



**TOWN OF AMHERSTBURG  
REGULAR COUNCIL MEETING**

**SUPPLEMENTARY AGENDA**

**Electronic Meeting  
Public Participation via Livestream  
<https://www.amherstburg.ca/livestream>**

**Monday, March 8, 2021  
6:00 PM**

For information pertaining to this agenda or to arrange for any additional accessibility needs please contact Tammy Fowkes, Deputy Clerk at [tfowkes@amherstburg.ca](mailto:tfowkes@amherstburg.ca)

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**Pages**

**10. REPORTS - CAO's OFFICE**

**10.2. COVID 19 Mass Vaccination Centre**

**3**

It is recommended that:

1. Administration **BE AUTHORIZED** to enter into an agreement with the Windsor-Essex County Health Unit (WECHU) for use of the Amherstburg Libro Centre to administer COVID-19 vaccinations;
2. Administration **BE DIRECTED** prepare and operate the Libro

Centre as a Mass Vaccination Site for residents of Windsor and Essex County; and,

3. Administration **BE AUTHORIZED** to incur an over-expenditure of funds for operation of the Mass Vaccination Site not included in the 2021 Budget and that those costs **BE RECOVERED** from the County of Essex, to the extent possible, through a reconciliation of costs with Essex County municipalities.



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF THE CAO

*MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

Author's Name: Giovanni (John) Miceli	Report Date: March 4, 2021
Author's Phone: 519 736-0012 ext. 2228	Date to Council: March 8, 2021
Author's E-mail: <a href="mailto:jmiceli@amherstburg.ca">jmiceli@amherstburg.ca</a>	Resolution #: N/A

To: Mayor and Members of Town Council

Subject: COVID 19 Mass Vaccination Centre

#### 1. RECOMMENDATION:

It is recommended that:

1. Administration **BE AUTHORIZED** to enter into an agreement with the Windsor-Essex County Health Unit (WECHU) for use of the Amherstburg Libro Centre to administer COVID-19 vaccinations;
2. Administration **BE DIRECTED** prepare and operate the Libro Centre as a Mass Vaccination Site for residents of Windsor and Essex County; and,
3. Administration **BE AUTHORIZED** to incur an over-expenditure of funds for operation of the Mass Vaccination Site not included in the 2021 Budget and that those costs **BE RECOVERED** from the County of Essex, to the extent possible, through a reconciliation of costs with Essex County municipalities.

#### 2. BACKGROUND:

With the increased availability of COVID-19 vaccines coming to the region the need to open mass vaccination centres is becoming more and more apparent if Windsor/Essex wishes to vaccinate residents in the most expeditious manner possible.

#### 3. DISCUSSION:

Recently a review of County locations was undertaken by WECHU in co-operation with the respective CEMC's of each municipality. As a result of the review undertaken, the Town of Amherstburg and the Municipality of Leamington were selected as the County sites. Lakeshore will be an alternative site should the need arise. Attached to the report

is the letter from Dr. Wajid Ahmed, WECHU confirming the selection of Amherstburg as a County mass vaccination site to administer the COVID-19 vaccine.

There are a number of logistical and human resource issues that are presently being worked on. Staff is working with WECHU to complete the logistical issues surrounding the site and we are confident they will be resolved in short order. There are several meetings that are ongoing with all the County CAO's to address the human resource needs required to undertake such an endeavour. It is estimated that 200 to 300 temporary staff will be required to run the mass vaccination clinics in the county. The primary focus of all county municipalities will be to support each other in the delivery and implementation of the vaccines. The situation is moving at a rapid pace and decisions are changing in order to ensure that we are able to quickly mobilize as the number of vaccines become available. It is expected that the number of vaccines made available will be ramping up at a rapid pace and that the goal is to have Windsor/Essex achieve its immunization target for late July/early August. It is anticipated that the site in Amherstburg may be required as early as the last week of March should we be able to have the necessary resources available to run the mass vaccination site.

#### **4. RISK ANALYSIS:**

The operation of a mass vaccination site by the Town may impact the Town's ability to deliver services and service levels anticipated in the course of normal operations.

There is significant political and financial risk to the region if we are unable to administer the vaccines within the required timeline. Vaccines have a shelf life and are required to be administered prior to the expiration date. Recent media publications have been critical of the government for allowing doses of the vaccine to expire due to lack of readiness. The administering of vaccines is also critical to the return of any form of normalcy, as in prior to COVID-19. The measures taken by government in order to protect Canadians has had a tremendous impact to the economy as well as the health and well-being of all. As a municipality selected to host a mass vaccination centre Amherstburg plays an integral role in returning the region to pre COVID-19 conditions.

A discussion with BFL Canada, the Town's insurer, has revealed their willingness to cooperate with the municipality, understanding the importance of this endeavour. The Town is appropriately covered to move forward as a mass vaccination site.

#### **5. FINANCIAL MATTERS:**

The financial details surrounding the mass vaccination centre operations and staffing have not been finalized, and are subject to change. It has been agreed that the County of Essex will play a critical role in the funding and financial reconciliation of the costs surrounding the mass vaccination sites. Through the Agreement with the WECHU, it will be clear that the WECHU is responsible for all costs related to administering the vaccines (medical). The costs of operating a mass vaccination site have not been included in the operational budget approved by Council for 2021. As a result, authorization is required by Council to allow Administration to incur expenses for this exercise, which are expected to be recovered through the County. The County will then address the recovery of such expenditures through senior levels of government, other county funds available or a

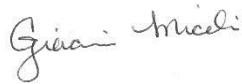
special assessment back to the respective municipalities. Once details are finalized these will be reported to Council. It is important to note that the County of Essex will directly incur costs related to the site; however where the Town is required to incur costs initially, Administration will be tracking those costs and will submit claims to the County for reimbursement. Financial controls have been established to ensure costs are tracked accordingly.

**6. CONSULTATIONS:**

All County CAO's have been consulted on this report  
Cheryl Horrobin, Director of Corporate Services

**7. CONCLUSION:**

Administration is working diligently to prepare the Libro Centre as one of a possible three total mass vaccination sites in the County.



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Giovanni (John) Miceli  
**Chief Administrative Officer**

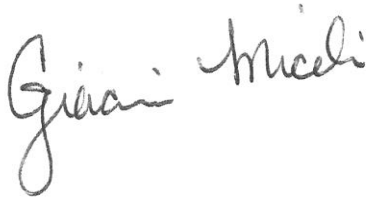
## Report Approval Details

Document Title:	Mass Vaccination Centre .docx
Attachments:	- Letter - Amherstburg-Leamington-Lakeshore - Site Selection - March 2, 2021.pdf
Final Approval Date:	Mar 5, 2021

This report and all of its attachments were approved and signed as outlined below:



Cheryl Horrobin



John Miceli



Paula Parker



March 2, 2021

Chief Bruce Montone  
Amherstburg Fire Department

Deputy Chief Mike Ciacelli  
Leamington Fire Department

Mr. Frank Jeney, Manager of Recreation  
Township of Lakeshore

Gentlemen:

**Vaccination site selections**

On the recommendation of Chief Bruce Krauter, mass vaccination clinic lead for the County of Essex, I am writing today to provide acknowledgement that the Municipality of Leamington and Town of Amherstburg have been selected as primary vaccination sites within the County of Essex.

The Town of Lakeshore has been acknowledged as an alternate site based on the demand of the population across the County and the City, and the ongoing and expected availability of the various vaccines. The site selections were based on demographics, epidemiology, input from the municipal Community Emergency Management Coordinators, municipal representatives and WECHU staff.

On behalf of the WECHU, the residents of the City of Windsor, the County of Essex and the partner local municipalities, I would like to thank you for hosting a site and providing the ability to administer this very important vaccination.

Sincerely



Dr. Wajid Ahmed, MBBS, MAS, MSc, FRCPC  
Medical Officer of Health