



# AGENDA

## Committee of the Whole Meeting

9:00 AM - Tuesday, March 23, 2021  
Council Chambers, 5303 - 50 Ave.,  
Lamont, AB

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	Page
1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. ADOPTION OF MINUTES	
3.1. Adoption of the February 23, 2021, Committee of the Whole Meeting Minutes	2 - 6
<a href="#">Committee of the Whole - 23 Feb 2021 - Minutes</a>	
4. DELEGATION	
5. BUSINESS	
5.1. 2021 Capital Purchase - Argo	7 - 16
<a href="#">Request For Decision - RFD-21-064 - Pdf</a>	
5.2. COVID-19 Update	17 - 23
<a href="#">Request For Decision - RFD-21-063 - Pdf</a>	
6. COUNCIL INQUIRIES	
7. CLOSED SESSION	
7.1. Strategic Planning - Advice from officials - Section 24, <i>FOIP</i>	
7.2. Chronological Reports - Advice from officials - Section 24, <i>FOIP</i>	
8. ADJOURNMENT	



**PRESENT:** Reeve David Diduck, Deputy Reeve Roy Anaka, Councillor Daniel Warawa, Councillor Wayne Woldanski, and Councillor Neil Woitas

**STAFF PRESENT:** Stephen Hill (CAO), Roberta Malysh (CFO), Alan Grayston (Director of Planning and Community Services), David McDonald (Director of Public Works), Terry Eleniak (Agricultural Fieldman), Johnathan Strathdee (Legislative Services Officer), Shayne Milliken (Regional Fire Chief), Derek Wright (Peace Officer), Nicole Schreiber (Human Resources Coordinator), and Heather Atkinson (Communications Coordinator)

**MEDIA:** There was one member of the media in attendance.

**PUBLIC:** There were two members of the public in attendance.

**1. CALL TO ORDER**

Reeve Diduck called the February 23, 2021, Committee of the Whole Meeting to order at 9:12 a.m.

**2. ADOPTION OF AGENDA**

2.1. Adoption of the February 23, 2021, Committee of the Whole Meeting Agenda

**RES-COTW-2021-11**

Moved by Councillor Roy Anaka

**THAT** the Committee of the Whole adopt the February 23, 2021, Committee of the Whole Meeting agenda as presented.

**Carried**

**3. ADOPTION OF MINUTES**

3.1. Adoption of the January 26, 2021, Committee of the Whole Meeting Minutes

**RES-COTW-2021-12**

Moved by Councillor Wayne Woldanski

**THAT** the Committee of the Whole adopt the January 26, 2021, Committee of the Whole Meeting minutes as presented.

**Carried**

**4. DELEGATION**

4.1. Silver Dart Consulting Ltd - Delegation

**RES-COTW-2021-13**

Moved by Councillor Neil Woitas

**THAT** the Committee of the Whole accept Silver Dart Consulting Ltd.'s presentation regarding the development of a Class 1 Composting Facility as information.

**Carried**

**5. BUSINESS**

Reeve Diduck recessed the February 23, 2021, Committee of the Whole Meeting at 9:52 a.m.

Reeve Diduck reconvened the February 23, 2021, Committee of the Whole Meeting at 9:56 a.m.

5.1. Hilliard Solid Waste Pick Up Update

**RES-COTW-2021-14**

Moved by Councillor Wayne Woldanski

**THAT** the Committee of the Whole accept the Hilliard Solid Waste Pick Up Update as information.

**Carried**

5.2. COVID-19 Update

**RES-COTW-2021-15**

Moved by Councillor Roy Anaka

**THAT** the Committee of the Whole accept the COVID-19 Update as information.

**Carried**

5.3. Emergency Services 2020 Statistics

Reeve Diduck recessed the February 23, 2021, Committee of the Whole Meeting at 10:21 a.m.

Reeve Diduck reconvened the February 23, 2021, Committee of the Whole Meeting at 10:35 a.m.

**RES-COTW-2021-16**

Moved by Councillor Neil Woitas

**THAT** the Committee of the Whole accept the 2020 Emergency Services Statistics Report as information.

**Carried**

- 5.4. Fort Saskatchewan RCMP - Annual Performance Plan (APP) 2021/2022 - Consultation

**RES-COTW-2021-17**

Moved by Councillor Wayne Woldanski

**THAT** the Committee of the Whole accept the Fort Saskatchewan RCMP - Annual Performance Plan (APP) 2021/2022 - Consultation as information.

**Carried**

**6. COUNCIL INQUIRIES**

- 6.1. Updating Lamont County's Website
- 6.2. Municipal Auditor's Timeline
- 6.3. Prioritization of Capital Budget
- 6.4. Drainage Program

**7. CLOSED SESSION**

- 7.1. Closed Meeting

**RES-COTW-2021-18**

Moved by Councillor Neil Woitas

**THAT** the Committee of the Whole recess the February 23, 2021, Committee of the Whole Meeting and move into a closed meeting at 11:58 a.m. pursuant to Sections 21 & 24 of the *Freedom of Information and Protection of Privacy Act*.

**Carried**

- 7.2. Unauthorized Use of County Property Bylaw - Advice from officials - Section 24, FOIP

The following individuals were present for the item:

- 1. Reeve David Diduck
- 2. Deputy Reeve Roy Anaka
- 3. Councillor Daniel Warawa
- 4. Councillor Wayne Woldanski
- 5. Councillor Neil Woitas
- 6. Stephen Hill, Chief Administrative Officer
- 7. Roberta Malysh, Chief Financial Officer
- 8. Alan Grayston, Director of Planning and Community Services
- 9. Terry Eleniak, Agricultural Fieldman
- 10. Johnathan Strathdee, Legislative Services Officer
- 11. Derek Wright, Community Peace Officer

## **RES-COTW-2021-19**

Moved by Councillor Neil Woitas

**THAT** the Committee of the Whole move out of a closed meeting and reconvene the February 23, 2021, Committee of the Whole Meeting at 1:39 p.m.

**Carried**

Reeve Diduck recessed the February 23, 2021, Committee of the Whole Meeting at 1:39 p.m.

Reeve Diduck reconvened the February 23, 2021, Committee of the Whole Meeting at 2:06 p.m.

## **RES-COTW-2021-20**

Moved by Councillor Wayne Woldanski

**THAT** the Committee of the Whole recess the February 23, 2021, Committee of the Whole Meeting and move into a closed meeting at 2:06 p.m. pursuant to Section 21 of the *Freedom of Information and Protection of Privacy Act*.

**Carried**

- 7.3.** Regional Emergency Management Bylaw - Disclosure harmful to intergovernmental relations - Section 21, *FOIP*

The following individuals were present for the item:

1. Reeve David Diduck
2. Deputy Reeve Roy Anaka
3. Councillor Daniel Warawa
4. Councillor Wayne Woldanski
5. Councillor Neil Woitas
6. Stephen Hill, Chief Administrative Officer
7. Roberta Malysh, Chief Financial Officer
8. Alan Grayston, Director of Planning and Community Services
9. Shayne Milliken, Regional Fire Chief
10. Johnathan Strathdee, Legislative Services Officer

## **RES-COTW-2021-21**

Moved by Councillor Roy Anaka

**THAT** the Committee of the Whole move out of a closed meeting and reconvene the February 23, 2021, Committee of the Whole Meeting at 2:29 p.m.

**Carried**

## **8. ADJOURNMENT**

Reeve Diduck adjourned the February 23, 2021, Committee of the Whole Meeting at 2:29 p.m.

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CAO

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REEVE

# REQUEST FOR DECISION



**Meeting Date:** March 23, 2021  
**Staff Contact:** Terry Eleniak, Agricultural Fieldman  
**Department:** Agriculture Services

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**Subject:** 2021 Capital Purchase - Argo

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**Recommendation(s):**

**THAT** the Committee of the Whole accept the presentation on the 2021 Capital Purchase - Argo as information.

**Purpose:**

For the Committee of the Whole to receive and update on the 2021 Capital Purchase of an Argo.

**Background Information:**

During the 2021 Capital Budget deliberation, direction was given for Agricultural Services to budget \$50,000.00 in the Capital Budget for a new Argo to compliment the Agricultural Services departments fleet.

Enclosed is a copy of the cost for a new 2021 Argo and the cost of a refurbished Argo.

**Financial Impact:**

The new 2021 quote is listed at \$60,604.50. Quote specifications are set to the same standard as our current unit. A refurbished unit with 800 - 1000 hours would be \$13,900.00 + GST.

**Attachments:**

[Icompass Capital Argo info](#)

Terry Eleniak, Agricultural Fieldman

Approved  
- 19 Mar  
2021

Johnathan Strathdee, Legislative Services Officer

Approved  
- 19 Mar  
2021

Stephen Hill, CAO

Approved

- 19 Mar  
2021





PREPARED FOR

TERRY / LAMONT COUNTY

(780) 895-2585 x270

ARGYLL MOTORSPORTS

9055 - 63 AVE. NW EDMONTON, ALBERTA, T6E 0E9,  
780-435-6811 - - [www.argyllmotorsports.com](http://www.argyllmotorsports.com)

**EXTREME TERRAIN VEHICLE SOLUTIONS**

**CONQUEST PRO 800 XT 8x8 Accessory List**

Part #	Accessory	MSRP
<b>Convenience</b>		
958-322	Screen, Rear (Requires 956-15 ROPS)	\$ 545.00
958-112	Flatbed Platform	\$ 2,345.00
958-80	Carrier, Gas Can (Will Not Work With 958-112 Flat Bed)	\$ 299.95
958-95	Light Bar (Requires 956-15 ROPS & 958-102 Hard Top)	\$ 125.00
958-75	Carrier, Spare Tire (Will Not Work With Flatbed Platform)	\$ 159.95
<b>Comfort</b>		
958-171	Top, Convertible - 4 Person (Requires: 958-192 Fold Down Windshield)	\$ 2,249.00
958-205	Sides, Canvas - 2 Person (Will not work with Suspension Seats Requires 956-15 ROPS, 958-90 Windshield, 958-102 Hard Top)	\$ 1,298.00
958-216	Sides, Canvas - 4 Person (Requires 956-15 ROPS, 956-16 ROPS, 958-90 Windshield, 958-102 Hard Top, 958-104 Hard Top)	\$ 2,200.00
958-102	Top, Hard - 2 Person (Requires 956-15 ROPS)	\$ 555.00
958-104	Top, Hard - 4 Person (Requires 956-15 ROPS, 956-16 ROPS, 958-102 Hard Top)	\$ 555.00
958-70	Seat Assembly, Rear Bench	\$ 1,299.00
958-90	Windshield (Requires 956-15 ROPS)	\$ 1,099.00
<b>Protection</b>		
958-317	Clear View Roof	\$ 899.95
956-15	ROPS Assembly (2 Person)	\$ 2,800.00
956-16	ROPS Assembly (4 Person. Requires 956-15 ROPS)	\$ 1,759.00

\* Prices and specifications subject to change without notice.



**Model: CONQUEST PRO 800 XT 8x8**

**\$ 41,699.00**

**Standard Options**

ENGINE --- 31HP  
 MAKE --- KAWASAKI  
 FUEL SYSTEM --- EFI  
 COOLING --- LIQUID COOLED  
 BILGE PUMP --- STANDARD  
 ALTERNATOR OUTPUT (MAX) --- 50 AMP  
 BRAKE COOLING FAN --- OPTIONAL  
 TRANSMISSION --- ADMIRAL  
 TRANSMISSION OPTION --- ST  
 HD DRIVE BELT --- STANDARD  
 FULL SKID PLATE --- STANDARD  
 TIRES --- ARGO XT119 25X12-9  
 RIMS --- STEEL AIRLOCK<sup>a,φ</sup>  
 COLORS --- GREEN, INDUSTRIAL YELLOW

BRUSHGUARD --- STANDARD  
 WINCH --- STANDARD  
 WINCH - REAR RECEIVER KIT --- STANDARD  
 HOOD COOLING FAN --- N/A  
 FRONT RACK --- OPTIONAL  
 ENTRY STEP --- OPTIONAL  
 ROPS --- OPTIONAL  
 STRETCHER FRAME --- OPTIONAL  
 STRETCHER --- OPTIONAL  
 AUTO CHAIN LUBRICATION --- STANDARD  
 REAR MESH --- OPTIONAL  
 ROOF --- OPTIONAL  
 WINDSHIELD WITH WIPER --- OPTIONAL  
 POWER DUMP BOX --- OPTIONAL

Part #	Accessory Options	Option	MSRP
<b>Factory Installed Options</b>			
N/A	Body Colour - Conquest	Tundra	\$ -
<b>Accessories, Dealer Installed</b>			
		Labour	MSRP
958-70	Seat Assembly, Rear Bench	0.75	\$ 1,299.00
956-16	ROPS Assembly (4 Person. Requires 956-15 ROPS)	1.5	\$ 1,759.00

<b>Total Labour</b>	2.25	\$ 292.50
		<b>MSRP</b>
<b>AS SHOWN</b>		\$ 45,049.50

\* Prices and specifications subject to change without notice.



### Quote Summary

Vehicles

Model	Description	MSRP
CONQUEST PRO 800 XT 8x8	Base Model Price	\$ 41,699.00
	Accessories, Options, and Labour	\$ 3,350.50
<b>Total</b>		<b>\$ 45,049.50</b>
<b>Vehicles Total</b>		<b>\$ 45,049.50</b>

<b>Total MSRP</b>	
Vehicles & Parts	<b>\$ 45,049.50</b>

FREIGHT	\$ 1,099.00
DEALER PREP	\$ 699.00
TIRE TAX	\$ 32.00
H/D TRACK KIT WITH WHEELS INSTALLED 958-88HD	\$ 10,600.00

<b>Grand Total</b>	<b>\$ 57,479.50</b>
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**Note:**

PRICE IS PLUS GST  
 PRICE SUBJECT TO CHANGE

\* Prices and specifications subject to change without notice.

## Terry Eleniak

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**From:** Tyson Mauer - Pioneer <tmauer@pioneerrentals.ca>  
**Sent:** March 17, 2021 10:23 AM  
**To:** Terry Eleniak  
**Subject:** RE: Argo inventory

Good morning Terry,

My apologies for the delay.

I do have 6-8 Argos I will be selling this season all ranging from 800 to 1000 hours at a cost of \$13900.00 plus GST each. This will include a warn winch, roll over protection, mud flaps and tracks. Through the past few days I handpicked a unit with you in mind, its overall condition is exceptional and looking through its history we have invested the time and money into it as required. It falls right in the middle of the hour range at just over 900 hours. If you were interested in it I would certainly send it through the shop and compete a full service on it addressing any issues it may have including changing all the fluids so you have a fresh start. As always with a bit of notice I would certainly be happy to show you this unit so you can put your hands on it.

Let me know your thoughts or if there is anything else I can help with your decision making process.

Thanks,

*Tyson Mauer*

Edmonton Operations Manager



### Pioneer Offroad Rentals

Website : [www.pioneerrentals.ca](http://www.pioneerrentals.ca)

Email : [tmauer@PioneerRentals.ca](mailto:tmauer@PioneerRentals.ca)

Phone	(780) 454-1010	8835-53 Ave NW
Cell	(780) 886-5166	Edmonton, Alberta
Fax	(780) 454-1011	Canada T6E 5E9
After Hours	(780) 720-4159	

### 6 Locations in Alberta & British Columbia to service your offroad equipment needs

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**From:** Terry Eleniak [mailto:terry.e@lamontcounty.ca]  
**Sent:** Wednesday, March 17, 2021 7:37 AM  
**To:** tmauer@pioneerrentals.ca  
**Subject:** Argo inventory

Good Morning Tyson

As a follow up to our discussion last week were you able to take a look at your inventory and determine if you have any units that are in very good shape to sell to us to add to our fleet? I need to develop a proposal to Council and would like your assistance on a quote.



*Cradle of Ukrainian Settlement in Canada*

**Terry Eleniak**

***Agricultural Fieldman, Lamont County***

t: 780-895-2547 Ext. 270 | f: 780-895-2892

a: Public Works Office  
553004A HWY 831  
Lamont, TOB 2R0

toll-free: 1-877-895-2233

e: [terry.e@lamontcounty.ca](mailto:terry.e@lamontcounty.ca)

w: <http://www.lamontcounty.ca/>

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**Lamont County  
Five Year Capital Plan 2021-2025 - Funded**

		Carry Forward Budget (previous 2018-2020)	2021	2022
<b><u>New Project Requests</u></b>				
<b><u>Administration</u></b>				
ADMIN-2021-01	IT Infrastructure Upgrades		22,850	-
ADMIN-2021-02	Computer Replacements - Evergreening		30,000	-
ADMIN-2022-01	IT Infrastructure Upgrades		-	20,000
ADMIN-2022-02	Computer Replacements - Evergreening		-	30,000
ADMIN-2023-01	IT Infrastructure Upgrades		-	-
ADMIN-2023-02	Computer Replacements - Evergreening		-	-
ADMIN-2024-01	IT Infrastructure Upgrades		-	-
ADMIN-2024-02	Computer Replacements - Evergreening		-	-
ADMIN-2025-01	IT Infrastructure Upgrades		-	-
ADMIN-2025-02	Computer Replacements - Evergreening		-	-
<b>Total: Administration</b>			<b>52,850</b>	<b>50,000</b>
<b><u>Agricultural Services</u></b>				
ASB-2021-01	Unit 4110 Replacement w/ a current 3/4 ton Crew Cab		50,000	-
ASB-2021-02	Argo 8x8		50,000	-
ASB-2021-03	Mulcher head track hoe		65,000	-
ASB-2022-01	Replacement of Unit 4340 Degelman Mower		-	39,000
ASB-2022-02	Replacement of Unit 4341 Degelman Mower		-	39,000
ASB-2022-03	Replacement of Unit 4317 Degelman Side Arm		-	25,650
ASB-2022-04	Replacement of Unit 4318 2015 Degelman Side Arm		-	25,650
ASB-2023-01	Replacement of Degelman Mower		-	-
ASB-2024-01	Replacement of Degelman Mower		-	-
ASB-2024-02	Replacement of Degelman Mower		-	-
ASB-2024-03	Replacement of Degelman Mower Sprayer		-	-
ASB-2025-01	Replacement of Degelman Mower		-	-
ASB-2025-02	Replacement of 2018 Degelman Side Arm		-	-
ASB-2025-03	SWS 14' Dump Trailer		-	-
<b>Total: Agricultural Services</b>			<b>122,500</b>	<b>129,300</b>
<b><u>Community Peace Officer</u></b>				
CPO-2021-01	Electronic Ticketing System		8,000	-
<b>Total: Community Peace Officer</b>			<b>8,000</b>	<b>-</b>
<b><u>Fire &amp; Emergency Services</u></b>				
FIRE-2021-01	Mundare Self Contained Breathing Apparatus Pack Replacement		16,000	-
FIRE-2021-02	Emergency Services Command Utility Vehicle Replacement- Unit 5116		75,000	-
FIRE-2021-04	Unit 5227 Replacement Chassis		90,000	-
FIRE-2022-01	Emergency Services Command Utility Vehicle Replacement - Unit 5113		-	75,000
FIRE-2022-02	Mundare Self Contained Breathing Apparatus Pack Replacement		-	16,000
FIRE-2022-03	Fire Water Tender Replacement Project - Fire Truck Unit 5218		-	250,000
<b>Total: Fire &amp; Emergency Services</b>			<b>181,000</b>	<b>341,000</b>
<b><u>Planning &amp; Economic Development</u></b>				
<b>Total: Planning &amp; Economic Development</b>			<b>-</b>	<b>-</b>
<b><u>Public Works</u></b>				
PW-2021-01	Bridges & BF Culverts Renewal - BF 02461		337,500	-
PW-2021-02	Equipment Replacement - Unit 1333 - Grader		520,000	-
PW-2021-03	Road Grade Raise and Ditch Grading RR 175 Twp 544		15,000	200,000





# REQUEST FOR DECISION



**Meeting Date:** March 23, 2021  
**Staff Contact:** Nicole Schreiber, Human Resources Coordinator  
**Department:** Human Resources

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**Subject:** COVID-19 Update

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## **Recommendation(s):**

**THAT** the Committee of the Whole accept the COVID-19 Update for the March 23, 2021, Committee of the Whole meeting as information.

## **Purpose:**

For the Committee of the Whole to receive an update on Lamont County's COVID-19 Pandemic response.

## **Background Information:**

As of March 17, 2021, Lamont County has zero (0) active cases. Additionally, there have been no positive COVID-19 cases reported within our organization since the last COVID-19 Update on February 23, 2021.

## **Province Update:**

On March 8, 2021, the Province moved into Step 2 of easing COVID-19 restrictions. This included the following areas:

- Retail capacity increased
- Banquet halls, community halls and conference centres reopened, with restrictions
- College and university athletics
- Adult performance activities

Step 2 does not directly impact Lamont County's current COVID-19 protocols. Therefore, Lamont County's operations and restrictions remain the same.

Masks remain mandatory in all indoor public, indoor workplaces, and places of worship. Working from home remains mandatory where possible and an employee's physical presence is not required to operate effectively.

Social gatherings are the top source of transmission of COVID-19 so all indoor social gatherings, public and private, remain prohibited throughout the province as they have been since December 8, 2020. Outdoor social gatherings can have up to 10 people. The rules are

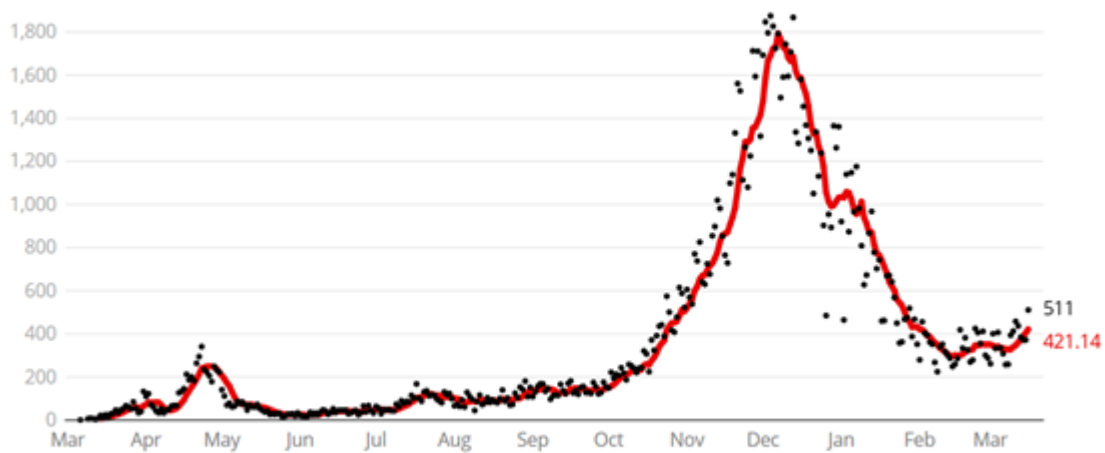
enforceable with \$1,000 fines. All indoor social gatherings are limited to household members only.

Dr. Hinshaw reported that the new variant cases are not just being spread indoors. "We have seen cases recently where variant COVID-19 has been transmitted outdoors when people are not distanced or masked. So please continue to apply precautions, even outside."

Given the uncertainty of COVID-19 restrictions in the next few months, the Social Committee has decided to cancel the annual Family Camping Trip this summer.

### New COVID-19 cases in Alberta

Each black dot is the number of new cases on a given day. The red line is the average over the previous 7 days.



CBC NEWS

Chart: Robson Fletcher / CBC • Source: Alberta Health

As per the Province, any decisions related to moving to Step 3 of reopening will be made no earlier than March 22, 2021.

Vaccines are being rolled out. Eligible Albertans as of March 18 include:

- Online Booking Tool / 811 — Those born in 1954 or before and First Nations, Métis & Inuit born in 1969 or before
- Participating Pharmacies — Those born in 1956 or before and First Nations, Métis & Inuit born in 1971 or before

Alberta Health Services is working to rollout vaccines to all Albertans, 18 years of age and over, by June of 2021.

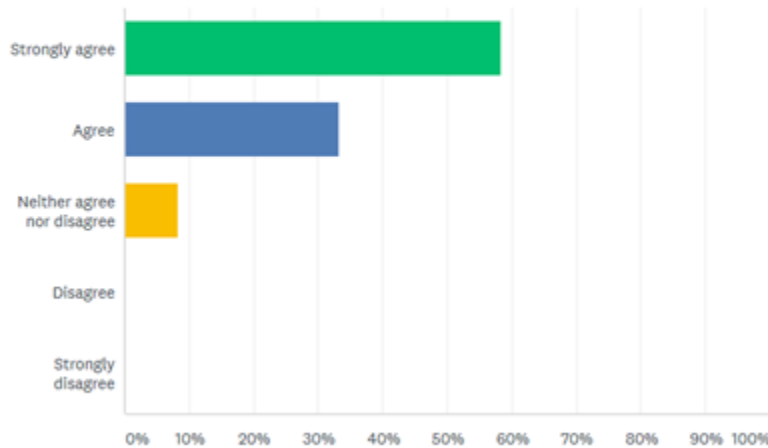
It is important to note that as more employees become eligible for the COVID-19 vaccine, restrictions in the workplace such as mask utilization, working from home, and/or sanitary procedures may remain in place for a longer period of time. Lamont County will continue to provide a safe workplace by following the advise and recommended restrictions of the Province for the remainder of the COVID-19 Pandemic.

COVID-19 Survey:

A Covid survey was conducted and sent out for staff participation. Please find the following employees answers on Lamont County's response to the COVID-19 pandemic:

I feel Lamont County has done a good job responding and leading our employees through the COVID-19 pandemic.

Answered: 12 Skipped: 0



Re-Opening of Buildings:

Lamont County's Administration Building and Public Works Building remains closed to the general public. Right now masks are mandated in all public places, there are zero COVID-19 cases in Lamont County, and both buildings have plexi-glass to protect our frontline workers, does Lamont County Council want to consider the re-opening of our doors to the general public at this time, or to be further assessed in the next COVID-19 Update in April?

**Attachments:**

- [New Visitor Procedure COVID-19 - Nov 2020 \(1\) \(1\)](#)
- [Lamont County COVID Pre-Screening Form](#)

Roberta Malysh, CFO

Johnathan Strathdee, Legislative Services Officer

Approved  
- 18 Mar  
2021  
Approved  
- 19 Mar  
2021

Stephen Hill, CAO

Approved  
- 19 Mar  
2021

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<b>Procedure Number:</b>	CORPSERV-PRO-100-00
<b>Procedure Title:</b>	Temporary Visitor Procedure—COVID-19
<b>Related Policy Numbers:</b>	HR-POL-100-02
<b>Related Policy Name:</b>	Pandemic Protocol
<b>Approval Date:</b>	December 8, 2020
<b>Responsible Department:</b>	Corporate Services

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**Purpose:**

Lamont County seeks to promote the health, safety, and well-being of all employees while maintaining key functions in the organization. Lamont County will follow the guidance and recommendations from Alberta Health Services (AHS) regarding the COVID-19 pandemic.

**Administration Building:**

The Administration Building shall be open to the general public from 8:30 am to 4:00 pm. A maximum of four (4) visitors are permitted in the front entrance at one time, based on where the floor decals are placed to ensure social distancing. Meetings with the public can only be held in the Foyer Meeting Room with a maximum of five (5) people present, or in the Council Chambers with a maximum of ten (10) people present.

**Public Works Building:**

The Public Works Building shall remain closed to the general public, with appointments permitted. Curbside pickups are available to be arranged. Meetings with the general public can only be held in the Public Works Meeting Room where a maximum of 5 people can be present.

It is recommended that virtual meetings take place wherever possible in-place of in-person meetings. In the event where a virtual meeting is not possible, **please follow the Visitor Procedure below when bringing a visitor past the front counter into a meeting room:**

**Visitor Procedure for County Employees:**

1. Have the visitor make an appointment with you.
2. The visitor should be contacting you when they arrive at the office. Only **you** are responsible for meeting the visitor at the door.
3. Pre-screen the visitor by using the **COVID-19 Pre-Screening Form**. This form is to be returned to reception when completed. Visitors are **NOT** allowed in if they fail the questionnaire.
4. Visitors **MUST** wear a mask and sanitize their hands to be allowed past the front counter. Refusal to wear a mask will restrict them to only the front-reception area.
5. Sign the visitor into the visitor book. We are avoiding visitors touching pens where possible.
6. The public washroom is not permitted for use unless it is an emergency.
7. If you are utilizing a meeting room, you must sanitize the room using the sanitization kit after you are finished. Remain 2 meters apart inside the meeting room. Checklists will be displayed on each meeting room to identify who last sanitized the room and at what time.



*Procedure*

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CHIEF ADMINISTRATIVE OFFICER

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DATE

## Lamont County COVID-19 Visitor Screening Checklist

Please ask the visitor the following questions:

Do you have any of the following symptoms: fever, sore throat, runny nose, cough, shortness of breath?

- YES  
 NO

Have you traveled internationally within the last 14 days (outside Canada)?

- YES  
 NO

Do you live with or have had close contact with a confirmed or probable COVID-19 case within the last 14 days?

- YES  
 NO

Please note: Failure to complete this form and/or answering YES to any of the above questions will result in you being restricted entry into the Lamont County Building at this time.

\_\_\_\_\_  
Print Visitor Name

\_\_\_\_\_  
Date

Employee who pre-screened visitor: \_\_\_\_\_