

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, July 12, 2023  
10:00 a.m.**

**Fort Vermilion Council Chambers  
Fort Vermilion, AB**

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor
Ernest Peters	Councillor (left the meeting at 2:30 p.m.)

**REGRETS:**

**ADMINISTRATION:**

Byron Peters	Interim Chief Administrative Officer/ Director of Projects and Infrastructure
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Caitlin Smith	Director of Planning and Agriculture
John Zacharias	Director of Utilities
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary

**ALSO PRESENT:**

Minutes of the Regular Council Meeting for Mackenzie County held on July 12, 2023 in the Council Chambers at the Fort Vermilion County Office.

**CALL TO ORDER: 1. a) Call to Order**

Reeve Knelsen called the meeting to order at 10:00 a.m.

**AGENDA: 2. a) Adoption of Agenda**

**MOTION 23-07-553 MOVED** by Councillor Wardley

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That the agenda be adopted with the following additions:

- 4. b) CAO (*FOIP Sections 23, 24 and 27*)
- 9. a) Mackenzie Applied Research Association (MARA)
- 10. a) Fort Vermilion Library Building
- 16. a) Rural Municipalities of Alberta (RMA) Zone Meeting

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

**3. a) Minutes of the June 28, 2023 Regular Council Meeting**

**MOTION 23-07-554**

**MOVED** by Councillor Wardley

That the minutes of the June 28, 2023 Regular Council Meeting be adopted as presented.

**CARRIED**

**ADOPTION OF PREVIOUS MINUTES:**

**3. b) Business Arising out of the Minutes**

None.

**CLOSED MEETING:**

**4. Closed Meeting**

**MOTION 23-07-555**

**MOVED** by Councillor Driedger

That Council move into a closed meeting at 10.01 a.m. to discuss the following:

- 4.a) 2023 Bursary Applications (Second Deadline) (*FOIP Section 17*)

**CARRIED**

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors Present

**MOTION 23-07-556**

**MOVED** by Councillor Braun

That Council move out of a closed meeting at 11:04 a.m.

**CARRIED**

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Reeve Knelsen recessed the meeting at 11:04 a.m. and reconvened the meeting at 11:12 a.m.

**TENDERS:**                                    **5. a) Culvert Replacement and Other Work - Bridge File 81124**

**MOTION 23-07-557**                            **MOVED** by Councillor Peters

That the Culvert Replacement and Other Road Work Tenders-Envelope #1 be opened.

**CARRIED**

<b>Bidder</b>	<b>Qualifying Documents</b>
Boss Bridgeworks	All required documents included.
Northern Road Builders LP	All required documents included.

**MOTION 23-07-558**                            **MOVED** by Councillor Braun

That the Culvert Replacement and Other Road Work Tenders - Envelope #2 be opened for the qualified bidders.

**CARRIED**

<b>Bidder</b>	<b>Cost</b>
Boss Bridgeworks	\$167,375.00
Northern Road Builders LP	\$261,950.00

**MOTION 23-07-559**                            **MOVED** by Councillor Wardley

That administration reviews the tenders for the Culvert Replacement and Other Road Work and return for awarding later in the meeting.

**CARRIED**

**TENDERS:**                                    **5. b) Fort Vermilion Waste Transfer Station Caretaker Contract**

**MOTION 23-07-560**                            **MOVED** by Councillor Derksen

That the Fort Vermilion Waste Transfer Station Caretaker Contract Envelope be opened.

**CARRIED**

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Bidder	Cost
Gertrude Derksen	\$1,850 per month
Norma Croy	\$1,200 per month
Susan Doerksen	\$2,200 per month

**MOTION 23-07-561** **MOVED** by Councillor Cardinal

That the Fort Vermilion Waste Transfer Station Caretaker contract be awarded to the lowest qualified bidder while staying within budget.

**CARRIED**

**TENDERS:** **5. c) River Road Subdivision Phase 4 – Tender Opening**

**MOTION 23-07-562** **MOVED** by Councillor Braun

That the River Road Subdivision Phase 4 Tenders- Envelope #1 be opened.

**CARRIED**

Bidder	Qualifying Documents
Good Brothers Construction 2002 Ltd.	All required documents included.
Northern Road Builders LP	All required documents included.
Green Acre Ventures Ltd.	All required documents included.
Option Excavating Inc.	All required documents included.

**MOTION 23-07-563** **MOVED** by Councillor Peters

That the River Road Subdivision Phase 4 Tenders- Envelope #2 be opened for the qualified bidders.

**CARRIED**

Bidder	Cost
Good Brothers Construction 2002 Ltd.	\$1,301,779.00
Northern Road Builders LP	\$1,011,306.49
Green Acre Ventures Ltd.	\$ 982,245.00
Option Excavating Inc.	\$2,172,430.00

**MOTION 23-07-564** **MOVED** by Councillor Bateman

That administration review and score the tenders for the River Road Subdivision Phase 4 and return for awarding later in the meeting.

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**CARRIED**

**TENDERS:**

**5. d) MIT23-004 MIT23-005, Mitigation Foundation  
Construction, Electrical & Plumbing**

**MOTION 23-07-565**

**MOVED** by Councillor Bateman

That administration negotiates with proponent for services requested in the Request for Proposal MIT23-004 - Crawlspace or basement construction, Electrical and Plumbing and proceed while remaining within budget.

**CARRIED**

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
Project Bid Price	80%	66
Local	10%	10
Experience	10%	10
<b>Total</b>	<b>100%</b>	<b>86</b>

**MOTION 23-07-566**

**MOVED** by Councillor Bateman

That administration negotiates with proponent for services requested in the Request for Proposal MIT23-005 - Crawlspace or basement construction, Electrical and Plumbing and proceed while remaining within budget.

**CARRIED**

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score</b>
Project Bid Price	80%	44
Local	10%	10
Experience	10%	10
<b>Total</b>	<b>100%</b>	<b>64</b>

Reeve Knelsen recessed the meeting at 11:58 a.m. and reconvened the meeting at 12:35 p.m.

**CLOSED MEETING:**

**4. Closed Meeting**

**MOTION 23-07-567**

**MOVED** by Councillor Bateman

That Council move into a closed meeting at 12:35 p.m. to discuss the following:

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4.a) 2023 Bursary Applications (Second Deadline)  
(FOIP Section 17)

**CARRIED**

Councillor Wardley declared herself in conflict and left the meeting at 12:35 p.m.

The following individuals were present during the closed meeting discussion. (MGA Section 602.08(1)(6))

- All Councillors Present excluding Councillor Wardley
- Byron Peters, Interim Chief Administrative Officer/ Director of Projects & Infrastructure
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning & Agriculture
- John Zacharias, Director of Utilities
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Administration left the meeting at 12:56 p.m., Councillor Wardley rejoined the meeting at 12:56 p.m. Byron Peters, Interim Chief Administrative Officer, Jennifer Batt, Director of Finance and Louise Flooren Manager of Legislative and Support Services/Recording Secretary rejoined the meeting at 1:17 p.m.

**MOTION 23-07-568**      **MOVED** by Councillor Wardley

That Council move out of a closed meeting at 1:25 p.m.

**CARRIED**

**CLOSED MEETING:**      **4. a) 2023 Bursary Applications (Second Deadline)**

**MOTION 23-07-569**      **MOVED** by Councillor Driedger  
Requires 2/3

That Council awards 8 bursary recipients as discussed for the total amount of \$13,500, and allocate the balance remaining of \$12,500 to the Bursary Reserve for future allocations.

**CARRIED**

**PUBLIC HEARINGS:**      **6. a) Bylaw 1301-23 Land Use Bylaw Amendment to Rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212**

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**0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”**

Reeve Knelsen called the public hearing for Bylaw 1301-23 to order at 1:27 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1301-23 was properly advertised. Caitlin Smith, Director of Planning & Agriculture answered that the Bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Bylaw 1301-23 Land Use Bylaw Amendment to Rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”.

Caitlin Smith, Director of Planning & Agriculture presented the following:

*Administration has received a request to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”*

*The landowner would like to rezone these properties to provide for, bare-land duplexes. He has also submitted an application for subdivision for these eight (8) lots.*

*The purpose of the Residential 2A (H-R2A) district is to provide for entry-level dwellings to accommodate small lots within Hamlets. The lots proposed for rezoning are currently regular sized, if subdivision is passed, the lots would be split in half with a half of a duplex on each lot.*

*Currently these lots are empty.*

*According to the Land Use Bylaw 1066-17, Section 9.21 states:*

*Regulations*

*In addition to the regulations contained in Section 8, the following standards shall apply to every DEVELOPMENT in this LAND USE DISTRICT.*

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*Proposed Bylaw 1301-23 was presented to the Municipal Planning Commission on June 22, 2023, where the following motion was made:*

*MOTION 23-06-102            MOVED by Erick Carter*

*That the Municipal Planning Commission recommend to Council to approve Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513 Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”, subject to public hearing input.*

*CARRIED*

*The proposed Bylaw was presented for first reading by Council on June 28, 2023 where the following motion was made:*

*MOTION 23-06-538            MOVED by Councillor Braun*

*That first reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”, subject to public hearing.*

*CARRIED*

Reeve Knelsen asked if Council has any questions of the proposed Bylaw 1301-23 Bylaw 1301-23 Land Use Bylaw Amendment to Rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 “H-R1” to Hamlet Residential 2A “H-R2A”. There were no questions.

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1301-23. There were no submissions.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1301-23 There was no one present to speak to the proposed bylaw.

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Reeve Knelsen closed the public hearing for Bylaw 1301-23 at 1:29 p.m.

**MOTION 23-07-570**      **MOVED** by Councillor Bateman

That second reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 "H-R1" to Hamlet Residential 2A "H-R2A" subject to public hearing input.

**CARRIED**

**MOTION 23-07-571**      **MOVED** by Councillor Braun

That third reading be given to Bylaw 1301-23 being a Land Use Bylaw Amendment to rezone Plan 212 0513, Block 4, Lots 3-5 and Plan 212 0513, Block 3, Lots 1-5 from Hamlet Residential 1 "H-R1" to Hamlet Residential 2A "H-R2A" subject to public hearing input.

**CARRIED**

**DELEGATIONS:**      7. a) None

**GENERAL REPORTS:**      8. a) **CAO & Director Reports for June 2023**

**MOTION 23-07-572**      **MOVED** by Councillor Braun

That the CAO & Director reports for June 2023 be received for information.

**CARRIED**

**AGRICULTURE SERVICES:**      9. a) **Mackenzie Applied Research Association (MARA) (ADDITION)**

**MOTION 23-07-573**      **MOVED** by Councillor Bateman  
Requires Unanimous

That the Mackenzie Applied Research Association discussion be received for information.

**CARRIED UNANIMOUSLY**



**COMMUNITY  
SERVICES:**

**10. a) Fort Vermilion Library Building (ADDITION)**

**MOTION 23-07-574**  
Requires Unanimous

**MOVED** by Councillor Wardley

That Mackenzie County agree to the transfer of ownership of the Fort Vermilion Library building and property and that administration work with Mackenzie County Library Board and the Fort Vermilion Library Society with the transfer.

**CARRIED UNANIMOUSLY**

Reeve Knelsen recessed the meeting at 2:09 p.m. and reconvened at 2:21 p.m.

Councillor Peters left the meeting at 2:30 p.m.

**TENDERS:**

**5. a) Culvert Replacement and Other Work - Bridge File 81124**

**MOTION 23-07-575**  
Requires 2/3

**MOVED** by Councillor Driedger

That the Culvert Replacement and Other Road Work contract be awarded to the lowest bidder while staying within budget.

**CARRIED**

**TENDERS:**

**5. c) River Road Subdivision Phase 4 – Tender Opening**

**MOTION 23-07-576**  
Requires 2/3

**MOVED** by Councillor Wardley

That the River Road Subdivision Phase 4 contract be awarded to highest scoring, qualified bidder while staying within budget.

Evaluation Criteria	Weight	Good Brothers Construction 2022 Ltd.	Northern Road Builders LP	Green Acre Ventures Ltd.	Option Excavating Inc.
Related Project Experience	10	10	10	10	7
Local Vendors Max.	10	10	10	7.5	5
Project Completion Date	10	10	7.5	10	10
Bid Price	70	40	65	70	40
<b>Total</b>	<b>100</b>	<b>70</b>	<b>92.5</b>	<b>97.5</b>	<b>62</b>

**CARRIED**

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**FINANCE: 11. a) High Level Agricultural Society – Multiuse Arena Funding Request**

**MOTION 23-07-577** **MOVED** by Councillor Braun

Requires 2/3

That in lieu of consideration for 2024 grant funding, that the 2023 Operating Budget be amended to include \$100,000 for the High Level Agricultural Societies Indoor arena/Multiuse facility, with funding coming from the General Operating Reserve.

**CARRIED**

**FINANCE: 11. b) High Level Agricultural Society – Project Funds Reallocation Request**

**MOTION 23-07-578** **MOVED** by Councillor Peters

Requires 2/3

That the High Level Agricultural Societies request to reallocate \$6,935.69 from the Mower, Cooler, and Roping Dummy projects, to the New Multiuse Arena project be approved.

**CARRIED**

**FINANCE: 11. c) Bylaw 1295-23-Local Improvement Tax- 105 Ave Asphalt**

**MOTION 23-07-579** **MOVED** by Councillor Braun

That the first Reading be given to Bylaw 1295-23, being a bylaw authorizing imposition of a local improvement to the benefitting properties for construction of an Asphalt Overlay on 105 Ave from 99 Street east for 95 metres for: Plan 0524622, Block 21, Lot 2, Plan 0524622, Block 23, Lot 1, Plan 0124347, Block 21, Lot 1, in the hamlet of La Crete.

**CARRIED**

**FINANCE: 11. d) Borrowing Bylaw 1299-23 – PLS 140031 – South of High Level Lands**

**MOTION 23-07-580** **MOVED** by Councillor Wardley

Requires 2/3

That second reading, with amendments be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands as presented.

**CARRIED**

**MOTION 23-07-581**  
Requires 2/3

**MOVED** by Councillor Bateman

That third reading, with amendments be given to Bylaw 1299-23 being the borrowing bylaw for PLS 140031 – South of High Level Lands as presented.

**CARRIED**

**FINANCE:**

**11. e) Councillor Expense Claims**

**MOTION 23-07-582**

**MOVED** by Councillor Driedger

That the Councillor Expense Claims for June 2023 which include Councillor Driedger and Deputy Reeve Sarapuk and Councillor Driedger’s May 2023 Expense Claim be received for information.

**CARRIED**

**PROJECTS &  
INFRASTRUCTURE:**

**12. a) Special Council Meeting Request for Tender  
Awarding**

**MOTION 23-07-583**

**MOVED** by Councillor Wardley

That Administration be authorized to proceed with a public tender opening on July 28, 2023 at 1:00 p.m. for the La Crete 101 Street/109 Avenue Intersection Upgrade and 109 Avenue Traffic Lights project and that a detailed summary be provided to Council.

**CARRIED**

**MOTION 23-07-584**

**MOVED** by Councillor Braun

That a Special Council Meeting be scheduled for August 2, 2023 at 10:00 a.m. for the La Crete 101 Street/100 Avenue Intersection Upgrade and 109 Avenue Traffic Lights Project Tender Awarding.

**CARRIED**

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**OPERATIONS:** 13. a) None

**UTILITIES:** 14. a) None

**PLANNING &  
DEVELOPMENT:** 15. a) Development Statistics Report – January to June  
2023

**MOTION 23-07-585** **MOVED** by Councillor Wardley

That the development statistics report for January to June 2023  
be received for information.

**CARRIED**

**ADMINISTRATION:** 16. a) Rural Municipalities of Alberta (RMA) Zone Meeting  
(ADDITION)

**MOTION 23-07-586** **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

That the following Councillors be authorized to attend the Rural  
Municipalities of Alberta Zone Meeting in Wabasca, Alberta on  
August 11, 2023:

Reeve Knelsen  
Councillor Braun  
Councillor Cardinal  
Councillor Derksen  
Councillor Wardley

**CARRIED UNANIMOUSLY**

**COMMITTEE OF THE  
WHOLE ITEMS:** 17. a) Business Arising out of Committee of the Whole

**MOTION 23-07-587** **MOVED** by Councillor Bateman

That administration advertise open houses for the Municipal  
Development Plan.

**CARRIED**

**MOTION 23-07-588** **MOVED** by Councillor Wardley

That Policy ADM053 Flags and Flag Protocol be TABLED to a future Council Meeting.

**CARRIED**

**MOTION 23-07-589**      **MOVED** by Councillor Bateman

That Policy ASB 017 Rubber Mat Rental be rescinded.

**CARRIED**

**MOTION 23-07-590**      **MOVED** by Councillor Bateman

That Policy UT001 Utility Locates and Planning be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**18. a) Council Committee Reports (verbal)**

**MOTION 23-07-591**      **MOVED** by Councillor Smith

That the Council Committee Reports (verbal) be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**18. b) Agricultural Service Board Meeting Minutes**

**MOTION 23-07-592**      **MOVED** by Councillor Wardley

That the unapproved Agricultural Service Board meeting minutes of June 14, 2023 be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**19. a) Information/Correspondence**

**MOTION 23-07-593**      **MOVED** by Councillor Bateman

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That a letter be written to the Minister of Advanced Education regarding the Northwestern Polytech, Fairview Campus.

**CARRIED**

**MOTION 23-07-594**      **MOVED** by Councillor Derksen

That the information/correspondence be accepted for information purposes.

**CARRIED**

**CLOSED MEETING:**      **4.      Closed Meeting**

**MOTION 23-07-595**      **MOVED** by Councillor Wardley

That Council move into a closed meeting at 3:38 p.m. to discuss the following:

4.b)      CAO (*FOIP Sections 23, 24 and 27*) (ADDITION)

**CARRIED UNANIMOUSLY**

The following individuals were present during the closed meeting discussion. (*MGA Section 602.08(1)(6)*)

- All Councillors Present excluding Councillor Peters
- Byron Peters, Interim Chief Administrative Officer/ Director of Projects & Infrastructure
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Councillor Derksen declared himself in conflict and left the meeting at 3:45 p.m.

**MOTION 23-07-596**      **MOVED** by Councillor Wardley

That Darrell Derksen be appointed as Interim CAO from August 1 – 16, 2023 and at which point Council will consider permanent appointment.

**CARRIED UNANIMOUSLY**

**MOTION 23-07-597**      **MOVED** by Councillor Bateman

That Council move out of a closed meeting at 3:47 p.m.

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**CARRIED UNANIMOUSLY**

Councillor Derksen returned to the meeting at 3:47 p.m.

**NEXT MEETING  
DATES:**

**21. a) Next Meeting Dates**

Special Council Meeting  
August 2, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Committee of the Whole Meeting  
August 15, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
August 16, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:**

**22. a) Adjournment**

**MOTION 23-07-598**

**MOVED** by Councillor Derksen

That the Council meeting be adjourned at 3:48 p.m.

**CARRIED**

These minutes were approved at the August 16, 2023 Regular Council Meeting.

(original signed) \_\_\_\_\_  
Josh Knelsen  
Reeve

(original signed) \_\_\_\_\_  
Darrell Derksen  
Chief Administrative Officer

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