

**MACKENZIE COUNTY  
COMMITTEE OF THE WHOLE MEETING**

**Tuesday, January 30, 2024  
10:00 a.m.**

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

|                        |                                 |  |
|------------------------|---------------------------------|--|
| <b>PRESENT:</b>        | Josh Knelsen                    | Reeve  |
|                        | Walter Sarapuk                  | Deputy Reeve   |
|                        | Peter F. Braun                  | Councillor (virtual)   |
|                        | Cameron Cardinal                | Councillor (left the meeting at 2:20 p.m.)   |
|                        | David Driedger                  | Councillor   |
|                        | Eileen Morris                   | Councillor   |
|                        | Ernest Peters                   | Councillor   |
|                        | Lisa Wardley                    | Councillor (virtual left the meeting at 3:05 p.m. and rejoined the meeting at 3:46 p.m.) |
|                        | Dale Wiebe                      | Councillor   |
| <b>REGRETS:</b>        | Garrell Smith                   | Councillor   |
| <b>ADMINISTRATION:</b> | Darrell Derksen                 | Chief Administrative Officer   |
|                        | Byron Peters                    | Deputy Chief Administrative Officer /<br>Director of Projects & Infrastructure           |
|                        | Don Roberts                     | Director of Community Services   |
|                        | Jennifer Batt                   | Director of Finance  |
|                        | Andy Banman                     | Director of Operations   |
|                        | Caitlin Smith                   | Director of Planning & Agriculture   |
|                        | Byron Peters                    | Director of Projects & Infrastructure  |
|                        | Willie Schmidt                  | Fleet Maintenance Manager  |
|                        | Louise Flooren                  | Manager of Legislative & Support Services/<br>Recording Secretary                        |
| <b>ALSO PRESENT:</b>   | Samaritan's Purse               | Mike & Janet Voth  |
|                        | High Level Forestry<br>Division | Samantha Davis & Melissa Bulldog   |

Minutes of the Committee of the Whole Meeting for Mackenzie County held on January 30, 2024 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.

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

**MOTION COW 24-01-001 MOVED** by Councillor Braun

That the agenda be adopted with the following additions:

- 5. j) Request for Proposals (RFP) Opening – Fuel Supply & Services
- 7. b) Legal Update (*FOIP Sections 16 & 17*)

**CARRIED**

**MINUTES FROM PREVIOUS MEETING: 3. a) Minutes of the August 15, 2023 Committee of the Whole Meeting**

**MOTION COW 24-01-002 MOVED** by Councillor Wiebe

That the minutes of the August 15, 2023 Committee of the Whole Meeting be adopted as presented.

**CARRIED**

**BUSINESS: 5. a) Zama Car Wash**

**MOTION COW 24-01-003 MOVED** by Councillor Cardinal

That the Zama Car Wash discussion be received for information.

**CARRIED**

**BUSINESS: 5. b) Unsightly Premises Bylaw - Amendment**

**MOTION COW 24-01-004 MOVED** by Councillor Cardinal

That a recommendation be made to Council that administration amend the Unsightly Premises Bylaw as discussed and bring back to a future Council meeting.

**CARRIED**

Reeve Knelsen recessed the meeting at 10:55 a.m. and reconvened the meeting at 11:16 a.m.

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**BUSINESS:** 5. c) **MasterCard Statements – October & November 2023**

**MOTION COW 24-01-005** **MOVED** by Deputy Reeve Sarapuk

That the MasterCard statements for October & November 2023 be received for information.

**CARRIED**

**DELEGATION:** 4. a) **Samaritan’s Purse – Mitigation Assistance and Work Update**

Reeve Knelsen recessed the meeting at 12:16 p.m. and reconvened the meeting at 12:50 p.m.

**MOTION COW 24-01-006** **MOVED** by Councillor Morris

That the Samaritan’s Purse update on Mitigation assistance provided be received for information.

**CARRIED**

**BUSINESS:** 5. d) **Cheque Registers – December 11, 2023 – January 26, 2024**

**MOTION COW 24-01-007** **MOVED** by Deputy Reeve Sarapuk

That the December 2023 Online/Direct Debit payments, and the cheque registers and EFT’s from December 11, 2023 – January 26, 2024, be received for information.

**CARRIED**

**BUSINESS:** 5. e) **Inside Outside Studios and iHunter Alberta – Mapping Revenue**

**MOTION COW 24-01-008** **MOVED** by Councillor Wardley

That a recommendation be made to Council that the Inside Outside Studios and iHunter Alberta – Mapping Mobile App be promoted via social media and website.

**CARRIED**

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**DELEGATION: 4. b) High Level Forestry Division**

Reeve Knelsen recessed the meeting at 2:03 p.m. and reconvened the meeting at 2:18 p.m.

**MOTION COW 24-01-009 MOVED** by Councillor Wardley

That the High Level Forestry Division discussion be received for information.

**CARRIED**

**BUSINESS: 5. f) Northern Alberta Development Council Bursary Program**

**MOTION COW 24-01-010 MOVED** by Councillor Morris

That the Northern Alberta Development Council Bursary Program report be received for information.

**CARRIED**

**BUSINESS: 5. g) Agricultural Service Board Terms of Reference - Amendment**

**MOTION COW 24-01-011 MOVED** by Councillor Driedger

That a recommendation be made to Council to amend the Agricultural Service Board Terms of Reference as presented at the Committee of the Whole Meeting.

**CARRIED**

**BUSINESS: 5. h) La Crete Infrastructure Offsite Levy Bylaw**

Councillor Cardinal left the meeting at 2:20 p.m.

**MOTION COW 24-01-012 MOVED** by Councillor Wardley

That a recommendation be made to Council that the La Crete Infrastructure Offsite Levy Bylaw be brought back to the February 13, 2024 Regular Council Meeting.

**CARRIED**

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Councillor Wardley left the meeting virtually at 3:05 p.m.

**BUSINESS:**                                   **5. i)     Chief Administrative Officer (CAO) Performance Evaluation & Council Self Evaluation**

**MOTION COW 24-01-013    MOVED** by Councillor Morris

That a recommendation be made to Council that the Chief Administrative Officer Performance Evaluation and Council Self Evaluation be completed on the online platform by February 21, 2024.

**CARRIED**

**BUSINESS:**                                   **5. j)     Request for Proposals (RFP) Opening – Fuel Supply & Services**

**CLOSED MEETING:**                   **7.        Closed Meeting**

**MOTION COW 24-01-014    MOVED** by Councillor Morris

That Council move into a closed meeting at 3:35 p.m. to discuss the following:

7. a)    Telus – Build Progress (3:30 p.m.) *(FOIP Sections 21 and 23)*

**CARRIED**

The following individual were present during the closed meeting discussion. *(MGA Section 197)*

- All Councillors Present excluding Councillor Cardinal, Councillor Smith and Councillor Wardley
- Darrell Derksen, Chief Administrative Officer
- Byron Peters, Deputy Chief Administrative Officer / Director of Projects & Infrastructure
- Jennifer Batt, Director of Finance
- Caitlin Smith, Director of Planning and Agriculture
- Louise Flooren, Manager of Legislative & Support Services/ Recording Secretary

Jennifer Batt, Director of Finance left the meeting at 3:38 p.m. and Caitlin Smith, Director of Planning and Agriculture left the meeting at 3:40 p.m.

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Councillor Wardley rejoined the meeting virtually at 3:46 p.m.

**MOTION COW 24-01-015** **MOVED** by Councillor Peters

That Council move out of the closed meeting at 4:19 p.m.

**CARRIED**

**CLOSED MEETING:** 7. a) **Telus – Build Progress**

**MOTION COW 24-01-016** **MOVED** by Councillor Braun

That the Telus – Build Progress discussion be received for information.

**CARRIED**

**BUSINESS:** 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

**MOTION COW 24-01-017** **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

That the Fuel Supply & Services Request for Proposals – Envelope #1 be opened.

| <b>Proponent Name</b>              | <b>Qualifying Documents</b>      |
|------------------------------------|----------------------------------|
| La Crete Co-Op                     | All required documents included. |
| Max Fuel Distributors Ltd.         | All required documents included. |
| Suncor Energy Products Partnership | All required documents included. |
| Alberta Fuel Distributors          | All required documents included. |
| Platinum Fuels Ltd.                | All required documents included. |
| UFA Cooperative Ltd.               | All required documents included. |

**CARRIED UNANIMOUSLY**

**BUSINESS:** 5. j) **Request for Proposals (RFP) Opening – Fuel Supply & Services**

**MOTION COW 24-01-018** **MOVED** by Councillor Morris  
Requires Unanimous

That the Fuel Supply & Services Request for Proposals – Envelope #2 be opened for the qualified bidders.

**CARRIED UNANIMOUSLY**

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**BUSINESS: 5. j) Request for Proposals (RFP) Opening – Fuel Supply & Services**

**MOTION COW 24-01-019** **MOVED** by Councillor Driedger  
Requires Unanimous

That a recommendation be made to Council that administration reviews all proposals, and bring recommendation for awarding of the Fuel Supply & Services Request for Proposals to the February 13, 2024 Council meeting.

**CARRIED UNANIMOUSLY**

**POLICY REVIEW: 6. a) Policy ASB009 Rental Equipment - Amendment**

**MOTION COW 24-01-020** **MOVED** by Councillor Wiebe

That a recommendation be made to Council to amend Policy ASB009 Rental Equipment as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW: 6. b) Policy ASB013 Beaver Control - Amendment**

**MOTION COW 24-01-021** **MOVED** by Councillor Morris

That a recommendation be made to Council to amend Policy ASB013 Beaver Control as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW: 6. c) Policy ASB022 Shelterbelt Trees - Amendment**

**MOTION COW 24-01-022** **MOVED** by Councillor Peters

That a recommendation be made to Council to amend Policy ASB022 Shelterbelt Trees as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW: 6. d) Policy DEV001 Urban Development Standards Amendment**

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**MOTION COW 24- 01-023    MOVED** by Councillor Wiebe

That a recommendation be made to Council to amend Policy DEV001 Urban Development Standards as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW:**                    **6. e)    Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration - Amendment**

**MOTION COW 24-01-024    MOVED** by Deputy Reeve Sarapuk

That a recommendation be made to Council to amend Policy DEV003 Multi-Lot/Urban Subdivision Construction & Registration as discussed at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW:**                    **6. f)    Policy DEV005 Planning Reserve - Amendment**

**MOTION COW 24-01-025    MOVED** by Deputy Reeve Sarapuk

That a recommendation be made to Council to amend Policy DEV005 Planning Reserve as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW:**                    **6. g)            Policy DEV009 Subdivision Affidavits - Amendment**

**MOTION COW 24-01-026    MOVED** by Councillor Morris

That a recommendation be made to Council to amend Policy DEV009 Subdivision Affidavits as presented at the Committee of the Whole Meeting.

**CARRIED**

**POLICY REVIEW:**                    **6. h)    Policy HR007 – Local Authorities Pension Plan**

**MOTION COW 24-01-027    MOVED** by Councillor Wiebe

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That a recommendation be made to Council to rescind Policy ADM047 Local Authorities Pension Plan Policy.

**CARRIED**

**MOTION COW 24-01-028** **MOVED** by Councillor Wardley

That a recommendation be made to Council to approve Policy HR007 Local Authorities Pension Plan as presented at the Committee of the Whole Meeting.

**CARRIED**

**CLOSED MEETING:** 7. **Closed Meeting**

**MOTION COW 24-01-029** **MOVED** by Councillor Morris

That Council move into a closed meeting at 4:36 p.m. to discuss the following:

- 7. b) Legal Update (*FOIP Sections 16 and 17*)  
(*ADDITION*)

**CARRIED**

The following individual were present during the closed meeting discussion. (*MGA Section 197*)

- All Councillors Present excluding Councillor Cardinal and Councillor Smith
- Darrell Derksen, Chief Administrative Officer

**MOTION COW 24-01-030** **MOVED** by Councillor Driedger

That Council move out of the closed meeting at 5:32 p.m.

**CARRIED**

**CLOSED MEETING:** 7. b) **Legal Update**

**MOTION COW 24-01-031** **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

That the Legal Update be received for information.

**CARRIED**

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**NEXT MEETING DATE: 8. a) Meeting Dates**

Committee of the Whole Meeting  
March 26, 2024  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 9. a) Adjournment**

**MOTION COW 24-01-032 MOVED** by Councillor Peters

That the January 30, 2024 Committee of the Whole meeting  
be adjourned at 5:34 p.m.

**CARRIED**

These minutes were approved on March 26, 2024 Committee of the Whole meeting.

(original signed)

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Joshua Knelsen  
Reeve

(original signed)

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Darrell Derksen  
Chief Administrative Officer

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