

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**November 27, 2019  
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                         |
| David Driedger   | Councillor                         |
| Eric Jorgensen   | Councillor (arrived at 10:06 a.m.) |
| Anthony Peters   | Councillor                         |
| Ernest Peters    | Councillor                         |
| Lisa Wardley     | Councillor                         |

**REGRETS:**

**ADMINISTRATION:**

|               |   |
|---------------|---|
| Len Racher    | Chief Administrative Officer                                |
| Carol Gabriel | Deputy Chief Administrative Officer/<br>Recording Secretary |
| Byron Peters  | Director of Planning and Development                        |
| Doug Munn     | Director of Community Services                              |
| Jennifer Batt | Interim Director of Finance                                 |
| Dave Fehr     | Director of Operations                                      |
| Grant Smith   | Agricultural Fieldman                                       |
| Don Roberts   | Zama Site Manager   |

**ALSO PRESENT:** Members of the public.  
S/Sgt. Jesse Gilbert, Fort Vermilion RCMP Detachment  
Cst. William White, Fort Vermilion RCMP Detachment

Minutes of the Regular Council meeting for Mackenzie County held on November 27, 2019 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 19-11-700 MOVED** by Deputy Reeve Sarapuk

\_\_\_\_\_  
\_\_\_\_\_

That the agenda be approved with the following additions:  
17. c) Organizational Chart

**CARRIED**

**MINUTES FROM  
PREVIOUS  
MEETING:**

**3. a) Minutes of the November 5, 2019 Regular Council Meeting**

**MOTION 19-11-701**

**MOVED** by Councillor A. Peters

That the minutes of the November 5, 2019 Regular Council Meeting be adopted as presented.

**CARRIED**

**3. b) Minutes of the November 5, 2019 Budget Council Meeting**

**MOTION 19-11-702**

**MOVED** by Councillor Braun

That the minutes of the November 5, 2019 Budget Council Meeting be adopted as presented.

**CARRIED**

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

None.

**GENERAL  
REPORTS:**

**7. a) Disaster Recovery Program (DRP) Updates  
(Standing Item)**

**MOTION 19-11-703**

**MOVED** by Councillor Bateman

That the disaster recovery program update be received for information.

**CARRIED**

**AGRICULTURE  
SERVICES:**

**8. a) Stray Animals Act**

Councillor Jorgensen arrived at 10:06 a.m.

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 19-11-704**      **MOVED** by Deputy Reeve Sarapuk

That the Stray Animals Act summary be received for information and that administration investigate obtaining Inspector status.

**CARRIED**

**COMMUNITY SERVICES:**

**9. a) 2019 Campground Caretakers Bonus**

**MOTION 19-11-705**      **MOVED** by Councillor Braun

That the 2019 Campground Caretaker bonuses be approved as follows:

- Wadlin Lake - \$6,022.00
- Hutch Lake - \$5,345.00
- Machesis Lake - \$118.75

**CARRIED**

**FINANCE:**      **10. a) Financial Reports – January 1, 2019 to October 31, 2019**

**MOTION 19-11-706**      **MOVED** by Councillor Wardley

That the financial reports for January to October 2019 be received for information.

**CARRIED**

**FINANCE:**      **10. b) Expense Claim – Chief Administrative Officer**

**MOTION 19-11-707**      **MOVED** by Councillor Driedger

That the Chief Administrative Officer expense claim for October 2019 be received for information.

**CARRIED**

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

**MOTION 19-11-708**      **MOVED** by Councillor A. Peters

That the Councillor expense claims for October 2019 be received for information.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**FINANCE: 10. d) Expense Claims – Members at Large**

**MOTION 19-11-709** **MOVED** by Councillor Wardley

That the October 2019 Member at Large Expense Claims be received for information.

**CARRIED**

**FINANCE: 10. e) MasterCard Statements**

**MOTION 19-11-710** **MOVED** by Councillor Cardinal

That the MasterCard statements for August and September 2019 be received for information.

**CARRIED**

**FINANCE: 10. f) Quarterly Fuel Report (Q3)**

**MOTION 19-11-711** **MOVED** by Councillor A. Peters

That the quarterly fuel usage report for Quarter 3 of 2019 be received for information.

**CARRIED**

**FINANCE: 10. g) Town of High Level 2019 Capital Funding Project Cancellations**

**MOTION 19-11-712** **MOVED** by Councillor Braun  
Requires 2/3

That the 2019 Budget be amended by returning \$695,470 back into the General Operating Reserve for the cancellation of the following projects by the Town of High Level.

- |                                     |           |
|-------------------------------------|-----------|
| 1. Arena Boards                     | \$50,000  |
| 2. Washroom and Change Room Upgrade | \$15,000  |
| 3. Sports Complex Expansion         | \$630,470 |

**CARRIED**

**OPERATIONS: 11. a) Tompkins Crossing Ice Bridge Contract Extension**

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 19-11-713**      **MOVED** by Councillor Bateman

That the Construction and Maintenance of Tompkins Crossing Ice Bridge agreement with George and Abe Driedger be extended for a one year period, expiring in April 2020.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:40 a.m. and reconvened the meeting at 10:54 a.m.

**UTILITIES:**                      **12. a) None**

**PLANNING AND DEVELOPMENT:**      **13. a) Bylaw 1160-19 Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9**

**MOTION 19-11-714**      **MOVED** by Councillor Jorgensen

That first reading be given to Bylaw 1160-19 being a Land Use Bylaw Amendment to add Hamlet Residential 2A to Section 9, subject to public hearing input.

**CARRIED**

**TENDERS:**                      **5. a) Agricultural Land Lease**

**MOTION 19-11-715**      **MOVED** by Councillor Driedger

That the proposals for the Agricultural Land Lease (Hay Land Rental at the Buffalo Head Truck Fill Station) be opened.

**CARRIED**

Proposals Received:

|                      |                   |
|----------------------|-------------------|
| Joe Peters           | \$150.00 per year |
| Dave Schellenberg    | \$200.00 per year |
| Adam & Carol Martens | \$210.00 per year |
| Dave Hiebert         | \$375.00 per year |
| Ed Harder            | \$120.00 per year |
| Peter Wiebe          | \$225.00 per year |

**MOTION 19-11-716**      **MOVED** by Councillor E. Peters

That the proposal for the Agricultural Land Lease (Hay Land

\_\_\_\_\_  
\_\_\_\_\_

Rental at the Buffalo Head Truck Fill Station) be awarded to the highest bidder.

**CARRIED**

**PLANNING AND  
DEVELOPMENT:**

**13. b) Policy DEV001 Urban Development Standards**

**MOTION 19-11-717**

**MOVED** by Councillor Bateman

That administration continue with the review of Policy DEV001 Urban Development Standards.

**CARRIED**

**PLANNING AND  
DEVELOPMENT:**

**13. c) Policy DEV005 Municipal Reserve Policy**

**MOTION 19-11-718**

**MOVED** by Councillor Braun

That Policy DEV005 Municipal Reserve Policy be approved as amended.

**CARRIED**

**PLANNING AND  
DEVELOPMENT:**

**13. d) Organic Alberta CARES Application – Request for Support**

**MOTION 19-11-719**  
Requires

**MOVED** by Councillor Bateman

That Mackenzie County provide a letter of support to Organic Alberta for their CARES program application.

**CARRIED**

**ADMINISTRATION:**

**14. a) Bylaw 1161-19 Honorariums & Expense Reimbursement**

**MOTION 19-11-720**  
Requires 2/3

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**MOTION 19-11-721**  
Requires 2/3

**MOVED** by Councillor Wardley

That second reading be given to Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members.

**CARRIED**

Councillor A. Peters stepped out of the meeting at 11:50 a.m.

**MOTION 19-11-722**  
Requires Unanimous

**MOVED** by Councillor Cardinal

That consideration be given to go to third reading of Bylaw 1161-19 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting.

**DEFEATED**

Councillor A. Peters rejoined the meeting at 11:54 a.m.

**DELEGATIONS:**

**4. a) Fort Vermilion RCMP – Statistics and Enhanced Policing Report**

**MOTION 19-11-723**

**MOVED** by Councillor Jorgensen

That the RCMP crime statistics and enhanced policing report be received for information.

**CARRIED**

Reeve Knelsen recessed the meeting at 12:08 p.m. and reconvened the meeting at 12:54 p.m.

**ADMINISTRATION:**

**14. b) Memorandum of Understanding – Fort Vermilion School Division (Zama School Equipment/Properties)**

**MOTION 19-11-724**

**MOVED** by Councillor Wardley

That the Memorandum of Understanding between Mackenzie County and the Fort Vermilion School Division regarding the Zama School equipment and properties be received for information.

**CARRIED**

\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATION: 14. c) Tri-Council Meeting – December 4, 2019**

**MOTION 19-11-725 MOVED** by Councillor Wardley

That the following items be added to the December 4, 2019 Tri-Council meeting for discussion:

- Lobby Government Effectively Follow-up
- Proposed Farm Land Expansion
- Lionstooth Energy Project (Delegation)
- High Level Post Office Hours

**CARRIED**

**PUBLIC HEARINGS: 6. a) Bylaw 1158-19 Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19 and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 “HR1” and Hamlet Residential 2 “HR2” districts**

Reeve Knelsen called the public hearing for Bylaw 1158-19 to order at 1:06 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1158-19 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning and Development, presented the following:

*Administration proposes another definition under the heading of Multi-Family dwellings to be put into Section 2.3.1 of the Land Use Bylaw 1066-17.*

*Dwelling-Multi-Family: means a residential building containing three (3) or more dwelling units separated by common walls and located on a single site, each dwelling unit having at least one (1) separate at-grade entrance.*

*Administration also proposes to add regulations for Dwelling-Multi-Family to Section 8 of the Land Use Bylaw 1066-17:*

*8.19 Dwelling-Multi Family*

\_\_\_\_\_  
\_\_\_\_\_



*8.19.1 Multi Family dwellings must provide an appropriate balance of developed, parking and green space on each lot and/or within each multi-family site.*

*8.19.2 Multi-Family dwellings must have the proper setbacks in relation to their zoning districts, as well as exterior finishes, whether permanent or temporary, orientation and massing that is compatible with those commonly found in Residential Zones and that is appropriate to the neighbourhood.*

*8.19.3 The Development Authority may decide on such other requirements as necessary having due regard to the nature of the proposed DEVELOPMENT and the purpose of the LAND USE DISTRICT.*

*First reading was given on October 23, 2019.*

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. Council asked the following questions:

- *What does the term multi-family refer to? 3 or more residences in a joint unit with separate entrances. It refers to the building itself, housing multiple families. We don't define whether it is a bachelor unit, etc.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1158-19. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1158-19. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1158-19 at 1:09 p.m.

**MOTION 19-11-726**

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19, and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 "HR1" and Hamlet Residential 2 "HR2" districts.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**MOTION 19-11-727**

**MOVED** by Councillor Wardley

That third reading be given to Bylaw 1158-19 being a Land Use Bylaw Amendment to add the definition of Dwelling-Multi-Family to Section 2.3.1, to add regulations for Dwelling-Multi-Family to Section 8.19, and to add Dwelling-Multi-Family as a Discretionary Use to the Hamlet Residential 1 "HR1" and Hamlet Residential 2 "HR2" districts.

**CARRIED**

**PUBLIC HEARINGS:**

**6. b) Bylaw 1159-19 Land Use Bylaw Amendment to amend the regulations of the Home Based Business, Minor Use**

Reeve Knelsen called the public hearing for Bylaw 1159-19 to order at 1:09 p.m.

Reeve Knelsen asked if the public hearing for proposed Bylaw 1159-19 was properly advertised. Byron Peters, Director of Planning and Development, answered that the bylaw was advertised in accordance with the Municipal Government Act.

Reeve Knelsen asked the Development Authority to outline the proposed Land Use Bylaw Amendment. Byron Peters, Director of Planning and Development, presented the following:

*There are currently two reporting requirements for home based businesses, which includes the renewal of their development permit and their business license. The proposed changes are to simplify the process and eliminate one of the renewal requirements. It was determined that the Business License requirement is sufficient.*

*First reading was given on October 23, 2019.*

Reeve Knelsen asked if Council has any questions of the proposed Land Use Bylaw Amendment. Council had the following questions:

- *Is there anything about off street parking? Off street parking is identified within the regulations of the Land Use Bylaw for all businesses including Home Based*

\_\_\_\_\_  
\_\_\_\_\_

*Businesses. It is also included in their development permit.*

Reeve Knelsen asked if any submissions were received in regards to proposed Bylaw 1159-19. No submissions were received.

Reeve Knelsen asked if there was anyone present who would like to speak in regards to the proposed Bylaw 1159-19. There was no one present to speak to the proposed bylaw.

Reeve Knelsen closed the public hearing for Bylaw 1159-19 at 1:12 p.m.

**MOTION 19-11-728**      **MOVED** by Councillor Bateman

That second reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to amend the regulations in section 8.29.5 and section 8.29.6 of Home Based Business, Minor Use.

**CARRIED**

**MOTION 19-11-729**      **MOVED** by Councillor Braun

That third reading be given to Bylaw 1159-19 being a Land Use Bylaw Amendment to amend the regulations in section 8.29.5 and section 8.29.6 of Home Based Business, Minor Use.

**CARRIED**

**ADMINISTRATION:**      **14. d) Caribou Update (Standing Item)**

**MOTION 19-11-730**      **MOVED** by Councillor Jorgensen

That the Caribou Update be received for information.

**CARRIED**

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

**MOTION 19-11-731**      **MOVED** by Councillor Jorgensen

That a letter be sent to the Minister of Environment & Parks regarding commercial fishing at Bistcho Lake and recreational fishing at Thurston Lake.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

**MOTION 19-11-732**

**MOVED** by Councillor Jorgensen

That the Council Committee reports be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 19-11-733**

**MOVED** by Councillor E. Peters

That the Agricultural Service Board meeting minutes of October 31, 2019 be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**15. c) Municipal Planning Commission Meeting Minutes**

**MOTION 19-11-734**

**MOVED** by Councillor Wardley

That the Municipal Planning Commission meeting minutes of October 31, 2019 be received for information.

**CARRIED**

**INFORMATION /  
CORRESPONDENCE:**

**16. a) Information/Correspondence**

**MOTION 19-11-735**

**MOVED** by Councillor Wardley

That the response to Service Alberta regarding broadband internet include the projects in our region and the Zama Fibre Project partnership with Arrow Technologies.

**CARRIED**

**MOTION 19-11-736**

**MOVED** by Councillor Bateman

That the information/correspondence items be received for information.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

Reeve Knelsen recessed the meeting at 1:46 p.m. and reconvened the meeting at 2:02 p.m.

**CLOSED MEETING: 17. Closed Meeting**

**MOTION 19-11-737 MOVED** by Councillor Bateman

That Council move into a closed meeting at 2:02 p.m. to discuss the following:

- 17. a) Union Negotiations (*FOIP, Div. 2, Part 1, s. 23, 24*)
- 17. b) Zama Fire Services (*FOIP, Div. 2, Part 1, s. 24*)
- 17. c) Organizational Chart (*FOIP, Div. 2, Part 1, s. 17, 24*)

**CARRIED**

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

- All Councillors
- Len Racher, Chief Administrative Officer
- Carol Gabriel, Deputy Chief Administrative Officer (*left the meeting at 3:00 p.m. and rejoined the meeting at 4:03 p.m.*)
- Jennifer Batt, Interim Director of Finance (*left the meeting at 3:00 p.m.*)
- Byron Peters, Director of Planning & Development (*left the meeting at 3:00 p.m.*)
- Doug Munn, Director of Community Services (*left the meeting at 3:00 p.m.*)
- David Fehr, Director of Operations (*left the meeting at 3:00 p.m.*)
- Don Roberts, Zama Site Manager (*left the meeting at 3:00 p.m.*)

**MOTION 19-11-738 MOVED** by Councillor Jorgensen

That Council move out of a closed meeting at 4:03 p.m.

**CARRIED**

**17. a) Union Negotiations**

**MOTION 19-11-739 MOVED** by Councillor Braun  
Requires 2/3

That the Mediator's Recommendations for Terms of Settlement,

\_\_\_\_\_  
\_\_\_\_\_

dated October 22, 2019, between Mackenzie County and the Alberta Union of Provincial Employees (Local 118/008) be ACCEPTED.

**CARRIED**

**17. b) Zama Fire Services**

**MOTION 19-11-740**  
Requires 2/3

**MOVED** by Councillor Driedger

That administration be directed to develop an agreement with the Town of High Level for fire services for vehicle extrication and highway response along Highway 35 north and the Zama Road.

**CARRIED**

**17. c) Organizational Chart (ADDITION)**

**MOTION 19-11-741**  
Requires Unanimous

**MOVED** by Councillor Jorgensen

That the Director of Community Services job description be brought back to the next meeting.

**DEFEATED**

**NOTICE OF MOTION:** 18. a) None

**NEXT MEETING  
DATE:**

**19. a) Next Meeting Dates**

Regular Council Meeting  
December 10, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

Budget Council Meeting  
December 11, 2019  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT:** 20. a) Adjournment

**MOTION 19-11-742** **MOVED** by Councillor Braun

That the Council meeting be adjourned at 4:09 p.m.

\_\_\_\_\_  
\_\_\_\_\_

**CARRIED**

These minutes were approved by Council on December 10, 2019.

(original signed)

\_\_\_\_\_  
Joshua Knelsen  
Reeve

(original signed)

\_\_\_\_\_  
Lenard Racher  
Chief Administrative Officer

\_\_\_\_\_  
\_\_\_\_\_