



AGENDA

Special Council Meeting

9:00 AM - Thursday, September 2,
2021

Council Chambers, 5303 - 50 Ave.,
Lamont, AB

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. DELEGATION	
4. BYLAWS	
5. BUSINESS	
5.1. Appointment of Returning Officer and Substitute Returning Officer Request For Decision - RFD-21-140 - Pdf	2 - 3
5.2. Scheduling an Advance Vote for 2021 Municipal Election Request For Decision - RFD-21-142 - Pdf	4 - 5
5.3. Ratepayer performing work in municipal "Right of Way"	
5.4. Pandemic Protocol Policy HR-POL-100-03 Request For Decision - RFD-21-148 - Pdf Attachment I - HR-POL-100-03 Pandemic Protocol (Draft)	6 - 18
6. CLOSED SESSION	
6.1. Labour - Disclosure harmful to business interests of a third party and to personal privacy - Sections 16 and 17, FOIP	
7. ADJOURNMENT	

REQUEST FOR DECISION



Meeting Date: September 02, 2021
Staff Contact: Jessica Post, Executive Assistant
Department: Office of the CAO

Subject: Appointment of Returning Officer and Substitute Returning Officer

Recommendation(s):

THAT Lamont County Council rescind resolutions RES-2021-208 and RES-2021-209.

THAT Lamont County Council appoint Debbie McCann as Lamont County's Returning Officer for the 2021 Municipal Election as the previously appointed Returning Officer resigned.

THAT Lamont County Council appoint Jessica Post as Lamont County's Substitute Returning Officer for the 2021 Municipal Election as the previously appointed Substitute Returning Officer resigned.

Purpose:

For Council to consider appointing a new Returning Officer and Substitute Returning Officer for the 2021 Municipal Election as both the previously appointed Returning Officer and Substitute Returning Officer have resigned.

Background Information:

Due to the resignation of both the Returning Officer and Substitute Returning Officer appointed at the June 8, 2021, Regular Council Meeting, we recommend that Debbie McCann be appointed as Returning Officer and Jessica Post be appointed as Substitute Returning Officer.

During the May 11, 2021, Regular Council Meeting, Council reviewed the 2021 Municipal Election Plans, inclusive of plans for an Advance Vote, Polling Stations, et cetera. As part of the conversation, Administration advised Council that it would likely come back to Council requesting a restructuring of the election management team.

Debbie McCann has extensive election experience with over 30 years of municipal experience. Jessica Post will have Debbie McCann as a primary contact for 2021 municipal election matters and will complete any training provided by the Government of Alberta as soon as possible.

Previous Council / Committee Directions:

At the June 8, 2021, Regular Council Meeting, Council passed the following motions:

THAT Lamont County Council appoint Aileen Burke as Lamont County's Returning Officer for the 2021 Municipal Election.

THAT Lamont County Council appoint Johnathan Strathdee as Lamont County's Substitute Returning Officer for the 2021 Municipal Election.

Relevant Government Documents:

[Local Authorities Elections Act](#)

Pursuant to Section 13 of the *Local Authorities Elections Act (LAEA)*, Council will need to appoint, by resolution, a returning officer and substitute returning officer by June 30, 2021.

Section 14 of the *LAEA* outlines the duties of the Returning Officer, which includes:

- appointing a presiding deputy, deputies, constables, and other persons as required;
- establish voting stations;
- designate at least 2 deputies to work at each voting station one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station;
- provide for the supply and delivery of ballots, ballot boxes, instructions to electors and other necessary supplies to all voting stations;
- give notice of nominations;
- declare acclamations;
- give notice of elections;
- do all things necessary for the conduct of an election.

If a returning officer is unable to perform the duties of a returning officer due to illness, absence, or other capacity, the substitute returning officer has and may exercise all the duties functions and powers of a returning officer (Section 13(4)).

Roberta Malysh, Acting CAO

Approved
- 31 Aug
2021

Jessica Post, Executive Assistant

Approved
- 31 Aug
2021

REQUEST FOR DECISION



Meeting Date: September 02, 2021
Staff Contact: Jessica Post, Executive Assistant
Department: Office of the CAO

Subject: Scheduling an Advance Vote for 2021 Municipal Election

Recommendation(s):

THAT Lamont County Council schedule the Advance Vote date for the 2021 Municipal Election to be held on October 10, 2021.

Purpose:

For Council to consider scheduling the Advance Vote date for the 2021 Municipal Election to be held on October 10, 2021.

Background Information:

During the May 11, 2021, Regular Council Meeting, Council reviewed the 2021 Municipal Election Plans, inclusive of plans for an Advance Vote, Polling Stations, et cetera. As part of the conversation, Administration advised Council that it would likely come back to Council requesting a restructuring of the election management team. The discussions at the May 11, 2021, Regular Council Meeting, were accepted by resolution as information only.

From Lamont County's records, the 2017 Advance Vote date was on Sunday, October 8, 2017, and the Municipal Election itself was on the following week on Monday, October 16, 2017. To keep fitting with the previous voting schedule, Both the proposed Returning Officer and Substitute Returning Officer believe it is suiting that this coming Advance Vote be held on Sunday, October 10, 2021, which is the week prior to the Monday, October 18, 2021, Municipal Election.

Previous Council / Committee Directions:

At the May 11, 2021, Regular Council Meeting, Council passed the following motion:

THAT Lamont County Council accept the 2021 Municipal Election Review as information.

Relevant Government Documents:

[Local Authorities Elections Act](#)

Pursuant to Section 73(2) of the *Local Authorities Elections Act (LAEA)*, subject to subsection (3), Council may by resolution provide for holding an advance vote for an election.

Roberta Malysh, Acting CAO

Approved
- 31 Aug
2021

Jessica Post, Executive Assistant

Approved
- 31 Aug
2021

REQUEST FOR DECISION



Meeting Date: September 02, 2021
Staff Contact: Jessica Post, Executive Assistant
Department: Office of the CAO

Subject: Pandemic Protocol Policy HR-POL-100-03

Recommendation(s):

THAT Lamont County Council approve the Pandemic Protocol Policy HR-POL-100-03 as amended.

Purpose:

For Council to consider approving the Pandemic Protocol Policy HR-POL-100-03 as amended.

Background Information:

At Council's direction, as of June 9, 2021, Lamont County's Administration Building and Public Works Building have been open to the public. Since this time, the Province has entered stage three of "Alberta's Open for Summer Plan" wherein most public health measures have been lifted.

With the case numbers of COVID-19 increasing throughout the Province, many different employers and organizations are revising their COVID-19 policies and implementing new procedures to address the current situation and help mitigate any risk of transmitting COVID-19 within their organization.

The current HR-POL-100-02 Pandemic Protocol Policy came into effect upon adoption by Council at the Regular Council Meeting on August 11, 2020. The Lamont County COVID-19 Committee would like to amend the same to reflect the current situation and create triggers that would implement further restrictions or loosen restrictions within the County offices depending on the current situation of the pandemic. The Committee would also like to reflect what is recommended by Alberta Health more literally than the August 11, 2020 version of the Policy currently does. The amendment to the policy has also included new sections for vaccinations, closing the County office doors, and screening.

All current isolation requirements can be found [here](#).

All current information about symptoms and testing can be found [here](#).

All current masking requirements can be found [here](#).

Lamont County COVID-19 Statistics

Cases

As of August 30, 2021, Lamont County has 19 active cases. There have been a total of 240 cases in the Lamont County region, of which 219 have recovered. Sadly, there have been two deaths due to COVID-19.

Vaccinations

As of August 30, 2021, 56.9% of Lamont County's population is vaccinated with at least one dose. A breakdown of population immunized with at least one dose by age group is as follows:

- 75+: 89.3%
- 60-74: 82.9%
- 40-59: 64.4%
- 20-39: 45.7%
- 12-19: 53.6%

As of August 30, 2021, 52.2% of Lamont County's population is fully vaccinated. A breakdown of population fully immunized is as follows:

- 75+: 88.3%
- 60-74: 78.2%
- 40-59: 58.3%
- 20-39: 38.2%
- 12-19: 47.2%

Alberta COVID-19 Statistics

Cases

COVID-19 active case count as of August 30, 2021:

- 11,660 active cases
- 431 in hospital
- 106 in intensive care
- 2,375 deaths

More information on COVID-19 statistics can be found [here](#).

Vaccinations

Below is the vaccination data as of August 30, 2021:

- 5,559,321 doses administered

- 78% of Albertans 12+ with at least one dose
- 69.8% of Albertans 12+ fully vaccinated

More information on vaccinations can be found [here](#).

All public health measures set out by the Province can be found [here](#).

Previous Council / Committee Directions:

At the August 11, 2020, Regular Council Meeting, Council passed the following motion:

THAT Lamont County Council approve the Pandemic Protocol Policy HR-POL-100-02 as amended to include "where a two (2) metre distance cannot be maintained" under the Mask Usage section bullet point 3.

At the June 8, 2021, Regular Council Meeting, Council passed the following motion:

THAT Lamont County Council direct Administration to open Lamont County's Administration and Public Works' Buildings to the public for June 9, 2021.

Attachments:

[Attachment I - HR-POL-100-03 Pandemic Protocol \(Draft\)](#)

Roberta Malysh, Acting CAO
Jessica Post, Executive Assistant

Pending
None

Policy Number:	HR-POL-100-03
Policy Title:	Pandemic Protocol
Related Policy Numbers:	
Related Policy Name:	
Council Approval:	Resolution:
Approval Date:	September 2, 2021
Responsible Department:	

Policy Statement:

Lamont County seeks to promote the health, safety, and well-being of all employees (including Council) while maintaining key functions in the organization. Lamont County will follow the guidance and recommendations from Alberta Health regarding the COVID-19 pandemic. This Policy is a living document and will be reviewed as Alberta Health requirements and specifications regarding the COVID-19 pandemic evolve.

Prevention:

To keep our workplace, families, and community safe, all employees, including Council, shall follow these precautionary measures:

- If any employee, including Council, become sick with any core symptoms as outlined by Alberta Health, and it is not related to a pre-existing illness or health condition, they must isolate as per the most current Alberta Health guidelines.
- If any employee, including Council, are confirmed to be a close contact of someone with COVID-19, they must isolate as per the most current Alberta Health guidelines.
- If any employee, including Council, falls under the above two points, they must notify Human Resources immediately for the purpose of tracking absences, test results, and a return-to-work date. It is mandatory that these employees book a COVID-19 test for the purpose of mitigating any risk in the workplace.
- Practice frequent hand hygiene, sneeze, and cough etiquette.
- Avoid touching your face.
- Hand sanitizers and sanitizing wipes will be distributed through both County offices.
- Regular and consistent cleaning of workstations (including phones, computers, equipment, and tools).
- Regular and consistent cleaning of shared spaces and common areas (including door handles, phones, tabletops, fridge, microwave, equipment, and tools).

It is Lamont County's position that if any employee, including Council, is sick or feeling unwell that the employee should advise Human Resources immediately and exercise the option to work from home if eligible.

Mask Usage:

Employees, including Council, must wear a mask in any of the following situations:

- When mandated by Alberta Health and in accordance with Alberta Health’s guidelines for the same.
- When there are, 15 or more, active cases in Lamont County it is mandated that a mask be worn:
 - Entering or exiting any Lamont County building.
 - If employees cannot maintain 2 metres apart while working (inside or outside).
 - Sitting inside a meeting or closed room with another individual(s), where a 2-metre distance cannot be maintained.
 - Driving a Lamont County vehicle with another employee (even if they are sitting in the back seat).
 - The trigger of 15 active cases to implement masking for the Lamont County employees (including Council) will be terminated if, for a minimum of 14 days, Lamont County has less than 15 active cases.

Employees are not required to wear a mask at their workstations, only when they leave their workstation (hallway, lunchroom, washroom, etc.).

Employees (including Council) that want to wear a mask outside of these situations are encouraged to do as they please.

Administration Offices:

Both the General Administration and Public Works Offices shall be accessible to the public through pre-booked appointments when there are 15, or more, active cases in Lamont County. During this time, the entry doors will remain locked.

Compliance:

Employees who are found to be in violation of this policy will be subject to disciplinary action, up to and including termination, depending on the severity and outcome of the investigation.

Sick Leave:

Lamont County will temporarily amend the sick leave policy:

- For employee absences regarding sick leave, the request for a doctor’s note will be suspended unless the absence exceeds 14 calendar days and is deemed appropriate.
- For employees within their probationary period to have immediate access to sick leave days in accordance with their employment type (full-time, part-time, contract).

Positive Case Protocol:

In the event an employee or individual who entered the workplace tests positive for COVID-19:

- Lamont County will work closely with Alberta Health to trace any close contacts of the positive individual. Close contacts will be notified as soon as possible and will follow Alberta Health instructions.
- The privacy of the individual who tested positive will remain confidential and will not be disclosed unless permitted by law.
- If a COVID-19 outbreak is identified in the workplace, Lamont County will follow all direction given by Alberta Health and Alberta Occupational Health and Safety (OHS) to control the hazard effectively.

Quarantine:

If an employee is asking to self-quarantine by Lamont County or a public health official:

- The employee will be given options to work remotely from home if the employee feels no symptoms

If an alternate working arrangement is not possible, or the employee does feel symptoms:

- Full-time permanent employees can use their personal leave, vacation leave, or banked overtime.
- Part-time permanent employees can use their personal leave, or vacation leave.
- Seasonal and casual employees will be granted the 10-14 days off without pay.

Employees who are being tested for COVID-19 will be provided their regular wages from Lamont County while awaiting their results. This starts from the first day of self-quarantine. After receiving their results, employees will be required to use any paid leave entitlements during the remainder of the self-quarantine. Evidence of being tested will be required to qualify.

Travelling:

If employee(s) (including Council) have returned to or entered Alberta from outside Canada or for another province, they must follow direction that is directed by Alberta Health at that time.

Screening:

Lamont County recommends that employees (including Council) complete the COVID-19 Self-Assessment for Albertans that is made available on the Alberta Health website (<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>) on a daily basis prior to their work day to be self-aware of any symptoms.

If Lamont County has 30, or more, active cases, it will be mandatory for employees (including Council) to complete the COVID-19 Self-Assessment that is made available via paper or eCompliance. Once completed a copy of the same is to be provided to Human Resources during each of the employees' (including Council) workdays.

Working From Home:

Lamont County will identify and grant approval for eligible employees to work from home.

Vaccinations:

Lamont County strongly encourages that all employees (including Council) obtain their COVID-19 vaccinations.

Employees are encouraged to schedule the same during work hours. If an employee is unable to schedule a vaccination during their workdays, Lamont County will provide up to 3 paid hours for the employee to obtain their vaccination outside of working hours.

Reason for Policy:

This document provides direction to all employees regarding Lamont County's response to the COVID-19 pandemic and temporary policy amendments that will take place regarding employment.

Related Information:

Employment Policy 4162

Responsibilities:

- Lamont County Council for:
 - Approving by resolution this Policy and any amendments thereto.
- Chief Administrative Officer for:
 - Implementing this Policy and approving procedures.
 - Ensuring this policy and procedure reviews occur and verify the implantation of policies and procedures.
- Directors and Supervisors for:
 - Ensuring implementation of this policy and procedure.
 - Recommending necessary policy or procedure amendments to the Chief Administrative Officer.

Approval:

This Policy Number HR-POL-100-03 Shall come into force and effect upon adoption by Lamont County Council at the Special Council Meeting on September 2, 2021

REEVE/DEPUTY REEVE

ACTING CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT

Policy Number:	HR-POL-100-03
Policy Title:	Pandemic Protocol
Related Policy Numbers:	
Related Policy Name:	
Council Approval:	Resolution:
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Approval:

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REEVE/DEPUTY REEVE

ACTING CHIEF ADMINISTRATIVE OFFICER

DATE

DRAFT