

**PROOF OF VACCINATION AGAINST COVID-19 IS REQUIRED**

It is understood and agreed that employment with the Township is conditional on you providing the Township with proof, prior to the start date of your employment and in a form satisfactory to the Township, that you are fully vaccinated against COVID-19. Please submit the proof of vaccination by emailing an image of your *BC Vaccine Card* and a copy of your *BC Driver's License* to [eevaccine@tol.ca](mailto:eevaccine@tol.ca) prior to the start date.

If you do not provide such proof prior to your start date, any offer or contract of employment with the Township will be void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from the Township by contacting Director, Human Resources, Shannon Harvey-Renner immediately at [shrenner@tol.ca](mailto:shrenner@tol.ca). Any accommodation request will be considered on a case by case basis in keeping with any applicable obligations on the part of the Township. The Township reserves the right to delay your start date while it considers your accommodation request.

It is further understood and agreed that if you commence employment with the Township, you may continue to be required to obtain boosters or vaccinations as directed and to provide proof of your vaccination status as and when required, in keeping with Township policies related to vaccination for COVID-19 or any other vaccination requirements as may be amended from time to time. It is understood and agreed that if you fail to comply with such policies or directives from the Township, the Township may terminate your employment for cause or, at the Township's discretion, hold you out of service without pay pending compliance. An exception to termination for cause in these circumstances will be where an accommodation arising on the basis of a ground protected by applicable law is required and approved by the Township.

**I have read and understand this letter and agree to provide proof of vaccination satisfactory to the Township prior to and as a condition of commencing employment other than pursuant to an approved accommodation.**

Signed \_\_\_\_\_, (Date)

\_\_\_\_\_  
Candidate/Employee Name

\_\_\_\_\_  
Candidate/Employee Signature