



**Town of Amherst
Special Council Meeting
Agenda**

Date: **Tuesday, March 31, 2020**
Time: **4:00 pm**
Location: **Council Chambers, Town Hall**

	Pages
1. CALL TO ORDER	
2. REQUEST FOR DECISION	
2.1 Special Election	1 - 3
2.2 Amherst Board of Police Commissioners Citizen Appointments	4 - 13
2.3 Planning Advisory Committee Citizen Appointment	14 - 18
3. DEPARTMENTAL COVID-19 UPDATES	
3.1 CAO	19 - 22
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3.3 Fire	25 - 26
3.4 Operations	27 - 27
3.5 Corporate	28 - 28
3.6 Clerk's Office	29 - 29
4. ADJOURNMENT	

SYNOPSIS

Special Election

Councillor Blanch resigned from Amherst Town Council effective on February 29, 2020.

Council could decide to hold a special election to fill the vacancy left by this resignation; however, Section 13(8) relieves Council of the requirement to do so when the election would be within 6 months of a regular election. subsection 13(8) deems that no special election shall be held for a vacancy on a Council within the six months preceding ordinary polling day for a regular election (in this case October 17, 2020) unless otherwise determined by the Minister or the Council.

Since the October 2020 election is six months away, with Council typically not meeting for two of these being July and August, and with the current state of the COVID-19 pandemic, and the March 22, 2020 declaration of a NS State of Emergency, staff and Council feel it best to not hold a special election. It would be nearly impossible to conduct a Spring election at this time without potentially endangering the public. Prohibitions on gatherings of more than 5 people, and the number of people who would have to physically touch a ballot are just a few of the concerns. Further to this, a special election would cost in the range of \$40,000 - \$50,000.

MOTION:

That Council approve the recommendation of the Returning Officer to not hold a Special Election this Spring.



COMMITTEE OF THE WHOLE

RFD# 2020034

Date: March 30, 2020

TO: Mayor Kogon and Members of Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk/Returning Officer

DATE: March 31, 2020

SUBJECT: Special Election

ORIGIN: Resignation of Councillor Blanch

LEGISLATIVE AUTHORITY: Section 13 (subject to subsection 13(8)) of the Municipal Elections Act.

RECOMMENDATION: That Council approve the recommendation of the Returning Officer to not hold a Special Election this Spring.

BACKGROUND: At the February 24, 2020 regular meeting of Council, Councillor Jason Blanch official announced his resignation from Amherst Town Council as of February 29, 2020.

DISCUSSION: With the resignation of Councillor Blanch effective on February 29, 2020, Council needs to discuss the requirements for a special election.

Council could decide to hold a special election; however, Section 13(8) relieves Council of the requirement to do so when the election would be within 6 months of a regular election.

As a result of this resignation, Section 13 (subject to subsection 13(8)) of the Municipal Elections Act requires Council, within four weeks of the vacancy occurring, to name a day for a special election to fill the vacancy and, if no regular meeting of the council is to be held within that time, the clerk shall call a special meeting for the purpose. The day fixed for the special election shall be a Saturday not more than eleven weeks after the meeting of the council at which the day was named.

The only dates available for such an election to place it outside of the six-month window (before April 17, 2020) would be March 28, April 4 and April 11. Certainly, the latest possible election day of June 6, 2020 is well within the six-month time frame.

However, subsection 13(8) deems that no special election shall be held for a vacancy on a Council within the six months preceding ordinary polling day for a regular election (in this case October 17, 2020) unless otherwise determined by the Minister or the council.



FINANCIAL IMPLICATIONS: The estimated cost of a special election would be in the \$40,000 to \$50,000 range.

SOCIAL JUSTICE IMPLICATIONS: With the current state of the COVID-19 pandemic, and the March 22, 2020 declaration of a NS State of Emergency it would be nearly impossible to conduct a Spring election at this time without potentially endangering the public. Prohibitions on gatherings of more than 5 people, and the number of people who would have to physically touch a ballot are just a few of the concerns.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

COMMUNITY ENGAGEMENT: This will follow a decision of Council.

ALTERNATIVES:

- Proceed with calling a Special Election

ATTACHMENTS:

Report prepared by: Kimberlee Jones, Municipal Clerk/Returning Officer
Report and Financial approved by:

SYNOPSIS

Amherst Board of Police Commissioners Citizen Appointments

The Police Commission Bylaw sets out the membership requirements, which includes two community volunteers for one-year terms and one community volunteer for a two-year term. Both of the one-year term positions are expiring on March 31, 2020.

We advertised for expressions of interest to serve on the Board in the Amherst News and social media.

MOTION:

That Council re-appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms from April 1, 2020 ending March 31, 2021.



COMMITTEE OF THE WHOLE

RFD# 2020026

Date: March 30, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: March 30, 2020

SUBJECT: **Citizen Appointments to the Amherst Board of Police Commissioners**

ORIGIN: Current membership term expiring March 31, 2020

LEGISLATIVE AUTHORITY: Bylaw Respecting the Amherst Board of Police Commissioners

RECOMMENDATION: That Council re-appoint Steve Wells and Roy Pettigrew to the Amherst Board of Police Commissioners for one-year terms expiring March 31, 2021.

BACKGROUND: The Police Commission Bylaw sets out the membership requirements, which includes two community volunteers for one-year terms and one community volunteer for a two year term. Both of the one-year terms are expiring on March 31, 2020.

DISCUSSION: We advertised for expressions of interest to serve on the Board. This resulted in submissions from two current members, Steve Wells and Roy Pettigrew and two new submissions from interested citizens.

FINANCIAL IMPLICATIONS: As these are volunteer positions there are no financial implications.

COMMUNITY ENGAGEMENT: The ad seeking expressions of interest appeared in the Amherst Newspaper on February 26, 2020 with a March 11, 2020 deadline for applications. The ad was also posted on our website and was promoted through our social media channels (facebook and twitter)

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

ALTERNATIVES: Appointments are necessary as these citizen appointments expire March 31, 2020.

ATTACHMENTS:

- Bylaw Respecting the Amherst Board of Police Commissioners, C-1
- Ad soliciting expressions of interest

Report prepared by: Kim Jones, Municipal Clerk Report and Financial approved by:



NOTICE OF PUBLICATION

SUBJECT: Amherst Board of Police Commissioners By-law, C-1

NOTICE IS HEREBY GIVEN that Amherst Town Council, at a meeting held on December 20, 2010, adopted a By-law Respecting the Board of Police Commissioners for the Town of Amherst, C-1.

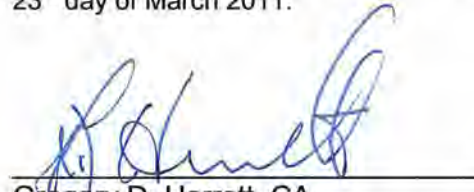
The new by-law repeals and replaces the Town of Amherst By-law to Establish the Amherst Police Commission approved by Council in January 1977 and amended in February 1984 and December 1994.

The new by-law clarifies terms of board member appointments and attendance at commission meetings, increases the board membership from five to seven, and includes housekeeping amendments to bring the wording in compliance with current legislation.

Copies of the new by-law may be inspected at the office of the Town Clerk, Confederation Memorial Building, Ratchford Street, during regular business hours. The by-law can also be viewed on the Town's web page at www.amherst.ca

THIS IS TO CERTIFY that the foregoing is a Notice of Publication regarding the adoption of the above Town of Amherst By-Law as published in the local newspaper on March 23, 2011.

GIVEN under the hand of the Town Clerk and under the seal of the Town of Amherst this 23rd day of March 2011.



Gregory D. Herrett, CA
Town Clerk and Chief Administrative Officer

Town of Amherst

A BYLAW RESPECTING THE BOARD OF POLICE COMMISSIONERS FOR THE TOWN OF AMHERST

BE IT ENACTED by the Council of the Town of Amherst, under the authority of the Police Act, Chapter 31, ACTS OF NOVA SCOTIA 2004.

Short Title

- 1 This By-Law shall be known as the "Amherst Board of Police Commissioners By-Law".

Definitions

- 2 In this By-Law
 - (a) "Board" means the Board of Police Commissioners for the Town of Amherst
 - (b) "Council" means the Council for the Town of Amherst.
 - (c) "Chief of Police" means the Chief of Police of the Amherst Police Department.
 - (d) "Amherst Police Department" means the Chief and members of the municipal police force of the Town of Amherst.
 - (e) "Minister" means the Minister of Justice for the Province of Nova Scotia

Board Established

- 3 The Council establishes the Board of Police Commissioners for the Town of Amherst, with membership as follows:

One Year Term	Two community volunteers
Two Year Term	One member of Council One Community Volunteer
Three Year Term	Two members of Council
Other	One Ministerial appointment

Membership

4

- (a) The member of the Board appointed by the Minister shall be appointed pursuant to subsection 44(4)(c) of the Police Act.
- (b) The members of the Board appointed by Council shall be appointed pursuant to subsections 44(4)(a) and (b) of the Police Act.
- (c) Dismissal of members of the Board shall be carried out in accordance with subsection 44(7)(a) with regard to a member appointed by the Minister and subsection 44(7)(b) with regard to members appointed by Council.
- (d) An absence from two consecutive meetings without just cause as determined by the chair and Board members shall be cause for the replacement of a member appointed by Council.
- (e) Where a vacancy occurs on the Board or where a member is unable to carry out his/her duties as a member of the Board by reason of illness or absence, Council shall appoint a replacement as soon as is practicably possible.
- (f) The members of the Board appointed from Council shall serve without remuneration.
- (g) The Board shall, at its first meeting each calendar year or as soon as practicable thereafter, choose its chairperson and vice-chairperson.
- (h) The chairperson shall preside at all meetings of the Board and in his/her absence the vice-chairperson shall preside.
- (i) Should the chair become vacant due to resignation or replacement, an election for the Chair shall be held within 60 days of such vacancy occurring.

Procedure

5

- (a) The Board shall conduct its business according to the bylaws, regulations and policies established by Amherst Town Council, the Amherst Board of Police Commissioners, the Police Act and, where applicable the Municipal Government Act.

- (b) The Board shall hold a meeting at least every three months. The Board may meet in camera at any time on 24 hours notice by the Chairperson or any two members or at any time with unanimous consent of all members concerning all matters relating to discipline, personal conduct, contract negotiations and security of the police operations.
- (c) A majority of the members of the Board shall constitute a quorum.
- (d) The Chief Administrative Officer of the Town or his appointee, shall be the Secretary to the Board and shall have charge of all minutes, records and accounting procedures to be followed and maintained by the Board.

Chief Officer

- 6 (a) The Chief of Police shall be appointed by the council, and following a year's period of probation, may not be suspended, dismissed or otherwise disciplined except with cause, and in such event, he shall have the right to appeal, within fifteen days of such disciplinary action, to the Chairman of the Nova Scotia Police Commission. The Commission shall conduct a hearing therein and may confirm, overrule, or modify such action and its decision therein, shall be final.
- (b) The Chief of Police shall advise the Board with respect to the provision of efficient and effective municipal police service delivery. S/he may, in consultation with the Board, undertake in a timely manner research, strategic planning, policy development and implementation, and the reporting of results in response to inquiries by the Board pertaining to its community governance responsibilities as defined in the Police Act.
- (c) The Chief of Police and/or the Deputy Chief of Police shall whenever requested by the Chairman and where practicable attend meetings of the Board, whether public or in-camera.
- (d) The Chief of Police or his Deputy shall be in charge of the management, direction and control of the day to day operation of the police force, including the enforcement of law and the maintenance of discipline within the force. Should such discipline, in the opinion of the Chief Officer, require that an employee be dismissed, such dismissal shall be by the Board on the recommendation of the Chief Officer.

Board Powers

- 7
- (a) The Board shall conduct its responsibilities in accordance with the requirements established by the Police Act,
 - (b) The Board shall, each year, submit to the council for its consideration and approval its estimates of all monies required for the year to pay the remuneration of the members of the police force and staff and to pay for the accommodation, arms and equipment and other things for the use and maintenance of the force.
 - (c) All collective agreements or other agreements with members of the police force or its bargaining agent shall be contracted in the name of the Town of Amherst, and the Town of Amherst shall be the employer of all members of the police force.
 - (d) The Board shall submit all requests for all capital equipment proposed to be purchased to the council, together with the recommendation of the Board for the purchase consideration in accordance with the purchasing policy of the Town of Amherst.
 - (e) The Board shall have the jurisdiction without interference by the Council over all matters relating to the enforcement of all criminal law, federal statutes, provincial statutes, and Town by-laws and ordinances.
 - (g) The Board shall further have jurisdiction over all matters relating to the enforcement of provincial statutes having local effect and Town by-laws and ordinances, but Council shall have the right to request the enforcement of such statutes or by-laws as may be required for the proper administration thereof within the Town.
 - (h) The Chief of Police or his designate shall give all necessary orders, directions and instructions to the police force and no Board member, other than the Chair or his or her designate except when communicating a decision of the Board, shall issue any order, direction or instruction to any member of the police force relative to his duties as a member of the force.

General

- 8
- The Chief Administrative Officer and the Chief of Police shall be members of any committee appointed for the purpose of negotiating a collective agreement with any union representing members of the Town police force.

- 9 The Town of Amherst By-Law to Establish the Amherst Police Commission, By-Law Number C-1 approved by Council on January 18, 1977 and amended on February 20, 1984 is hereby repealed.

Clerk's Annotation for Official By-Law Book

Date of First Reading: 29 November 2010

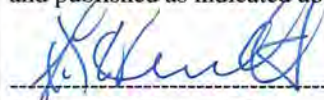
Date of Notice of Intent to Consider: 6 December 2010

Date of Second Reading: 20 December 2010

Date of Advertisement/Notice of Publication to be published following ministerial approval

Date of mailing to Minister a certified copy: 21 December 2010

I certify that this **By-Law Respecting the Amherst Board of Police Commissioners, C-1** was adopted by Council and published as indicated above.



21 December 2010

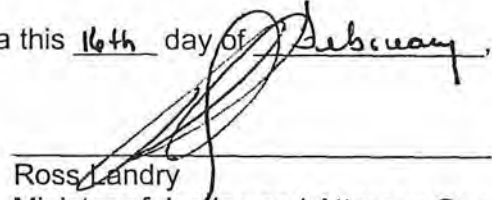
Gregory D. Herrett, CA Date
Town Clerk and Chief Administrative Officer

*Effective Date of the By-Law unless otherwise specified in the text of the By-Law.

MINISTERIAL APPROVAL

Pursuant to subsection 55(2) of the *Police Act*, S.N.S. 2004, c.31, I hereby approve they bylaws for the Amherst Municipal Board of Police Commissioners, attached hereto as Schedule "A".

Dated at Halifax Regional Municipality, Nova Scotia this 16th day of February, 2011.



Ross Landry
Minister of Justice and Attorney General

Service Nova Scotia
and Municipal Relations

Approved this 10th day
of March 2011.



Minister of Service Nova Scotia and Municipal Relations

TOWN OF AMHERST

Amherst Board of Police Commissioners

Citizen Appointments

The Town of Amherst is looking for interested citizens to fill two appointments on the Amherst Board of Police Commissioners, effective April 1, 2020.

The role of the Police Commission is to act as a liaison between the Amherst Police Department and Amherst Town Council. It is a link between the community and the police with a mandate to balance the requirements of public accountability and those of police independence. To be a candidate for appointment as a board member, a person must demonstrate all of the following qualifications to the satisfaction of Council:

- Resident within the Town of Amherst;
- Possess a knowledge of community issues;
- Be of good character;
- Possess the skills and abilities to make the commitment of time and effort required to carry out Board responsibilities; and
- Consent to criminal record and background checks.

Please provide a written letter of your background and interests to Kimberlee Jones, Municipal Clerk, PO Box 516, 98 East Victoria Street, Amherst, NS B4H 4A1 or by email to kjones@amherst.ca

All applications must be received by Wednesday, March 11, 2020 at 4:30 p.m.

SYNOPSIS

Planning Advisory Committee Citizen Appointment

The Planning Advisory Committee has three citizen appointee members. One of these memberships expires March 31, 2020.

A notice was placed in the Amherst Newspaper and on Town of Amherst social media advertising for this appointment.

MOTION:

That Council re-appoint Ron Wilson to the Planning Advisory Committee for a three-year term ending March 31, 2023.



COMMITTEE OF THE WHOLE

RFD# 2020027

Date: March 30, 2020

TO: Mayor Kogon and Members of Amherst Town Council

SUBMITTED BY: Kimberlee Jones, Municipal Clerk

DATE: March 30, 2020

SUBJECT: Citizen Appointment to the Planning Advisory Committee

ORIGIN: Membership of one of our PAC citizen appointees expires March 31, 2020.

LEGISLATIVE AUTHORITY: Planning Advisory Committee Policy.

RECOMMENDATION: That Council re-appoint Ron Wilson to the Planning Advisory Committee for a three-year term ending March 31, 2023.

BACKGROUND: The Planning Advisory Committee has three citizen appointee members. One of these memberships expires March 31, 2020.

DISCUSSION: The role of the Planning Advisory Committee is to advise Council respecting the preparation, or amendments to, the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw, as well as other general land use planning matters. This Committee also hears appeals and makes decision with respect to Dangerous and Unsightly Premises, and acts as the Heritage Advisory Committee.

FINANCIAL IMPLICATIONS: There are no financial implications regarding committee appointments; they are volunteers.

COMMUNITY ENGAGEMENT: A notice was placed in the Amherst Newspaper on February 26, 2020 and on Town of Amherst social media advertising for this appointment, with a March 11, 2020 deadline for applications. We received two applications.

ENVIRONMENTAL IMPLICATIONS: There are no environmental implications.

SOCIAL JUSTICE IMPLICATIONS: There are no social justice implications.

ALTERNATIVES: There are two applicants. An appointment is necessary as this citizen appointment expires March 31, 2020.

ATTACHMENTS:

- Planning Advisory Committee Policy
- Ad Soliciting Expressions of Interest

Report prepared by: Kimberlee Jones, Municipal Clerk
Report and Financial approved by:



DEPARTMENT: PLANNING AND DEVELOPMENT DEPARTMENT

TITLE: **PLANNING ADVISORY COMMITTEE POLICY**

Minutes reference date: 27 March 2006; 29 November 2010; 24 October 2011; March 24, 2014; 22 January 2015

PURPOSE:

The purpose of this policy is to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*.

ROLE OF COMMITTEE

1. The role of a Planning Advisory Committee is to advise Council respecting the preparation or amendment of the Town’s Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw as well as general land use planning matters.
2. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.
3. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act* and pursuant to the Heritage Properties Bylaw, the Committee will also act as the Heritage Advisory Committee.
4. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act*, the Planning Advisory Committee will also undertake the duties assigned to it pursuant to the Dangerous or Unsightly Premises Policy of the Town of Amherst.

MEMBERSHIP

5. The Council shall appoint members of the Planning Advisory Committee by resolution.
6. Membership shall include three members of Town Council and three members of the public who are residents of the Town of Amherst.
7. The term for members shall be three years, and members may be re-appointed to the Committee. Public members’ terms shall be by fiscal year, with one member appointed each year.
8. In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.

9. At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice chairperson may be re-elected.

STAFF RESOURCES

10. The Deputy Chief Administrative Officer – Operations is responsible for all functions of the Committee including:
 - a. Calling meeting;
 - b. Taking minutes
 - c. Distribution of reports and other information as required;
 - d. Public notification as required;
 - e. Providing Committee motions to the Chief Administrative Officer for inclusion on the Council agenda.
11. Where additional information or work is required of staff by the Committee the Deputy Chief Administrative Officer – Operations (Deputy CAO) will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
12. Meetings are to be attended by the Deputy CAO or designate as well as an Executive Assistant. At the discretion of the Deputy CAO, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer and all Directors.

MEETINGS

13. Meetings will be automatically scheduled for the first Monday of every month. Meetings will commence at 4:30 PM unless otherwise informed.
14. Meeting times may be changed when appropriate by the Chairperson in consultation with the Deputy CAO.
15. Meetings may be cancelled by the Chairperson in consultation with the Deputy CAO when there are no agenda items.
16. All meetings are open to the public as per Section 203 of the *Municipal Government Act*, unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Act*.
17. The date, time and location of Committee meetings shall be posted in the lobby of Town Hall three days prior to the meeting, and on the Town's website.
18. An agenda package will be provided to all Committee members and staff no later than 4:00 PM, two business days prior to the meeting.

TOWN OF AMHERST
Planning Advisory Committee
Citizen Appointments

The Town of Amherst is seeking an Amherst resident who is interested in becoming a citizen representative on the Planning Advisory Committee.

The role of this Committee is to advise Council respecting the preparation or amendments to the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw, as well as other general land use planning matters. This Committee also hears appeals and makes decision with respect to Dangerous and Unsightly Premises, and acts as the Heritage Advisory Committee.

Please provide a written letter of your background and interests to:

Kimberlee Jones
Municipal Clerk
Town of Amherst
PO Box 516, 98 East Victoria Street
Amherst, NS
B4H 4A1
kjones@amherst.ca

All applications must be received by Wednesday, March 11, 2020 at 4:30 p.m.

For further details please contact Andrew Fisher, Manager of Planning & Strategic Initiatives at 902-667-3352 or by email to afisher@amherst.ca

MEMO

TO: Mayor Kogon and Members of Council
FROM: Greg Herrett, CPA, CA Chief Administrative Officer
DATE: March 31, 2020
RE: Update from the CAO

COVID -19 - Updated to March 31, 2020

The Province of Nova Scotia declared a state of emergency on March 22, 2020, in order to prevent the spread of COVID-19. We must all follow the Public Health Orders and Directions. Further information is available at <https://novascotia.ca/coronavirus/>.

During this extraordinary time, the Town of Amherst is focused on providing the essential services of fire and police protection as well as water and sewer services and the basic supports that those services require as we prepare and respond to the impacts of COVID-19 infections in Nova Scotia and to our community.

Keeping everyone safe and healthy, providing essential services and maintaining emergency response preparedness are the primary objectives for the Town of Amherst. The measures that we and others have taken WILL impact our customers. We regret any inconvenience and ask for your support and understanding through this challenging and unique circumstance.

All Town facilities are closed to the public and any staff that can work remotely are doing so.

Residents and members of the public are asked to please be patient and expect there may be additional changes as we move forward.

Our Management Team has been meeting at least once a day sometimes more by Skype, Zoom, etc. and have been attempting to keep Council as up to date as possible

CAO in at least daily contact with Mayor Kogon.

CAO has been in constant contact with the CAO's of Oxford and Cumberland and REMO Coordinator Mike Johnson.

CAO has a scheduled call every other day with CAO's in Truro, Bridgewater, New Glasgow and Yarmouth

Mayor and CAO participated in conference calls with MLA, MP, Warden, Mayors, CAO's, REMO.

We currently have 115 employees including seasonals on layoff. Of those, 29 working at home and 4 are on self isolation due to travel. We know of none who are symptomatic. Managers are in daily contact with the split shift employee, those on self isolation and those who are working from home.

Tax and water billing issues

We are aware that some municipal units have made some minor modifications to billing and due dates and we are monitoring those announcements. Today Mayor Kogon and the CAO met virtually with the officials from Oxford and Cumberland to discuss this as well.

The Nova Scotia Federation of Municipalities is engaging DMA to hopefully come up with a provincial solution for business tax deferral and they have requested that municipalities delay decisions in this regard until an update can be provided on that work.

So far, TOA has waived interest for the month of March. We will have a meeting very soon to discuss the measures that may be taken in Amherst on billing issues

Status of Town Services

Essential services of fire, police, water and sewer are not presently impacted.

At the present time, Town staff will not be entering residential or commercial premises except in cases of emergency or an urgent service need.

For the time being, we are staffing our main reception telephone line at 902-667-3352. Requests for service will be addressed on a priority and capacity basis considering the safety of the public and Town staff.

Status of Town Facilities

The Amherst Fire Hall is closed to the public, including the main meeting room on the second floor and the Russell Hunter Room;

The Amherst Police Department – Front counter/reception services will not be available until further notice. We encourage people to call the APD dispatch at 902-667-8600 for any non-emergency assistance or service. For emergencies, call 911. Access and bookings for the Francis Smith Community Room has been suspended until further notice.

The Public Works Garage is closed to the public;

The Community Credit Union Business Innovation Centre is closed to the public;

The Amherst Stadium is closed to the public, including the walking track and meeting room;

Town Hall is closed to the public. For the time being, we are staffing our main reception telephone line at 902-667-3352. Requests for service will be addressed on a priority and capacity basis.

As per the direction of the Minister of Municipal Affairs and Housing, and pursuant to the Emergency Management Act, all municipal parks in Amherst are closed. Persons on park premises will be considered to be trespassing and subject to possible fines. This includes, but is not limited to:

1. Dickey Park on East Pleasant Street
2. Dog Park on East Pleasant Street
3. Rotary Centennial Park on Elmwood Drive
4. Strawberry Fields Park on Abbey Road
5. Harding Park on Summit Avenue
6. Christie Park on Albion Street
7. Beacon Street Park on Beacon Street
8. Lions Park on Hickman Street
9. Ernie Mills Park on Copp Lane
10. Norther Telecom Park on Park Street
11. Robb Complex on Laplanche Street
12. Amherst Lions Skate Park on Church Street
13. Tennis Courts on Church Street
14. Victoria Square on Victoria Street
15. Curry Park on Clarence street
16. Soccer Fields on Winston Avenue

Our Active Transportation Trails remain open, including the trail that starts at the corner of Willow and East Pleasant streets, continues along Willow Street to Robert Angus Drive and then to South Albion Street. In addition, the trail between Donald Avenue and Willow Street remains open as does the Marsh Trail from Derby Street to Brownell Avenue.

In general, parks are closed and this includes tracks and portions of trails that go through parks. Trails, outside of parks, are open.

While utilizing the trails, please adhere to the social-distancing requirements, which require people to be at least two metres (six feet) apart.

Events/Programs

All March break activities and future programming will be cancelled until further notice. This includes:

- Indoor walking and any other activities at the Amherst Stadium
- Learn to Lead
- Youth on the Move
- Living Well

- Multisport
- Volunteer appreciation event and presentations
- The French Toast Fest has been canceled.

Status of meetings of Council and Committees

All in person meetings of council and committees have been canceled until further notice due to the Minister's Order. Council will be meeting virtually. Minutes will be posted to the Town's website.

Information for Business and Employers

The Cumberland Business Connector, on behalf of all three municipal units in the Cumberland Region is co-ordinating the flow of information to business and employers. This effort is also being supported by the Business Development staff in each of the municipalities. This information is available on the Connector's website by clicking on the following links:

<https://www.cumberlandbusinessconnector.ca/covid-19.html>

<https://www.cfib-fcei.ca/en/small-business-resources-dealing-covid-19>

Health Related Information and Reminders

Nova Scotia Health Authority has established COVID-19 assessment centres. If you need in-person assessment, please call 811 and they will refer you to a centre. Do not go to a COVID-19 assessment centre unless 811 has referred you.

Visit novascotia.ca/coronavirus/ for information about protecting yourself and others from the spread of COVID-19.

Follow any advice and recommendations from your personal health care provider and governing bodies such as Public Health Agency of Canada regarding COVID-19.

For More Information from the provincial and federal governments:

- [NS Health and Wellness Novel Coronavirus website](#)
- [Public Health Agency of Canada – Coronavirus disease \(COVID-19\): Outbreak updates](#)
- [Public Health Agency of Canada – Coronavirus disease \(COVID-19\): Awareness resource](#)

MEMO

TO: Mayor Kogon and Members of Council
FROM: Dwayne Pike, Police Chief
DATE: March 30, 2020
RE: **COVID-19 Pandemic Planning**

BACKGROUND

On March 11, 2020, in response to widespread cases in multiple countries, the World Health Organization has categorized COVID-19 as a pandemic. On March 22nd, the Province of Nova Scotia declared a state of emergency to help contain the spread of COVID-19. Under the authority of Section 32 of the Health Protection Act, the NS Medical Officer has placed restrictions on those who have travelled out of the county or out of the province or who may have been in close contact with a person diagnosed with COVID-19 are required to self-isolate for a period of 14 days. Under this order, people are not permitted to gather in groups of more than 5 people and must practice social distancing. Many non-essential services, businesses, schools and parks have been closed to protect the public from the spread of COVID-19.

DISCUSSION

In response to the dangers posed by the spread of COVID-19, the Amherst Police Department has adapted to ensure that 24/7 frontline police service continues. In many ways, the Police Department will continue to provide the same emergency services and answer calls for service, but will be utilizing screening questions to mitigate health risks in relation to COVID-19 when communicating with community members, staff and our officers.

The Amherst Police Department has made several administrative changes in regards to services:

1. Front counter/reception services are not be available until further notice. People are encouraged to call APD dispatch at (902) 667-8600 for any non-emergency assistance or service. For emergencies, call 911;
2. Access and bookings for the Francis Smith Community Room has been suspended until further notice;
3. Non-essential services, such as local criminal record checks, civil and other applications have been temporarily suspended. This includes licensing renewal requirements for current license holders. Existing licenses will be extended until the end of April 2020 until further notice.

Internally, the Police Department has made several other changes to protect our staff and members as well as ensure services are continued:

Platoon Priority & Scheduling: The uniform patrol section (Platoon) is the priority for maintaining essential services as they are the frontline officers responding to calls and handle the majority of complaints and investigations. All specialty police sections (MCU, Crime Prevention, Street Crime) have been temporarily discontinued and staff have been absorbed into the platoons.

This enables each platoon to have extra people so that members can be 'rotated off' on a regular basis to ensure that staff are healthy and available when they are needed. MCU investigations will be managed by platoon members as required and by priority. In some cases, admin staff, including management are able to work from home, or are being rotated off to ensure employee health. With the front counter temporarily suspended, we are able to schedule some people off to keep them healthy and available.

Occurrence Intake and investigations: As of March 20th, members and staff were advised to attempt to handle complaints or follow up through the telephone if possible. Person-to-person contact will be only when absolutely necessary and with proper screening questions to ensure the safety of those involved. Dispatch and members will be responsible to utilize screening questions to assess risk.

Public Contact and Social Distancing: Members and Staff have been advised to refrain from contact with public as much as possible. As a result, they have been advised that there is no emphasis on tickets and/or stats until this issue has been resolved satisfactorily. We do not want to put our staff and members in harm's way. Checkpoints, foot patrols and other risk-increasing behavior that result in unnecessary public contact is discouraged.

Our staff have been advised and will be constantly reminded:

- a. Keep a physical distance from others, minimum 2 metres.
- b. Do not bring members of the public into the office.
- c. Refrain from entering occupied offices and workstations unless absolutely necessary
- d. If in a meeting, -ensure that that the room is wiped down before and after and ensure proper distance from others

Building Access: Building access has been restricted to staff, members and others who are required to be here only. Any other persons that are required to attend are to take the least intrusive route into the building and out. The APD fitness center has been restricted to 1 person at a time only, with very strict use and cleaning conditions. Only those working can utilize the gym at this time to avoid contamination issues and unnecessary building access. Vehicles and workstations are assigned to individual members and are not to be shared.

Sanitization and Cleaning: Staff and members are responsible and contribute to cleaning and sanitizing the premises and equipment. Work stations and vehicles are assigned to individual staff who are responsible to clean before, after and during their shift. Admin staff also clean 'high touch' areas throughout the day with patrol members doing this during nightshifts and weekends.

Personal Protective Equipment: Staff have been issued PPE such as glasses, protective gowns, and facial masks. They have also been provided with instructions on how to protect themselves and others from threat of COVID-19.

Staff Illness: When staff are ill, they have been instructed to stay at home. The *Town of Amherst Roll Call* is completed daily and provides information for those working, those working at home, those not scheduled and those who may be sick, or sick/isolated as a result of Covid-19 concerns. Anyone who has recently travelled outside Canada is required to self-isolate for 14 days. Members and staff who travel across the NS/NB border are exempt from self-isolating requirements as long as they are healthy and are required to maintain essential services.

MEMO

TO: Mayor Kogon and Members of Council
FROM: Greg Jones, Fire Chief / Safety Compliance
DATE: March 30, 2020
RE: **Fire Department Update – COVID-19**

The Amherst Fire Department continues to adapt our operational objectives to meet the changing operational needs during this pandemic. This includes following the recommendations of our health professionals by ensuring that we respecting the physical distancing requirements and provisions of the provincial state of emergency order.

At present, our Personal Protective Equipment inventory remains stable, with additional supplies on order. Unfortunately, at this time we understand that there are global Personal Protective Equipment supply chain challenges, as a result of COVID-19.

One of the main challenges that we are currently facing is the ability to have face to face conversations, training and social events. However, as a group we are finding ways to think outside the box and move forward.

We are in extraordinary times, and as a result, extraordinary measures and approaches to situations are being taken. Our fire fighters continue to adjust to the pandemic environment.

We have deployed the use of audio and video conferencing to have establish a means to communicate as a group, ensuring that physical distancing is achieved. Presently, we are working to establish a weekly call / training with our members. The intent is to maintain social and operational contact with all of our members.

I have engaged the President of the Amherst Fire Fighters Association and I have been assisting them in moving forward with audio and video conferencing options to engage their members and develop new ways to move forward.

I have been in contact with both my local and national colleagues over the last few weeks, with the main focus of gaining situation awareness and planning to meet the current and future needs.

The members of the Amherst Fire Department and all Town of Amherst employees continue to find ways to tackle this situation and move forward in a positive, productive and engaging manner.

MEMORANDUM

To: Mayor Kogon and Members of Council
From: Jason MacDonald, Deputy CAO
Date: March 31, 2020
Subject: **Operations COVID-19 Preparedness**

The following is a summary of the most prominent steps taken by the Operations Department to prepare for and provide essential services during the COVID-19 Pandemic.

1. In both Public Works and Recreation, we have divided our employees into two shifts with each shift working 2 weeks on and two weeks off with the intention of always having employees available to provide essential services to our customers.
2. Five administrative staff are working from home; two are working from home part time; one is working at the Works Garage as usual.
3. Staff are focused on providing essential services and responding to priority issues as they arise.
4. In both Public Works and Building Inspection we have suspended routine in-house service. Some services are permitted with the authorization of the Deputy CAO where potential exposure can be limited.
5. We have adequate staff and supplies to pump, chlorinate, test and distribute potable water to our customers.
6. We have adequate staff to collect, pump, treat and test sanitary sewer.
7. We have adequate staff to meet established service level standards for street and sidewalk snow clearing.
8. Cumberland Joint Services Management Authority has a plan which will enable them to keep their solid waste facility open.
9. Our residential hauler, Miller Waste, has a contingency plan in place to enable continued residential solid waste pickup.
10. Town buildings have been closed to the public and are being sanitized daily in addition to routine cleaning.
11. Parks and the Amherst Stadium have been closed.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Shelley Rector, CPA, CMA - CFO

DATE: March 31, 2020

SUBJECT: COVID 19 Update - Corporate, Community, Business Services

Current status:

All the Corporate Services, Community Well-Being and Business Development staff are working from home. Information Technology staff are required to attend to work sites on an as-needed basis. Most of the work is being done through remote desktop access where possible. Our Accounts Payable person attends Town Hall a few hours a week to process payables. Proper cleaning and sanitation procedures are followed by all staff.

Of the services provided by the above noted Departments, Information Services and Payroll are the most essential. Contingency plans have been developed for both services in the event of illness. In addition, a financial oversight role is required to ensure purchasing of essential goods and services can continue, that information is coded correctly, and bills are paid in a timely manner.

Staff are using skype for business to communicate and conduct businesses online. The Business Development Officer works with the Cumberland Business Connector to communicate relevant information as it becomes available.

Well-being staff are providing information and updates to citizens and encouraging community and staff engagement where possible.

A wellness check is completed on staff daily.

MEMO

TO: Mayor Kogon and Members of Council

FROM: Kim Jones, Municipal Clerk

DATE: March 30, 2020

RE: Situational Updates

Currently all 3 staff members from the Clerk's office are working from home.

With the announced measures from the Minister last week, we have a plan to be able to have virtual meetings (video or teleconference) and post the minutes of the meeting to our webpage within 24 hours.

Staff are currently working with our IT department to ensure we are using the technology platform to meet our needs and comply with the Minister's order.