

**TOWN OF LOCKEPORT
SPECIAL COUNCIL MEETING VIA CONFERENCE CALL
WEDNESDAY, MARCH 25, 2020
MINUTES**

PRESENT: MAYOR GEORGE R. HARDING, DEPUTY MAYOR DAWN DEMINGS-TAYLOR , COUNCILLOR CORY NICKERSON, COUNCILLOR KENT BALISH, COUNCILLOR DAYLE ESHELBY AND TOWN CLERK/TREASURER JOYCE YOUNG.

Direction of the Minister of Municipal Affairs and Housing, under a Declared State of Emergency (Section 14 of the Emergency Management Act, the Municipal Government Act, and Halifax Regional Municipality Charter)

During the Provincial State of Emergency declared on March 22, 2020, and under the authority provided to the Minister in Section 14 of the Emergency Management Act, in addition to any other directives the Minister has issued, and as Minister of all municipalities, he directed all municipalities and villages in the Province, including the Halifax Regional Municipality, to:

Effective at 2 pm on March 22, 2020, discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.

Despite this direction, municipalities and villages are still authorized to continue making other operational decisions especially those required for service delivery.

These directions are in addition to any requirements established in a Medical Officer's order under the Health Protection Act.

A failure to comply with this direction could result in a summary conviction with fines between \$500 to \$10,000 for individuals and up to \$100,000 for a corporation per incident.

This direction will remain in place for the duration of the Provincial State of Emergency unless it is terminated in writing by the Minister.

Due to the above directive of the Minister of Municipal Affairs and Housing, Council of the Town of Lockeport convened a Special Council meeting via conference call.

1. Call to Order

The Special Council Meeting was called to order by Mayor Harding at 1:00 p.m.

2. Silence of Electronic Devices

All electronic devices were silenced at this time.

3. *Approval of Agenda*

03-25-20-01

**It was duly moved and seconded that the agenda be approved as distributed.
Motion Passed**

4. *Staff schedule during Coronavirus Pandemic*

The Town Clerk/Treasurer had put temporary scheduling measures into place in an attempt to ensure business continuity and to minimize the possibility of staff exposure to the Coronavirus Pandemic. These temporary measures were provided to staff with the statement included that the schedule could change at any given time. The scheduling reflected times that staff would be considered working from home, on an alternate basis, because they would be on-call and expected to return to work at any given time. This was done without Council's input and Mayor Harding directed that a meeting of Council be conducted to review and decide the process to be followed.

03-25-20-02

It was duly moved and seconded that Shelburne Computers or an alternate service provider be requested to come relocate Town Office computer equipment to a space upstairs if necessary.

Motion Passed

03-25-20-03

It was duly moved and seconded that at this time during the Coronavirus Pandemic, staff continue working on a regular basis, understanding that if staff are feeling unwell, they are to not come to work. Accommodation of social-distancing measures will be implemented. This decision will be reassessed on a regular basis as situations change.

Motion Passed

5. *Tax Bill Due Date*

In light of the impact on all residents and tax payers due to the Coronavirus Pandemic, it was suggested that the due date for the 2020/2021 Interim Tax Bill, which is normally May 31st be changed to June 30th.

03-15-20-04

It was duly moved and seconded that Council set the due date for the 2020/2021 Interim tax bill to June 30, 2020. This decision will be reassessed as situations change.

Motion Passed

6. *Radio Ads*

The five Municipal Units within Shelburne County have been coordinating unified press releases and notices to the public. These have been posted on each web site and Facebook site; however, in an effort to ensure everyone is receiving the message, a recent notice pertaining to an issue of damages occurring with our wastewater treatment systems, due to the flushing of disposable wipes, a collective advertisement was aired on CJLS and CKBW for a three day period (24 messages). We are sharing the cost of this advertisement which resulted in \$175 per unit.

7. *Medical First Response dispatches*

Wayne Chetwynd, Crew Chief of the Lockeport Medical First Responders (MFR) has notified the Town that EHS will be the service responding to medical calls. The volunteer MFRs will not be paged out for any medical calls during this pandemic; however, MFRs will continue to be called to Motor Vehicle Collisions and to assist EHS when requested to do so.

8. *EMO Situation Reports*

EMO Nova Scotia has been providing Situation Reports to the Municipal Units and Emergency Service Agencies during the Coronavirus Pandemic.

9. *Conference Call feature expense*

As with all other expenses the Town incurs during this pandemic, the costs associated with the conference call feature will be tracked. In the event funding is made available to reimburse Municipal Units for the added costs (i.e. additional staff wages, contracted services, supplies, advertising, etc.) an application will be made to recoup these expenses. The cost of the conference call service may seem minimal (8 cents per minute per person), depending on how long the direction from the Province remains in effect, this could run into a substantial amount as well as the other additional costs.

10. *Adjournment*

There being no further business, **It was duly moved and seconded that the meeting be adjourned.** Time 2:16 p.m.

Mayor George R. Harding

Clerk/Treasurer Joyce Young

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