



Town of Amherst  
Special Council Meeting  
Agenda

Date: **October 14, 2021**  
Time: **12:00 pm**  
Location: **Zoom Virtual Meeting**

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Pages

1. CALL TO ORDER
2. REQUEST FOR DECISION
  - 2.1. COVID 19 Vaccination Policy 1 - 5
3. ADJOURNMENT

# SYNOPSIS

## COVID 19 Vaccination Policy

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The Covid 19 pandemic continues to affect our lives. Protective measures within the workplace are the responsibility of the employer and the Town of Amherst is committed to providing a safe working environment for our employees, Council, volunteers and members of the public with whom we interact with regularly. The COVID 19 Vaccination Policy will require that all Town of Amherst employees, Council, volunteers, board and committee members are fully vaccinated by December 15, 2021. Should proof of full vaccination not be provided by that date, the individual will be placed on unpaid administrative leave.

Those who cannot be vaccinated based on an approved written medical exemption may request an exemption through the town's human resources officer, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia.

**MOTION:**

**That Council approve the COVID 19 Vaccination Policy.**

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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Jason MacDonald, CAO

**DATE:** October 14, 2021

**SUBJECT:** Covid 19 Vaccination Policy

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**ORIGIN:** Ongoing Covid-19 pandemic

**LEGISLATIVE AUTHORITY:** MGA 48(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

**RECOMMENDATION:** That Council approve the Covid 19 Vaccination Policy

**BACKGROUND:** The Covid 19 Pandemic continues to affect our lives. The Town of Amherst is committed to providing a safe working environment for our employees, Council, volunteers and members of the public with whom we interact with regularly. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town of Amherst's expectations and requirements of staff, Council, volunteers, Board and committee members with respects to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

**DISCUSSION:** Since March 2020, we have taken aggressive steps to protect our employees and our citizens. Vaccination is one further step in protecting ourselves, while ensuring the citizens have a safe and comfortable experience when dealing with our staff. The attached policy states that all staff, Councillors, volunteer, Board and committee members will have to provide proof of full vaccination by December 15 or they will be placed on unpaid administrative leave. Further course of action will then be determined based on the positions and organizations operational needs.

**FINANCIAL IMPLICATIONS:** There are no direct financial implications.

**SOCIAL JUSTICE IMPLICATIONS:** Provides a safe working environment.

**ENVIRONMENTAL IMPLICATIONS:** There are none.

**COMMUNITY ENGAGEMENT:** There was no community engagement.





**AMHERST TOWN COUNCIL**

**RFD# 2021080**

**Date: October 14, 2021**

**ALTERNATIVES:** The alternative is to not require mandatory vaccination of staff.

**ATTACHMENTS:** Draft Policy attached

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Report prepared by: Jason MacDonald, CAO      Report and Financial approved by:



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**DEPARTMENT:** All Town of Amherst Employees, Council, Board and Committee Members

**TITLE:** **COVID 19 VACCINATION POLICY**

Minutes reference date:

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**PURPOSE:**

The Town of Amherst is committed to providing a safe working environment for our employees, Council and members of the public with whom we interact with regularly. Protective measures within the workplace are the responsibility of the employer. The purpose of this policy is to provide the Town of Amherst's expectations and requirements of staff, Council, volunteers, Board and committee members with respects to COVID-19 vaccination requirements so as to protect all workers and the public we serve.

**POLICY STATEMENT:**

1. The Town of Amherst will require all employees, Council, volunteers, Board and committee members to be fully vaccinated against COVID-19 and provide proof of vaccination by December 15, 2021. Proof of vaccination records will be kept confidential and used only as required to administer the Policy.
2. The Policy applies to all Town of Amherst employees, Council, volunteers, Board and committee members regardless of workplace or worksite location, including those who are remote working.
3. Those who cannot be vaccinated based on an approved written medical exemption may request an exemption through the town's human resources officer, by providing the appropriate documentation from a qualified medical professional as determined by the Province of Nova Scotia. If the exemption is granted by the CAO, those people must participate in the Rapid Testing Program, and wear masks on an ongoing basis. At-home testing kits will be available at no cost to employees who are granted an exemption.
4. Any persons who fail to comply with any of the requirements by December 15, 2021 will be placed on an immediate unpaid leave of absence and may be subject to disciplinary action, up to and including dismissal.
5. Based on operational needs, positions vacated by the unpaid leaves of absence may be temporarily filled.

**DEFINITIONS**

- "fully vaccinated" means receipt of 1 dose of a vaccine authorized as a 1 dose vaccine series such as Janssen plus 14 days, or 2 doses of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days, or a complete series of any other World Health Organization authorized series of COVID-19 vaccine such as Sinopharm or Sinovac plus 14 days.

- “not fully vaccinated” means no receipt of any vaccine dose or receipt of 1 dose of a vaccine authorized as a 2 dose vaccine series such as Pfizer, Moderna or AstraZeneca plus 14 days.
- “vaccine” means a vaccine against COVID-19 that has been approved by either the Public Health Agency of Canada or the World Health Organization.