade Arts & Heritage Ctr

- 9:00 a.m. Registration and light breakfast
- 10:00 a.m. Opening Remarks
- 10:05 a.m. Welcome from the Mayor of the Host Municipality
- 10:10 a.m. Welcome from MLA of the Host Constituency
- 10:15 a.m. Icebreaker Activity
- 10:30 a.m. Session I – Sustainability Services Updates
- 10:45 a.m. President’s Report
- 11:00 a.m. Session II – Local Government Fiscal Framework (LGFF)
- 12:00 p.m. Lunch**
- 1:00 p.m. Session III – Respect in Municipal Government
- 1:30 p.m. Session IV – Alberta Municipalities Bylaws
- 2:15 p.m. Session V (locally led)
- 2:55 p.m. Closing Remarks

Wednesday, June 22

DIDSBURY – Memorial Complex

- 9:00 a.m. Registration and light breakfast
- 10:00 a.m. Opening Remarks
- 10:05 a.m. Welcome from the Mayor of the Host Municipality
- 10:10 a.m. Welcome from MLA of the Host Constituency
- 10:15 a.m. Icebreaker Activity
- 10:30 a.m. Session I – Sustainability Services Updates
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