



THE CORPORATION OF THE TOWN OF GODERICH

Request for Proposal (RFP)

for a

Affordable/Attainable Housing Community Improvement Plan

Date of RFP Issue: October 29, 2021
Submissions must be received on or before:
November 29, 2021 at 12:00 p.m. (Noon)

Proposals are to be submitted via email to:
Town of Goderich
Andrea Fisher, Clerk
afisher@goderich.ca

and copied to:
apiskorski@goderich.ca

1. BACKGROUND & PROJECT SUMMARY

The Town of Goderich is an urban lower tier municipality, with a population of 7,628 residents (2016 census). Goderich is located on the shores of Lake Huron in south-western Ontario. The lakefront is one of the primary tourist attractions and visitors come to enjoy the beach and the sunsets.

Goderich's natural setting provides recreation and leisure choices including hiking and cycling trails offering breathtaking views of nature. The town has a rich and colourful history, celebrated in its museums, designated heritage districts and destinations of historical interest.

Goderich is well known for its award-winning, distinctive downtown, an octagonal core known as The Square, where streets radiate from the centre of town, Courthouse Park. It is home to over 140 businesses and services and features free and accessible parking. Courthouse Square features a weekly farmers' market and outdoor concerts during the summer, specialty shops, and outstanding restaurants and cafes. From Courthouse Square, visitors can follow along West Street, a designated heritage district, to arrive at the beautiful lakefront. It is also home to the Goderich Municipal Airport located just minutes outside of the Town's limits.

The Town of Goderich is issuing a Request for Proposal to develop a new Community Improvement Plan with a focus on Affordable/Attainable Housing. The Corporate Strategic Plan identifies improving housing availability by support of new housing development and responsible growth through intensification and to promote affordable and supportive housing initiatives of the County. The overall goal is to provide an attractive place to live, work and play for all age groups.

Housing prices have risen significantly in the last 2 years and the average resale house price in the Huron-Perth Region is over \$600,000.00. Rental rates have risen and the available supply of rental units is low. While housing prices have risen significantly, wage rate increases have been modest which has resulted in an affordability crisis for many people in need of housing. Goderich is a desirable community to live in and that has resulted in a high demand which is fueling price increases as the demand is higher than the supply of units available.

A Community Improvement Plan (CIP) is a tool authorized by the Planning Act that permits a municipality to spend monies and enter into agreements to achieve defined community benefits through development assistance for specified neighbourhoods. A CIP with a focus on affordable/attainable housing can promote the production of housing by assisting and stimulating the private sector. The purpose of the project will be to identify community priority areas/projects and mechanisms to promote the development of affordable/attainable housing.

The project will include a review and update to current design guides, priorities, target area projects, and the potential to establish new design guidelines, with a focus on providing opportunities for the municipality to provide incentive-based programs to encourage affordable/attainable housing in the Town of Goderich. To help promote the plan, marketing tools will be implemented. These tools will consist of adding a section to the municipal website, promotion of CIP on municipal social media accounts, information in newsletters and information displays where applicable.

The Town of Goderich is seeking the services of a qualified consulting team with extensive experience in Community Improvement planning and project facilitation to undertake the development of a Community Improvement Plan with a focus on providing financial assistance for affordable/attainable housing projects.

2. Definitions

Town:	Refers to the Corporation of the Town of Goderich
Respondent:	Refers to any eligible entity providing a Proposal
Successful Respondent:	Refers, in the event of an award, to the selected Respondent
Consultant:	Refers, in the event of an award, to the selected Respondent
RFP:	Refers to Request for Proposal

3. Project Objectives and Focus

3.1 The selected consultant will work with Town staff to undertake the development of a Community Improvement Plan with a focus on attainable/affordable housing for the Town of Goderich.

3.2 To develop a plan that:

- a) Has been customized to the Town's investment attraction needs;
 - b) Encourages, over the long term, more business development and retention;
 - c) Establishes design guidelines, if necessary;
 - d) Identifies specific project areas for improvement, associated implementation plan, and projected budget allocations. The framework should provide the Town with clear direction in prioritizing best locations for affordable/attainable housing
 - e) Provides the opportunity for the municipality to establish incentive-based opportunities to effectively improve affordable/attainable housing accommodations.
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4. Scope and Constraints

- 4.1 The selected consultant is required to ensure that the process maintains or improves upon a number of key attributes as described below”:
- a) The process to develop the CIP must be seen as open and meaningful to Town staff and Council and be developed in such a way to achieve maximum participation from the community.
 - b) In addition to other forms of communication, the Town’s website should be utilized to communicate the process to the public.
- 4.2 Respondents are encouraged to recommend the most effective and efficient method of engaging stakeholders in the process to the CIP. It is hoped that the Proponent will be able to expedite the project while at the same time providing an opportunity for meaningful public input.
- 4.3 Respondents are encouraged to consider best practices from other municipalities in the use of CIPs that have a focus on affordable/attainable housing, in formulating their recommendations.
- 4.4 Respondents will be required to consider the Town’s financial capabilities in their recommendations. This will include cost-benefit discussions as well as a projection of annual budget allocations that would be required to support the recommended CIP.
- 4.5 The Final Draft of the CIP to be near completion by February 2022. Respondents must demonstrate in their proposal how this timeline will be met.
- 4.6 Respondents will be responsible for providing expert advise throughout the project and for the following deliverables (note that proponents are not limited by the deliverables and may wish to expand on them):
- a) Project Coordination – including regular meetings and status reports to keep the project on schedule
 - b) Orientation of Participants – to the process, the components of planning and background technical information;
 - c) Stakeholder Input – defining a consultation strategy which provides updates to the draft plan for Council; and gathering of stakeholder information and input for incorporation into a final draft.
 - d) Needs Assessment and Environmental Scan – reviewing background information pertinent to the development of the CIP, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats;
 - e) Process and Meeting Facilitation – leading the facilitating discussion; ensuring that conversations are forward-looking; action oriented and move the participants towards
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- creating a shared future with established and clear priorities for affordable/attainable housing; and
- f) Plan Documentation – including creation of a final plan document and executive summary and implementation plan for public review and presentation. The consultant will be expected to support the presentation of the final document to Council.

5. Work Elements

5.1 The broad framework for the project will include a number of key steps including:

- a) Review of background materials and resources, Town Policy documents and design guides;
- b) Review of relevant Legislation and Regulations;
- c) Development of broad objectives for a CIP and preferred approach to the preparation of the CIP;
- d) Consultation with key stakeholders;
- e) Recommendations for Community Improvement Area(s);
- f) Preparation of an Implementation/Action Plan;
- g) Development of CIP.

5.2 The Consultation is required to produce a CIP for the Town of Goderich that includes the following elements:

- a) Reviews existing context such as land use and built form, transportation (roads, trails, parking) and public realm (parks, streets);
 - b) Seeks public engagement to understand what is important and opportunities for improvement;
 - c) Review and update current applicable policies and plans;
 - d) Create urban design guidelines if necessary;
 - e) Identifies specific project areas for improvement, associated implementation plan, and projected budget allocations;
 - f) Identifies direction on Official Plan policies and Zoning By-law provisions;
 - g) Provides recommendations on Community Improvement plan program with a focus on affordable/attainable housing with identification of priorities;
 - h) Presentation of the Final Draft CIP to Council at a Public Meeting per Section 28 (5) of the Planning Act, 1990.
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6. Reporting

The Consultant will be required to provide electronic copies of all draft and final reports in Microsoft Office and PDF files on a memory stick or through any agreed upon electronic transfer. Any materials used for presentations, consultations, Council reports of open houses to be provided in both hard copy and electronic format as required.

7. Proposed Fee

- a) The Proponent shall submit a detailed fee proposal identifying all costs associated with the proposed work plan.
- b) Identify and out of pocket expenses and disbursement, separately.
- c) Identify and sub-consultants that will be used on the project and appropriately include their fees.

8. Timing of Project

Activity	Due Date
Request for Proposal Issued	October 29, 2021
Proposal Closing	November 29, 2021
Selection of Consultant	December 10, 2021
Project Initiation	December 13, 2021
Final Plan and Report to Council	April 2022

9. Content of Proposals

9.1 The proposal should include the Respondent's interpretation of the requirements of the project, together with a description of the approach planned to facilitate carrying out the terms of reference, schedule of tasks and decision points. In addition, the proposal should include:

- a) A statement of experience and expertise in strategic planning; public consultation and project facilitation.
 - b) If applicable, a list of all sub-consultants to be engaged by the prime consultant, with details of the areas for which each will be responsible;
 - c) A list of key personnel who will be assigned to the project, identifying the areas of expertise of each and indicating their involvement in the project;
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- d). Identification of a Project Manager;
- e) A detailed cost estimate for the project to include manpower costs per individual, the per diem rate and the proportion of costs for each part of the study;
- f) Clarification of specific requirements of the Town of Goderich and/or any exclusion from the scope of the work;
- g) Based on the Terms of Reference, a work plan indicating key decision points, timing of work and meetings with the Project Manager and/or Project Team; and
- h) References from other similar clients.
- i) The Town reserves the right to interview Respondents as part of the Proposal Evaluation Process.

10. Form of Proposal

All proposals must be submitted electronically in PDF format to afisher@goderich.ca and copied to apiskorski@goderich.ca

11. Proposal Submission Format

Instructions to Respondents:

Respondents are required to provide a written response regarding each of the following items.

This information shall be submitted with the balance of the required documents provided by the Respondent however, it is essential that the document FORMAT be contained as one distinct section and, that it adheres directly to the same numbering, sequence and topics as those listed following.

This will enable the evaluation committee to perform a more effective review of submissions.

Failure to do so may eliminate the Proposal from further consideration.

The Respondent's proposal should be as concise as reasonably possible, and include, at a minimum, response to each of the following items:

Section 1 Company Overview

Clearly identify the prime firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the prime firm along with the expertise and respective projected costs of their involvement.

Section 2 Project Manager & Support Staff

Provide a resume of the Project Manager and Support Staff that would be directly involved in the project, indicating experience, credentials and notable achievements in the area of this work assignment. Evaluation of the Project Manager and Project Support Staff will include an assessment of the firm's overall ability to provide adequate resources to this project.

The Town will expect these key personnel to be committed to the project as described in the proposal, if successful with the award, any changes in these personnel must be approved, in advance, by the Town.

Section 3 Experience on Similar Projects

Respondents shall include at least three (3) References that outline previous community strategic planning for projects of a similar magnitude that have been successfully completed by their firm in the past five (5) years. This shall include the client names, contact and contact phone numbers. The Town reserves the right to contact these references, where appropriate.

Section 4 Project Understanding and Work Plan

Respondents are to confirm their understanding of the Scope of Work and clearly define how they would go about to achieve same, including noting the sequence and timing of all project phases.

Section 5 Schedule of Work

Respondents shall indicate when work would be commenced and, approximately how long it would take to complete the assignment. Meeting dates, other key events and major project deliverables should be clearly identified on the project schedule.

Section 6 Financial

Provide a detailed accounting of the costs associated with each of the tasks listed in Section 4. These costs are to be summarized as provided for on the Schedule of Fees and included in the Proposal submission.

Include all costs, including travel and other applicable costs in the space provide on the Schedule of Fees. Prices quoted in the Proposal shall include excise tax, patent, import duty, foreign exchange, and all other charges. HST must be shown as a separate item.

Appendices

Respondents are to include any additional information regarding their firm and/or services that could prove beneficial to the evaluation team in accessing their submission.

Respondents are required to include in their response, the Respondent's Declaration as shown in Appendix "A" to this RFP. Respondents are required to include in their response if any Addenda to the RFP was received (if applicable).

12. Errors and Omissions

The Town shall not be held liable for any errors or omissions in any part of this RFP. While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by The Town, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

13. Addenda

Proponents are required to check the Town's website before the closing date for any updated information and addenda issued.

It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda in their submission.

14. Conflict of Interest

Proponents should disclose in their Proposal any potential conflicts of interest and existing business relationships they may have with the Town.

15. Solicitation of Council Members and Staff

Proponents will not contact any member of the Town Council or staff with respect to this RFP at any time prior to the award of a contract or the termination of this RFP other than as permitted as an enquiry identified in this RFP. The Town may reject the Proposal of any Proponent that makes any such contact.

16. Not a Tender

This RFP is not intended to create a contractual relationship between the Town and the Proponent. By issue of this RFP document, the Town intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze Proposals, select preferred Proponent(s) and negotiate with or issue a Request for Proposals to the preferred Proponent(s) or cancel this RFP process as the Town considers desirable.

17. Responsibility

Under no circumstances may the Services or any part thereof be subcontracted, transferred, or assigned to another firm, person, or company without prior written authorization of the Town.

18. No Claim

No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of submitting a response to this RFP, including accepting a noncompliant bid, and by submitting their company's information, each Proponent agrees that it has no claim.

19. Proponent Expenses

The Town will not be responsible for any costs incurred by the Proponents in the preparation of a Proposal and for any time expended in any subsequent negotiations and demonstrations.

20. Proposal Opening

Respondents are advised there will not be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Town at a time subsequent to the closing.

21. Late Submissions

Proposals received after the official closing will not be considered during the selection process and will be returned to the respective Respondent.

22. Proposal Evaluation Criteria

Proposals will be evaluated according to the following criteria:

Evaluation Criteria	Weight Factor
<p>Strength of the proposed Project Team as evidenced by:</p> <ul style="list-style-type: none"> • Experience and Qualifications as evidenced by: <ul style="list-style-type: none"> -company background and history -relevant experience with other projects -Client references • Appropriateness of management personnel and technical staff proposed • Organization approach to project management including workflow, reporting and quality assurance procedures • Relevant experience with other projects 	15%
<p>Ability to successfully complete the project as evidenced by:</p> <ul style="list-style-type: none"> • Adequacy of resources • Ability to complete work on a timely basis and meet deadlines/demonstrated the ability to meet the tight timelines • Methodology employed to meet with timeline • Approach to consultation and communications 	30%
<p>Response Characteristics:</p> <ul style="list-style-type: none"> • Adherence to the required format • Completeness of submission • How the proposal plan to address the unique challenges in the Town of Goderich of seasonal risk, funding arrangements, innovative service delivery options, and future risk 	15%
<p>Proposal Fee:</p> <ul style="list-style-type: none"> • Overall Budget/Value for work proposed • Points awarded for the “Proposed Fee” portion of the evaluation shall be in accordance with the following: <p>The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (25). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:</p> $\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum point for proposed Fee} = \text{points})$	40%

23. Selection Process

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined in the Proposal Submission Form (Appendix A). The Town reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value.

24. Negotiation

The Town reserves the right, prior to contract award, to negotiate changes to the scope of the services (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the Town may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

25. GENERAL TERMS AND CONDITIONS

Errors and Omissions

The Proponent has the responsibility to notify the Town of Goderich, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in the RFP as it is discovered and to request any instructions, decisions or discretion which may be required in preparing the Submission, prior to the closing of this RFP.

Rejection Rights

The Town of Goderich reserves the right to reject any or all Submissions. Any Submissions not containing sufficient information, in the view of the Town of Goderich, or its designated agent(s), to permit a thorough analysis may be rejected. The lowest cost proposal will not necessarily be accepted. The Town reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected.

The Town of Goderich reserves the right to verify the validity of the information supplied, and to reject any Submission where the contents appear to be incorrect, or inaccurate in the estimation of the Town of Goderich, or its designated agent(s).

Submissions not conforming to the requirements of the RFP may not be considered, at the sole discretion of the Town. Responses which are unsupported by the information requested in the RFP document, or not complying therewith, may not be considered. Revisions received orally, by telephone, facsimile or other means, after the specified closing time and date may not be accepted or considered.

Notification of Outcome

Following the award of this contract, the Proponents will be notified in writing/email.

Agreement

The successful Proponent must fulfill all obligations of the contents of their Submission and this RFP Document. The Town of Goderich reserves the right to negotiate details of the Agreement and to make the necessary changes or substitution within the general scope of the contract.

Confidentiality

The Proponent shall not at any time before, during or after the completion of the contract divulge to any third parties confidential Town information, which they obtain during the course of the contract.

All requirements and information obtained by a Proponent in connection with the RFP are the property of the Town of Goderich and must be treated as confidential and not used for any purpose other than for replying to this RFP and for the fulfillment of any contract.

All documentation which a Proponent delivers to the Town of Goderich or its designated agent(s) for the purposes of this RFP, becomes the property of the Town of Goderich and is subject to the terms of the Municipal Freedom of Information and Protection of Privacy Act.

If a Proponent believes any part of its Submission reveals any trade secret of the Proponent, any intellectual property right of the Proponent, scientific, technical, commercial, financial or labour relations information, or any other similar secret right of information belonging to the Proponent, and if the Proponent wishes the

Town of Goderich to attempt to preserve the confidentiality of the trade secret, intellectual property rights or information, then these matters must be clearly identified and designated as confidential.

The Proponents are informed that certain information respecting the privacy of individuals and proprietary information regarding the security of municipal operations cannot and will not be released to anyone other than the Proponent that has been engaged.

All requests for access to the submitted RFPs will be subject to a formal review pursuant to section 10(1) of the Municipal Freedom of Information and Protection of Privacy Act, and representation will be sought prior to disclosure of any third-party information.

Compliance with Laws

The Proponent shall comply with all applicable laws relating to the RFP, the Submission and any contract resulting there from.

Accessibility Standard Compliance

The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, Accessibility Standard for Customer Service (ASCS) and the Integrated Accessibility Standards Regulation (IASR) requires all contractors and their employees who provide goods, services or facilities on behalf of the Town of Goderich receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities. Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are required to make this information available to the Town and/or the Province upon request.

Subcontracts and Brokering

Subcontracts for components of this contract must be fully disclosed and meet all the same requirements as the lead contractor. All subcontracts must receive the approval of the Corporation of the Town of Goderich prior to services being rendered. Only Submissions received directly and/or through an approved representative of the named Proponent will be accepted. Submissions received by Brokers representing one or more Proponents shall not be accepted and will be disqualified.

WSIB Coverage

The Proponent warrants that they are not in financial arrears with the Workplace Safety & Insurance Board and that all of their employees are fully covered under the terms of the Act and will provide the Town with a current Certificate of Coverage during any time in the execution or performance of the resulting contract.

Indemnity

The Proponent shall defend, indemnify, and hold harmless the Town of Goderich, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages and liabilities, arising out of, connected with, or resulting from any negligent acts or omissions of the Proponent or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of the resulting contract.

Insurance

Proponent shall have in place a General Liability policy in the minimum amount of \$5,000,000 and Professional Errors and Omissions Insurance with a minimum coverage of \$1,000,000. Certificates of insurance are required from the successful Proponent prior to award of the assignment.

Vaccination Policy

The Town of Goderich COVID-19 Vaccination Policy requires all municipal contractors working at a Town of Goderich location involving in-person interactions must be fully vaccinated. The successful proponent of the RFP will be required to complete the Town's prescribed Attestation Form affirming that their company will only provide fully vaccinated employees (as outlined in the policy) within their organization to provide service, or for, to the Corporation of the Town of Goderich. (Appendix B)

APPENDIX A

THIS PAGE MUST BE RETURNED AS PART OF THE PROPOSAL SUBMISSION

RESPONDENT'S DECLARATION

The Respondent has care fully examined the conditions attached to this Request for Proposal and is prepared to perform the work as outlined in this document in an expedient, professional and workmanlike manner, promptly and as directed by the Town.

No person, firm or corporation, other than the Respondent, has any interest in this proposal or in the proposed services for this proposal.

This proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a proposal for the same Service and is in all respect fair and without collusion or fraud.

No member of the staff of the Town of Goderich is, or will become interested directly or indirectly; as a contracting party, partner, shareholder, surety or otherwise; or in the performance of the Service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from.

The content and requirements of this RFP have been read and understood.

All prices are quoted in Canadian funds.

DATED AT _____ THIS _____ DAY OF _____ 2021

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

APPENDIX B



Human Resources Policy No. 38-21-VACCINATION POLICY

Area: Employment

Effective Date: October 18, 2021

Subject: COVID-19 Vaccination Policy

Revision Date:

Purpose:

1. In response to evolving data regarding the transmissibility of the Delta variant, and in keeping with the Town of Goderich's dedication to provide all employees, whether full-time, part-time, seasonal or contract, volunteers, board and committee members, and elected officials with a safe and secure work environment, Council for the Town of Goderich has approved a COVID-19 Vaccination Policy effective October 18, 2021.
2. It is noted that the Town of Goderich also has a legal duty under the *Occupational Health and Safety Act* (OHSA), to take reasonable precautions to protect workplace health and safety, including hazards posed by COVID-19 and the highly transmissible Delta variant. In doing so, the Town is committed to compliance with all applicable public and occupational health and safety, human rights, privacy, and other laws in the development and implementation of this Policy.
3. Achieving high immunization rates in workplace settings including municipal governments is part of a range of measures and actions that can help prevent and limit the spread of COVID-19. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, severe outcomes including hospitalizations and death due to COVID-19 in municipal citizens, employees, and elected officials.
4. The purpose of this policy is to outline the parameters and expectations related to COVID-19 immunization, including the tracking of vaccinations received, the medical exemption process for those who have a medical contraindication to COVID-19 vaccines, and the education required for those declining vaccination to ensure they are making an informed decision.

Definitions:

5. **Fully Immunized:** An individual ≥ 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or as may be otherwise recommended by Public Health Ontario, from time to time.

6. **Municipal Employee:** Any person employed by, performing Town of Goderich business/duties, or working under the direction of, the Town of Goderich including its elected officials. This includes, but is not limited to, the following: municipal employees, whether they be full-time, part-time or seasonal, volunteer firefighters, elected officials, board and committee members, and volunteers.
7. **Municipal Contractor:** Any person or company contracted by the Town of Goderich.
8. **Personal Protective Equipment:** Personal protective equipment, commonly referred to as "PPE", is equipment and clothing worn to minimize exposure to hazards and prevent illnesses and infection to the worker. For the purposes of this document, PPE consists of a mask, gloves, gown and eye protection, and is chosen as part of personal risk assessment
9. **Routine Practices:** The system of infection prevention and control practices recommended by the Public Health Agency of Canada to be used to prevent and control transmission of microorganisms in workplace settings.

Background:

10. The Town of Goderich supports Municipal Employees in obtaining their COVID-19 vaccination.
11. COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

Application of the Policy:

12. The Vaccination Policy will apply to all Municipal Employees (previously defined), except where the individual works remotely and/or the individual's work does not involve in-person interactions.
13. All Municipal Contractors working at a Town of Goderich location involving in-person interactions must be fully vaccinated.

Policy:

14. Municipal Employees must disclose their vaccination status to the Town of Goderich in accordance with the established process (outlined below) no later than November 1, 2021. Municipal Employees who choose not to disclose their vaccination status will be considered, for the purposes of this policy, to be unvaccinated.

15. All Municipal Employees must complete and submit a Declaration Form (attached as Appendix B hereto), on or before November 1, 2021.
16. If a Municipal Employee has received the COVID-19 vaccine in Ontario, the only acceptable proof of vaccination is the receipt provided by the Ministry of Health. A Municipal Employee who does not have a copy of their vaccination can download their COVID-19 vaccine receipt here: <https://covid19.ontariohealth.ca/>
17. For people who have been vaccinated outside of Ontario, acceptable proof is based on the criteria provided by the province/state in which they received their vaccine. In Ontario, local public health units will enter the required information into the Provincial database for those who have received a vaccine course outside of Ontario that has been deemed acceptable by Ontario:
https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/vaccine/COVID-19_guidance_for_individuals_vaccinated_outside_of_ontario.pdf
18. Unvaccinated Municipal Employees will be required to complete mandatory training including participating in a virtual educational program on the benefits of vaccination by November 12, 2021. A signed Declination form in the form found at Appendix C hereto must be received by the Health and Safety & Emergency Preparedness Coordinator no later than November 12, 2021.
19. After November 12, 2021, unvaccinated Municipal Employees must participate in regular rapid antigen testing until such time that they are considered fully immunized.
20. On November 15, 2021, the Town of Goderich will review each written request for accommodation in the workplace as set out below.
21. The Town of Goderich will maintain immunization records and documentation of completion of the educational program for each Municipal Employee in confidential files.
22. If a Municipal Employee has a medical or creed-based reason for not being vaccinated now or in the future:
 - a) A written request for medical accommodation including written proof of a medical reason, provided by either a physician or nurse practitioner that sets out:
 - a. That the person cannot be vaccinated against COVID-19; and
 - b. The general nature of the medical reason why the person cannot be vaccinated and confirmation that this is a genuine condition and not simply the patient's preference of self-evaluation; and
 - c. The effective time period for the medical reason (i.e., permanent or time-limited).

The medical proof shall be submitted to the Health & Safety and Emergency Preparedness Coordinator by email and in original hard copy and shall be retained in a confidential file.

- b) A written request for creed-based accommodation including:
 - a. a statement of the Municipal Employee's overarching beliefs; and
 - b. the specific tenet or belief that is contrary to receiving the COVID-19 vaccination; and

- c. that they wish to decline being vaccinated against COVID-19 at this time.
23. Commencing November 15, 2021, the Town of Goderich will carefully review each request for accommodation whether it be for medical or creed-based reasons, have regarding to the reasons for the request, the legal requirements for the particular request, and the overall impact on the health and safety of all Town of Goderich employees. A request for medical or creed-based reasons may be submitted using the form attached at Appendix D hereto.
24. If an accommodation is granted, the Town of Goderich will work with the Municipal Employee to determine whether and how the Municipal Employee may be accommodated, as required and in accordance with the Ontario *Human Rights Code*.
25. If a Municipal Employee has a medical or creed-based reason for not being vaccinated now or in the future, it is the Municipal Employee's responsibility to contact the Health and Safety & Emergency Preparedness Coordinator to discuss an accommodation. Each case will be considered on its own facts, in accordance with any applicable legal obligations under the *Human Rights Code*.
26. Please note, the *Human Rights Code* does not require employers to accommodate people who choose not to get a vaccine for non-*Human Rights Code*-related reasons.

COVID-19 Vaccine Education Program:

27. The educational program (see Appendix A) has been created by Toronto Public Health and addresses all of the following learning components:
- how COVID-19 vaccines work;
 - vaccine safety related to the development of the COVID-19 vaccines;
 - benefits of vaccination against COVID-19;
 - risks of not being vaccinated against COVID-19; and
 - possible side effects of COVID-19 vaccination.
- https://www.toronto.ca/ext/digital_comm/tp/covid-19-vaccination-understanding-the-benefits-and-risks/story_html5.html
28. The Certificate provided at the end of completion of the above-noted educational program must be submitted to the Health and Safety & Emergency Preparedness Coordinator by email: mjohnston@goderich.ca or by text 226-963-1372 on or before November 12, 2021.

Support for Vaccination:

29. Any Municipal Employee unable to arrange a time to be vaccinated due to their work schedule should reach out to their Supervisor for assistance in finding a suitable COVID-19 vaccine appointment.

Testing Requirements:

30. Municipal Employees subject to the policy who are not fully vaccinated must regularly complete an antigen point of care testing for COVID-19, and demonstrate and have verified a negative result at a frequency determined appropriate by the Town of Goderich.
 - The time required to receive a rapid antigen test will be considered unpaid time for the Municipal Employee and mileage will not be paid if travel is required to receive the test
 - Testing shall be conducted at a frequency, time, and location(s) as determined appropriate by the Senior Management Team
31. Any cost associated with acquiring and administering rapid antigen tests to unvaccinated Municipal Employees shall be paid by the employee.
32. The cost of the rapid antigen testing will be waived for those Municipal Employees who have submitted the required documentation and received Town of Goderich approval for medical exemption from receiving the vaccination.
33. Please note, rapid antigen screening is only for Municipal Employees who are asymptomatic.
34. Anyone who has symptoms should seek testing at their local COVID-19 Assessment Centre consistent with provincial testing guidance. This is in accordance with the Town of Goderich's COVID-19 Guidance Document.
35. A positive result on a rapid antigen test is considered a preliminary (presumptive) positive and requires confirmation with a Polymerase Chain Reaction (PCR) test which can be done at their local COVID-19 Assessment Centre.
36. Any Municipal Employee that receives a preliminary positive result on a COVID-19 rapid antigen test, is required to:
 - a) Seek a confirmatory PCR test immediately (ideally within 48 hours) at a designated testing centre.
 - b) Isolate immediately until the result of their confirmatory test is known.
 - c) Safely return to work only after they receive a negative result on a confirmatory test at a designated testing centre.
37. The Town of Goderich will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation. The information will be retained by the Health and Safety & Emergency Preparedness Coordinator and 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.
38. Municipal Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where

Municipal Employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (ie. After a COVID-19 exposure or a travel quarantine exemption).

39. Any positive confirmatory test is routinely reported to the local public health unit, consistent with public health legislation, to support case and contact management and surveillance.
40. All Municipal Employees to whom this policy applies will have this policy shared with them prior to the effective date of the policy. All new hires will have the policy shared with them on the first day of employment, or prior to commencement of their first day when possible. Municipal Employees will be required to acknowledge that they have read and understood the policy.
41. All new or rehired Municipal Employees must provide proof of vaccination to Human Resources prior to commencing their employment or placement. This policy shall form one of the conditions of employment which new Municipal Employees accept as part of an offer of employment.
42. The Town of Goderich will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context to ensure that it continues to optimally protect the health and safety of Municipal Employees. Additional safety measures may be put in place to mitigate workplace risks.

Non-Compliance with the Policy:

43. Municipal Employees who fail to comply with this policy shall be subject to disciplinary action, up to and including confirmation that such Municipal Employee has relinquished their employment with the Town of Goderich.

Amendments:

44. The Town of Goderich reserves the right to amend this policy at its discretion in order to best respond to COVID-19 and to protect employees.

Responsibilities:

45. All levels of management are responsible for the administration of this policy.
46. Senior management, department heads and supervisors are expected to:
 - Lead by example;
 - Declare their COVID-19 vaccination status and meet the requirements outlined in this policy;
 - Ensure Municipal Employees declare their COVID-19 vaccination status, as outlined in this policy; and

- Ensure Municipal Employees complete the required education program or training about COVID-19.

47. Municipal Employees are expected to:

- Follow all health and safety policies and protocols; and
- Declare their COVID-19 vaccination status and meet the requirements outlined in this policy; and
- Complete any required education program or training about COVID-19, including regarding vaccinations and safety protocols; and
- Administer any rapid antigen testing as may be required under this policy.

Town of Goderich's Educational Program

https://www.toronto.ca/ext/digital_comm/tpb/covid-19-vaccination-understanding-the-benefits-and-risks/story_html5.html

DECLARATION FORM

Town of Goderich COVID-19 Vaccination Declaration

In accordance with the Town of Goderich's COVID-19 Vaccination Policy, all employees are required to submit a record of vaccination and/or declare their vaccination status by November 1, 2021.

Personal health information on this form is collected under the authority of the Occupational Health and Safety Act, RSO 1990, c 0.1 (OHSA), as amended, and will be used to determine vaccination status, for compliance with the OHSA in ensuring necessary precautions are in place to protect Town of Goderich employees. All information, including personal health information, collected for the purpose will be treated in compliance with the Municipal Freedom of Information and Protection of Privacy Act RSO 1990, c M.56. Questions about this collection should be directed to Michaela Johnston, Health and Safety & Emergency Preparedness Coordinator at mjohnston@goderich.ca or 226-963-1372.

Please select on of the options below with regards to your current COVID-19 vaccination status.	
<input type="checkbox"/>	<p>Vaccinated: I am fully vaccinated as defined in the Town of Goderich's COVID-19 Vaccination Policy.</p> <p>Proof of full vaccination status must be submitted along with this declaration form. You can obtain your vaccination receipt from https://covid19.ontariohealth.ca/</p>
<input type="checkbox"/>	<p>Partially vaccinated: I am not fully vaccinated but intend to do so.</p> <p>First Scheduled or obtained vaccine date: _____ Second Scheduled or obtained vaccine date: _____</p> <p>Regular testing in accordance with the policy will be required until fully vaccinated (14 days following second dose).</p>
<input type="checkbox"/>	<p>Medical or creed based exemption: I am requesting a medical or creed based exemption under the Ontario Human Rights Code.</p> <p>Please contact Michaela Johnston at mjohnston@goderich.ca or 226-963-1372 to discuss the documentation required.</p> <p>Regular testing will be required in accordance with the policy.</p>
<input type="checkbox"/>	<p>Unvaccinated: I choose not to be vaccinated and do not have a requested or approved exemption.</p> <p>I understand that I will need to complete mandatory COVID-19 vaccination awareness education by November 12, 2021 and I will be required to participate in regular testing in accordance with the policy.</p>

Employee Signature _____

Date _____

DECLINATION FORM

COVID-19 VACCINE DECLINATION FORM

Please read and complete all sections and return this form to their Supervisor and the Health and Safety Coordinator (mjohnston@goderich.ca) by _____, 2021.

I, _____ (print name) confirm that I have watched the required Town of Goderich's Educational Program in its entirety.

I understand that the COVID-19 Vaccine is recommended by Public Health Ontario as a safe, and effective way to protect myself and those around me from COVID-19.

I acknowledge that I have access to COVID-19 vaccine information and the risks and benefits of being vaccinated.

I understand that if I decline the vaccine, I will be required to undergo regular rapid antigen tests at a frequency, location(s), and duration as determined by the Town of Goderich.

I understand that if I decline the vaccine, I may request to be vaccinated at a later date, with the understanding that vaccination will be based on the availability of the COVID-19 vaccine at that time.

I understand that the purpose (as outlined below) of collecting and reporting the information contained in this document is consistent with all applicable legislation including but not limited to:

- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Personal Health Information Protection Act (PHIPA)
- Occupational Health and Safety Act (OHSA)
- Ministry of Health (MOH)

It is my decision to DECLINE the vaccination at this time.

I, _____ (print name) am declining the COVID-19 vaccination.

Signature

Date

To be completed by the Employee, Department Head and/or SMT Member of that Department, and the Chief Administrative Officer:

4. Identified Employee Concerns:

5. Areas to be accommodated:

6. Recommended accommodation(s):

7. Timeline for accommodation(s) implementation:

8. Estimated cost for implementation of accommodation(s):

Accommodation(s) Approved

Accommodation(s) Denied – Rationale for denial: _____

Signatures:

Employee

Department Head and/or SMT Member of that
Department

Chief Administrative Officer



COVID-19 VACCINE CONTRACTOR DECLARATION

Contractor Legal Name: _____

Contractor Representative: _____

Service(s) Provided: _____

I, _____, representing _____,

DECLARE that:

1. I have read and understood the Town of Goderich's COVID-19 Vaccination Policy, Human Resources Policy No. 38-21.
2. I will only provide fully vaccinated employees (as outlined in the policy) within this organization to provide service to, or for, the Corporation of the Town of Goderich beginning immediately.

Name (Printed)

Date

Signature