

**SPECIAL COUNCIL MEETING  
NOVEL CORONAVIRUS (COVID-19)  
MARCH 16, 2020**

**Present:**

Mayor Turnmire	Councillor Johnson (on leave of absence)
Councillor McCallum	Councillor Peterson
Councillor Gundersen	CAO Zhang
Councillor Underwood	

**Regrets:**

Councillor Guimond

Meeting started at 6:03PM.

1. Update/Review of Information to Date
  - Information had been forwarded to Council relating to the current status of the COVID-19 outbreak. CAO Zhang shared to Council emails and other pertinent information from different sources including those from the County of Grande Prairie, AEMA, Alberta Health, Province of Alberta and GPREP.
2. Closure of Town Facilities/Functions
  - Contacted Wembley Arena, Silver and Gold and Phillip J Currie Museum – no closures announced or made yet, but arena and Silver and Gold are meeting tonight.
3. Information Sources
  - The different sites for information that is recommended are with W.H.O., Public Health Canada, Alberta Health Services, and GPREP. Referring to these will ensure consistency on information given to staff and the general public.
4. Employees
  - Staff had been briefed of information they need in regard to OH&S procedures specific to the Coronavirus, options to work from home should it be necessary, self-isolation as well the recommendations from Alberta Health Services and the province of Alberta for sick leave. At this time, the recommendation from Administration is to keep the same hours of operations. Social distancing and other safety precautions will not interfere with current staffing numbers. Should staff require to stay home to care for children that were suddenly home due to the closures of school and day home, they are given the ability to stay home and take online courses relative to their work.
5. Town Office (Administration)
  - The Town Office (Administration) staff were given permission to close to the general public effective at the end of the day of March 17, 2020 and advice staff of the option to

work from home should it be necessary. Administration reassured Council that preventative measures had been in place to ensure safety of both staff. Non-essential meetings had been cancelled. Signage and information are to be provided to staff to ensure that consistent information is given to the public.

6. Public Works

- Council recognizes the importance of having a Public Works department that is able to keep essential services for the Town. It is therefore recommended that the Public Works staff are kept at the same hours of operations with provisions to the recommendations of Alberta Health Services for self-isolation if required and other preventative measures to prevent the spread of the virus.

7. Parks & Recreation

- Recreation Coordinator, Charmaine Baker, had been working from home due to sick children (unrelated to the virus). She had been tasked to cancel upcoming events up to 8 weeks or longer should the status of the virus outbreak change. She also is going to find other options for those forced to stay home.

8. FCSS

- The FCSS Director had been given the option to work from home should it be needed as well cancelling events planned up to 8 weeks. She was also instructed to connect with her counterparts within the region for programs or assistance the community may need.

9. Sunset Park (Caretakers)

- Provide information to the Sunset Park caretakers for campers that may be contacting them regarding campgrounds in the park.

10. Fire Department

- Fire Chief Smith was also given the option to work remotely should it be needed to accommodate childcare situations or in case of self-isolation or illness.

11. Communications

- Town website and Facebook and inquiries is to have consistent message from Administration/Council for Staff, Public and media which is to echo message from Alberta Health Services, the Province of Alberta and GPREP.

Meeting concluded at 6:44PM.