

**MACKENZIE COUNTY
REGULAR COUNCIL MEETING**

**Wednesday, March 24, 2021
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Jacquie Bateman	Councillor – Virtual
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Eric Jorgensen	Councillor – arrived at 10:05 a.m.
Anthony Peters	Councillor
Ernest Peters	Councillor
Lisa Wardley	Councillor – Virtual

REGRETS:

ADMINISTRATION:

Len Racher	Chief Administrative Officer
Byron Peters	Deputy Chief Administrative Officer
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
Caitlin Smith	Manager of Planning and Development
Grant Smith	Agricultural Fieldman – left at 11:50 a.m.
Willie Schmidt	Fleet Manager – Virtual
Colleen Sarapuk	Recording Secretary

ALSO PRESENT: Member of the Public

Minutes of the Regular Council meeting for Mackenzie County held on March 24, 2021 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 21-03-207 MOVED by Deputy Reeve Sarapuk

That the agenda be approved as presented.

CARRIED

**ADOPTION OF
PREVIOUS
MINUTES:**

3. a) Minutes of the March 9, 2021 Regular Council Meeting

MOTION 21-03-208

MOVED by Councillor Wardley

That the minutes of the March 9, 2021 Regular Council Meeting be adopted as presented.

CARRIED

**ADOPTION OF
PREVIOUS
MINUTES:**

3. b) Business Arising out of the Minutes

DELEGATIONS:

4. a) Old Bay House

MOTION 21-03-209

MOVED by Councillor Jorgensen

That the Old Bay House delegation be received for information.

CARRIED

TENDERS:

5. a) County Waste Bin Pick-up

MOTION 21-03-210

MOVED by Councillor Braun

That the Mackenzie County Waste Bin Pick-up Tenders – Envelope 1 be opened.

CARRIED

MOTION 21-03-211

MOVED by Councillor Driedger

That the Mackenzie County Waste Bin Pick-up Tender – Envelope 2 be opened for qualified bidders.

CARRIED

Bidder	Amount
Jakes Disposal	\$13,738.06 – Annually
L&P	\$24,560.00 – Annually
J&L Waste management	\$14,812.00 – Annually

MOTION 21-03-212 **MOVED** by Councillor E. Peters

That the Mackenzie County Waste Bin Pick-up contract be awarded to the lowest qualified bidder, while staying within budget.

CARRIED

TENDERS: **5. b) Caretaking –Fort Vermilion Waste Transfer Station**

No bids were received for the Caretaking – Fort Vermilion Waste Transfer Station.

MOTION 21-03-213 **MOVED** by Councillor Braun

That the Caretaking – Fort Vermilion Waste Transfer Station Tenders be retendered.

CARRIED

MOTION 21-03-214 **MOVED** by Councillor Cardinal

That the hours at the Fort Vermilion Waste Transfer Station change to 5:00 p.m. to 9:00 p.m. on Tuesdays and Thursdays.

CARRIED

TENDERS: **5. c) Hutch Lake Campground Caretaker**

MOTION 21-03-215 **MOVED** by Councillor Driedger

That Hutch Lake Campground Caretaker Tenders – Envelope 1 be opened.

CARRIED

MOTION 21-03-216 **MOVED** by Deputy Reeve Sarapuk

That Hutch Lake Campground Caretaker Tenders – Envelope 2 be opened for qualified bidders.

CARRIED

Bidder	Amount
Isaac Dyck	\$ 6,000/month

Jake Bueckert	\$ 6,000/month
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MOTION 21-03-217 **MOVED** by Councillor A. Peters

That the Hutch Lake Caretaking Contract be referred to the April 1, 2021 Community Services Committee meeting for review and awarding to the most qualified bidder according to the matrix.

CARRIED

**GENERAL
 REPORTS:**

7. a) NONE

AGRICULTURE:

8. a) Awarding of Roadside Spraying Contract

Contractor	2021	2022	2023	2024	Score
Klon Services	\$38.50	\$41.00	\$37.50	\$40.00	910
Green Zone Environmental	\$41.67	\$41.67	\$41.67	\$41.67	890
Cortx Management Corp	\$35.50	\$35.50	\$36.00	\$36.00	950
Outback Ventures	\$40.00	\$40.00	\$40.00	\$40.00	960

MOTION 21-03-218 **MOVED** by Deputy Reeve Sarapuk

That Council award the Roadside Spraying Contract to the successful bidder for the years 2021, 2022 & 2023 as per the recommendation from the Agricultural Service Board.

CARRIED

**COMMUNITY
 SERVICES:**

9. a) Machesis Lake Capital Funds Request

MOTION 21-03-219
 Requires 2/3

MOVED by Councillor Wardley

That Council amend the 2021 budget by \$4500 for the Machesis Lake Glamping project with funds coming from the Parks and Recreation reserve.

CARRIED

COMMUNITY

9. b) Buffalo Head Prairie Waste Transfer Station Days of

SERVICES: Operations

MOTION 21-03-220 **MOVED** by Councillor Driedger

That the Buffalo Head Prairie Waste transfer station days of operations remain the same.

CARRIED

FINANCE: 10. a) TELUS Communications Inc. – Second Food Bank Donation

MOTION 21-03-221 **MOVED** by Councillor Cardinal
Requires 2/3

That the 2021 operating budget be amended by \$5,000 for the donation from TELUS Communications Inc., and be distributed as follows:

High Level Friendship Center	- \$1,250 (25%)
La Crete FCSS	- \$1,250 (25%)
Metis Association #74	- \$2,500 (50%)

CARRIED

FINANCE: 10. b) Rescind Motion 21-01-054

MOTION 21-03-222 **MOVED** by Councillor Braun
Requires 2/3

That Council motion 21-01-054 be rescinded.

CARRIED

MOTION 21-03-223 **MOVED** by Councillor Wardley
Requires 2/3

That the Tax Roll accounts as detailed be deemed as uncollectable, reflected as bad debt, and written off.

Tax Roll #410831 outstanding balance	\$ 823.64
Tax Roll #410986 outstanding balance	\$ 1,615.56
Tax Roll #422125 outstanding balance	\$ 67,190.96

CARRIED

FINANCE: 10. c) 2020 Uncollectible Utility Accounts and Receivable Accounts

MOTION 21-03-224
Requires 2/3

MOVED by Councillor Driedger

That the outstanding amount of \$2,931.87 in Appendix #1 for utility accounts be written off.

CARRIED

MOTION 21-03-225
Requires 2/3

MOVED by Councillor Braun

That the outstanding amount of \$77,410.81 in Appendix #2 as amended with the removal of the Airport Parking and Leases for accounts receivable accounts be written off.

CARRIED

Reeve Knelsen recessed the meeting at 10:52 a.m. and reconvened the meeting at 11:02 a.m.

FINANCE:

10. d) 2020 Uncollectible Taxes

MOTION 21-03-226
Requires 2/3

MOVED by Councillor Braun

That the levies & penalties in the amount of \$2,187.78 in Tax Roll Appendix #1 be written off.

CARRIED

MOTION 21-03-227
Requires 2/3

MOVED by Councillor E. Peters

That administration allocate all remaining grant funds from the Municipal Operating Support Transfer grant toward the decrease in property taxes collected in 2020.

CARRIED

FINANCE:

10.e) 2020 Budget Allocations – Handout

MOTION 21-03-228

MOVED by Councillor Wardley

That the 2020 budget be amended to include amortization/depreciation in the amount of \$9,969,697.

CARRIED

MOTION 21-03-229

MOVED by Councillor Braun

That \$4,500 from 2020 operating budget be contributed to the Bursaries Reserve, as per Policy RESV017 – Bursaries Reserve.

CARRIED

MOTION 21-03-230 **MOVED** by Deputy Reeve Sarapuk

That the 2020 Capital budget be amended as follows:

- LC-Rebuild Airport Road- 2 miles increase of \$13,473 with funding coming from the Road Reserve;
- OR05-Overlay Heliport Road increase of \$3,190 with funding coming from the Road Reserve.
- New Roads Infrastructure – Endeavor to Assist project funding sources be amended to \$455,000 from the Gas Tax Fund, and \$45,000 from the Road Reserve;
- Waterline Hill Crest Community School increase of \$22,720, and change funding of \$87,720 to come from the Gas Tax Fund;
- Mackenzie Applied Research Association Agronomy building project increase of \$10,340 with funding coming from Mackenzie Applied Research Association.
- That the \$73,500 in funding received by Alberta Environment and Parks be moved to the Water & Sewer Reserve to offset costs incurred in anticipation of the signed agreement.

CARRIED

Reeve Knelsen recessed the meeting at 12:07 p.m. and reconvened the meeting at 12:41 p.m.

MOTION 21-03-231 **MOVED** by Councillor Braun

That 2020 funds in the amount of \$158,573 be allocated to General Operating Reserve from Municipal Levy to fund 2020 One time Projects being carried into 2021.

CARRIED

MOTION 21-03-232 **MOVED** by Deputy Reeve Sarapuk

That funds of \$10,082.01 received from Atco Electric for the Teacher Loop project be allocated to the General Capital Reserve in 2020.

CARRIED

MOTION 21-03-233 **MOVED** by Councillor A. Peters

That Offsite Levies/Frontage revenues in 2020 of \$82,024 be contributed to the Off-Site Levy Reserve.

CARRIED

MOTION 21-03-234 **MOVED** by Councillor Jorgensen

That Gravel Aggregate revenue in 2020 of \$109,834 be contributed to the Gravel Reclamation Reserve.

CARRIED

MOTION 21-03-235 **MOVED** by Councillor Driedger

That Municipal Reserve revenue in 2020 of \$245,377 be contributed to the Municipal Reserve.

CARRIED

MOTION 21-03-236 **MOVED** by Councillor E. Peters

That \$63,100 in 2020 operating revenue be contributed to the General Operating Reserve to fund the Town of High Level 2020 approved Capital projects in 2021 budget.

CARRIED

FINANCE: **10. f) Expense Claims – Councillors**

MOTION 21-03-237 **MOVED** by Councillor Jorgensen

That the Councillor expense claims for February 2021 be received for information.

CARRIED

FINANCE: 10. g) Expense Claims – Members at Large

MOTION 21-03-238 MOVED by Councillor Driedger

That the Member at Large Expense Claims for February 2021 be received for information.

CARRIED

FINANCE: 10. h) Cheque Registers February 8, 2021 – February 19, 2021

MOTION 21-03-239 MOVED by Deputy Reeve Sarapuk

That the cheque registers from March 8, 2021 – March 19, 2021 be received for information.

CARRIED

OPERATIONS: 11. a) NONE

UTILITIES: 12. a) Storm Pond “A” Hamlet of La Crete – Handout

MOTION 21-03-240 MOVED by Councillor E. Peters
Requires 2/3

That the 2021 Capital budget be amended to include \$1,100,000 for the La Crete North Storm – Pond A, with funding coming from Debenture, and future off-site levies.

CARRIED

MOTION 21-03-241 MOVED by Councillor Braun

That a borrowing bylaw, and off-site levy bylaw be developed for the purpose of funding La Crete North Storm – Pond A project.

CARRIED

MOTION 21-03-242 MOVED by Councillor A. Peters

That Administration proceed with issuing a Request for Proposals for La Crete North Storm – Pond A engineering services.

CARRIED

Reeve Knelsen recessed the meeting at 1:36 p.m. and reconvened the meeting at 1:55 p.m.

**PLANNING &
DEVELOPMENT:**

13. a) Bylaw 1215-21 Land Use Bylaw Amendment to Rezone Part of SE 35-105-15-W5M from Agricultural "A" to Rural Industrial Light "RIL"

MOTION 21-03-243

MOVED by Councillor A. Peters

That first reading be given to Bylaw 1215-21 being a Land Use Bylaw Amendment to rezone Part of SE 35-105-15-W5M from Agricultural "A" to Rural Industrial Light "RIL" to accommodate an industrial use – general, subject to public hearing input.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. b) Bylaw 1210-21 Road Closure within Plan 082 6817

MOTION 21-03-244

MOVED by Councillor Braun

That second reading be given to Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M).

CARRIED

MOTION 21-03-245

MOVED by Councillor E. Peters

That third and final reading be given to Bylaw 1210-21 being a Road Closure Bylaw to close the road within Plan 082 6817 (SW 12-107-14-W5M).

CARRIED

MOTION 21-03-246
Requires 2/3

MOVED by Councillor Jorgensen

That administration be authorized to proceed with the sale of the land and transfer of title for amalgamation back into the quarter.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. c) Bylaw 1216-21 Land Use Bylaw Amendment to Amend the Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and

Add Restrictions to Section 8

MOTION 21-03-247 **MOVED** by Councillor Cardinal

That Council move into closed meeting at 2:00 p.m. to discuss the following:

13. c) Bylaw 1216-21 Land Use Bylaw Amendment to Amend the Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8 (s. 24)

CARRIED

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

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Recording Secretary
- Willie Schmidt, Fleet Manager

MOTION 21-03-248 **MOVED** by Councillor Jorgensen

That Council move out of closed meeting at 2:08 p.m.

CARRIED

MOTION 21-03-249 **MOVED** by Councillor Cardinal

That first reading for Bylaw 1216-21 being a Land Use Bylaw Amendment to Amend Definitions of Flood Fringe and Floodway and Add Definition of Overland Flow Area to Section 2.3 and Add Restrictions to Section 8 be TABLED until future meeting.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. d) Subdivision Refund & Revision Policy DEV002

MOTION 21-03-250 **MOVED** by Councillor Braun

That the Subdivision Refund & Revision Policy DEV002 be approved as amended.

CARRIED

**PLANNING &
DEVELOPMENT:**

**13. e) Multi-Lot/Urban Subdivision Construction &
Registration Policy DEV003**

MOTION 21-03-251 **MOVED** by Councillor Wardley

That the Multi-Lot/Urban Subdivision Construction & Registration Policy DEV003 be approved as amended.

CARRIED

**PLANNING &
DEVELOPMENT:**

**13. f) Policy DEV004 Minimum Construction Project Value
for Building Permits**

MOTION 21-03-252 **MOVED** by Councillor Braun

That the Policy DEV004 Minimum Construction Project Value for Building Permits be approved as presented.

CARRIED

**PLANNING &
DEVELOPMENT:**

13. g) Subdivision Affidavits Policy DEV009

MOTION 21-03-253 **MOVED** by Councillor Wardley

That the Subdivision Affidavits Policy DEV009 be approved as amended.

CARRIED

ADMINISTRATION:

**14. a) Fuel Flowage at Mackenzie County Airports Policy
FIN033**

MOTION 21-03-254 **MOVED** by Councillor Driedger

That the Fuel Flowage at Mackenzie County Airports Policy FIN033 be approved as amended.

CARRIED

ADMINISTRATION: 14. b) Mackenzie County Flood Mitigation – Engineering Services Procurement

MOTION 21-03-255 MOVED by Councillor Cardinal

That the draft RFP for the procurement of engineering services for Mackenzie County Flood Mitigation be received for information.

CARRIED

ADMINISTRATION: 14. c) Spring 2021 Municipal Leaders' Caucus – Virtual

MOTION 21-03-256 MOVED by Councillor Wardley

That the Reeve and Deputy Reeve be authorized to attend the Spring 2021 Municipal Leaders' caucus.

CARRIED

Reeve Knelsen recessed the meeting at 3:10 p.m. and reconvened at 3:22 p.m.

ADMINISTRATION: 14. d) Caribou Update (standing items)

MOTION 21-03-257 MOVED by Councillor Jorgensen

That the Caribou update be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS: 15. a) Council Committee Reports (verbal)

MOTION 21-03-258 MOVED by Deputy Reeve Sarapuk

That the Council Committee Reports be received for information.

CARRIED

COUNCIL COMMITTEE REPORTS: 15. b) Community Services Committee Meeting Minutes

MOTION 21-03-259 **MOVED** by Councillor Wardley

That the unapproved minutes of the March 4, 2021 Community Services Committee Meeting be received for information.

CARRIED

INFORMATION / **16. a) Information/Correspondence**
CORRESPONDENCE

MOTION 21-03-260 **MOVED** by Councillor Wardley

That letters of support be sent to the 3 Mackenzie Regional Victims Service Units.

CARRIED

MOTION 21-03-261 **MOVED** by Councillor Braun

That a letter of support be written to La Crete Health Committee supporting the La Crete Birthing Centre.

CARRIED

MOTION 21-03-262 **MOVED** by Deputy Reeve Sarapuk

That the information/correspondence items be accepted for information purposes.

CARRIED

CLOSED MEETING: **17. Closed Meeting**

MOTION 21-03-263 **MOVED** by Councillor E. Peters

That Council move into a closed meeting at 4:24 p.m. to discuss the following:

- 17. a) Insurance Summary 2020 & Current (s. 27)
- 17. b) Regional Service Sharing Agreement (s. 21, 24, 25)

CARRIED

The following individuals were present during the closed meeting

discussion. (MGA Section 602.08(1)(6))

- All Councillors Present
- Len Racher, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer
- Don Roberts, Director of Community Services
- Jennifer Batt, Director of Finance
- Jeff Simpson, Director of Operations
- Caitlin Smith, Manager of Planning & Development
- Colleen Sarapuk, Recording Secretary

MOTION 21-03-264 **MOVED** by Councillor Jorgensen

That Council move out of closed meeting at 4:54 p.m.

CARRIED

CLOSED MEETING: **17. a) Insurance Summary 2020 & Current**

MOTION 21-03-265 **MOVED** by Deputy Reeve Sarapuk

That the Insurance Summary 2020 & Current be received for information.

CARRIED

CLOSED MEETING: **17. b) Regional Service Sharing Agreement**

MOTION 21-03-266 **MOVED** by Councillor A. Peters

That the Regional Service Sharing Agreement be received for information.

CARRIED

NOTICE OF MOTION: **18. a)**

NEXT MEETING **19. a) Next Meeting Dates:**
DATE:

Regular Council Meeting
April 13, 2021
10:00 a.m.
Fort Vermilion Council Chambers

Committee of the Whole
April 23, 2021

10:00 a.m.
Fort Vermilion Council Chambers

ADJOURNMENT: **20. a) Adjournment**

MOTION 21-03-267 **MOVED** by Councillor Jorgensen

That the Council meeting be adjourned at 4:55 p.m.

CARRIED

These minutes were approved at the April 13, 2021 Regular Council Meeting.

Joshua Knelsen
Reeve

Lenard Racher
Chief Administrative Officer
