



Clearwater County Special Council Meeting Agenda

1:00 PM - Thursday, March 19, 2020

Council Chambers, 4340 – 47 Avenue, Rocky Mountain House, AB

Our Vision: Community, prosperity and natural beauty - connected.

Our Mission: Through proactive municipal leadership, we will invest innovatively to generate and support economic and population growth, to position Clearwater County for a sustainable, prosperous future.

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1. CALL TO ORDER	
2. ADOPTION OF AGENDA	
3. COVID 19 - BUSINESS CONTINUITY STATUS AND UPDATE	
3.1. COVID-19 - Business Continuity Status and Update - Pdf	2 - 4
4. CLOSED SESSION*	
* For discussions relating to and in accordance with: a) the Municipal Government Act, Section 197 (2) and b) the Freedom of Information and Protection of Privacy Act	
4.1. 2019/2020 Intermunicipal Mediation Verbal Report: FOIP s.21 Disclosure Harmful to Intergovernmental Relations	
5. ADJOURNMENT	



Agenda Item Report

Special Council Meeting

AIR Type:	Request for Decision
SUBJECT:	COVID-19 - Business Continuity Status and Update
PRESENTATION DATE:	Thursday, March 19, 2020
DEPARTMENT:	CAO Office
WRITTEN BY:	Rick Emmons, CAO
REVIEWED BY:	Leadership Team
BUDGET CONSIDERATIONS:	<input type="checkbox"/> N/A <input type="checkbox"/> Funded by Dept <input type="checkbox"/> Reallocation
LEGISLATIVE DIRECTION:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Provincial Legislation (Public Health Act State of Emergency and MGA Section 199) <input type="checkbox"/> County Bylaw or Policy
COMMUNITY BUILDING PILLAR (check all that apply):	
<input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Governance Leadership <input type="checkbox"/> Fiscal Responsibilities <input type="checkbox"/> Environmental Stewardship <input type="checkbox"/> Community Social Growth	
ATTACHMENTS:	
None	

STAFF RECOMMENDATION:

That Council considers cancelling Regular Council Meetings, effective March 25 to April 30, 2020, pending weekly evaluation of COVID-19 pandemic developments, in support of the Province's declaration of a public health emergency; and considers scheduling virtual meetings, as required, in compliance with Municipal Government Act Section 199.

BACKGROUND:

As we navigate through the COVID-19 protocols, it is important to understand and appreciate that they are quickly changing. Clearwater County implemented protocols to assist in managing risks of COVID-19 and other respiratory viruses. Compliance with these protocols is to ensure that key services continue to be maintained and critical infrastructure, including water and wastewater treatment facilities are operational.

Currently, there are no significant changes to Clearwater County's key service levels.

Precautionary measures taken to manage County priorities include:

- Clearwater County Council and employees were advised of the following protocols on March 16:

- Mandatory 14 days self-isolation if returning from travel outside of Canada after March 12.
- All non-essential work-related travel outside Clearwater County is prohibited until further notice.
- Cancellation of all non-essential public and staff events for the remainder of the month of March. (To be evaluated on a weekly basis and is likely to be extended.
- Self-monitoring for symptoms such as cough, fever, shortness of breath/pneumonia. If an employee experiences any of these symptoms, they are advised to complete Alberta Health Services COVID-19 Self-Assessment and consult with their Director/Manager to determine next steps.
- Clearwater County's Emergency Coordination Centre (ECC) partially activated on March 17 at 13:00 to monitor the situation and provide centralized communications. The Incident Command Post (ICP) personnel are establishing immediate objectives and action plan to adapt protocols and practices in the ever-changing environment the community is now facing. Clearwater County is not promoting fear but looking to respond reasonably to the current status for the health and safety of our community.
- As of March 18 at 12:00, Clearwater County buildings are closed to the public with expectation of closure until further notice – County Services may continue by appointment only. All public (open houses, etc.) and staff events are cancelled/postponed.
- IT Department is preparing additional mobile computers for employees to work remotely, as required is underway.
- Human Resources is centrally tracking full and part time employees who are absent, isolated or otherwise, and their date due back.
- Clearwater Regional Fire Rescue Services is surveying paid on call firefighters to determine availability (point in time) and asking Fire Head Quarters (HQ) to be updated as individual's situation changes. HQ is also keeping firefighters updated on relevant information as received.
- Public Works secured additional fuel stores.
- Planning is rescheduling future (after March 19) Municipal Planning Commission and Municipal Development Review Committee meetings.
- Facilities is thoroughly cleaning and sanitizing buildings, offices, workstations, etc.

On March 17, the Province declared a state of public health emergency to empower authorities under the Public Health Act to respond to the COVID-19 pandemic. Additional aggressive measures are in place to limit the spread of disease.

In light of recent developments, Administration anticipates additional actions may be required in the coming days to slow the spread of COVID-19 and asks that Council consider cancelling regular council meetings to protect the health and well-being of residents and staff and, to allow staff to focus on ECC and critical County operations.

Should issues arise requiring Council's immediate attention and decision making, Administration asks that Council consider scheduling virtual meetings via conference call, as needed and, as per the Municipal Government Act Section 199:

Meeting through electronic communications

199(1) A council meeting or council committee meeting may be conducted by means of electronic or other communication facilities if

(a) notice is given to the public of the meeting, including the way in which it is to be conducted,

(b) the facilities enable the public to watch or listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place, and

(c) the facilities enable all the meeting's participants to watch or hear each other.

(2) Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

1994 cM-26.1 s199