

**MACKENZIE COUNTY  
REGULAR COUNCIL MEETING**

**Wednesday, August 16, 2023  
10:00 a.m.**

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

**PRESENT:**

Josh Knelsen	Reeve
Walter Sarapuk	Deputy Reeve
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor
Garrell Smith	Councillor
Lisa Wardley	Councillor

**REGRETS:**

Jacque Bateman	Councillor
Ernest Peters	Councillor

**ADMINISTRATION:**

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

**ALSO PRESENT:** Members of the Public

Minutes of the Regular Council Meeting for Mackenzie County held on August 16, 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 23-08-599 MOVED** by Councillor Braun

That the agenda be adopted with the following additions:

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- 4. d) Legal (*FOIP Sections 23 & 24*)
- 4. e) Dog Control (*FOIP Sections 23, 24 and 27*)
- 10. b) Disability Play Taskforce – Janelle’s Park

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

**3. a) Minutes of the July 12, 2023 Regular Council Meeting**

**MOTION 23-08-600**

**MOVED** by Councillor Braun

That the minutes of the July 12, 2023 Regular Council Meeting be amended as discussed.

**CARRIED**

**ADOPTION OF  
PREVIOUS MINUTES:**

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

None.

**CLOSED MEETING:**

**4. Closed Meeting**

**MOTION 23-08-601**

**MOVED** by Councillor Cardinal

That Council move into a closed meeting at 10:03 a.m. to discuss the following:

- 4.a) Town of High Level Annexation Application (*FOIP Sections 21 and 23*)
- 4.b) Offer to Purchase – Portion of Plan 2938RS, Block 06, Lot 16 (Hamlet of Fort Vermilion) (*FOIP Sections 23, 24, 25 and 27*)
- 4.c) Request for Sale of Public Utility Lane – Plan 032 1401, Block 28, Lot 5PUL (Hamlet of La Crete) (*FOIP Sections 23, 24, 25 and 27*)
- 4.d) Legal (*FOIP Sections 23 and 24*)
- 4.e) Dog Control (*FOIP Sections 23, 24 and 27*)

**CARRIED**

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

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

Erick Carter, Member of the Public joined the meeting at 10:52 a.m., Ray Toews, Member of the Public joined the meeting at 11:05 a.m., both Members of the public left the meeting at 11:07 a.m.

Don Roberts, Director of Community Services, Caitlin Smith, Director of Planning & Agriculture, John Zacharias, Director of Utilities, Andy Banman, Manager of Operations left the meeting at 11:47 a.m.

**MOTION 23-08-602**      **MOVED** by Councillor Driedger

That Council move out of a closed meeting at 11:58 a.m.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:59 a.m. and reconvened the meeting at 12:46 p.m.

**CLOSED MEETING:**      **4. a) Town of High Level Annexation Application**

**MOTION 23-08-603**      **MOVED** by Councillor Wardley

That administration proceed as recommended by legal counsel regarding the Town of High Level Annexation.

**CARRIED**

**CLOSED MEETING:**      **4. b) Offer to Purchase – Portion of Plan 2938RS, Block 06, Lot 16 (Hamlet of Fort Vermilion)**

**MOTION 23-08-604**      **MOVED** by Councillor Braun

That administration proceed as directed for the Offer to Purchase – Portion of Plan 2938RS, Block 06, Lot 16 (Hamlet of Fort Vermilion).

**CARRIED**

**CLOSED MEETING: 4. c) Request for Sale of Public Utility Lane – Plan 032 1401, Block 28, Lot 5PUL (Hamlet of La Crete)**

**MOTION 23-08-605 MOVED** by Councillor Cardinal

That the request for sale of Plan 0321401, Block 28, Lot 5PUL be denied.

**CARRIED**

**CLOSED MEETING: 4. d) Legal Update (ADDITION)**

**MOTION 23-08-606** **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

That the Legal Update be received for information.

**CARRIED UNANIMOUSLY**

**CLOSED MEETING: 4. e) Dog Control (ADDITION)**

**MOTION 23-08-607** **MOVED** by Councillor Smith  
Requires Unanimous

That the Dog Control discussion be received for information.

**CARRIED UNANIMOUSLY**

**PLANNING & DEVELOPMENT: 15. b) Bylaw 1305-23 Land Use Bylaw Amendment to Rezone Part of NW 33-105-15-W5M from Agricultural “A” to Direct Control 1 “DC1”**

Councillor Driedger declared himself in conflict and left the meeting at 12:48 p.m.

**MOTION 23-08-608 MOVED** by Councillor Wardley

That Council hereby postpones 1<sup>st</sup> reading of proposed Bylaw 1305-23 until after the public hearing.

**CARRIED**

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**MOTION 23-08-609**

**MOVED** by Councillor Wardley

Council requests administration to schedule the public hearing, in keeping with statutory obligations for notice and circulation.

**CARRIED**

Councillor Driedger returned to the meeting at 12:50 p.m.

**TENDERS:**

**5. a) Intersection Improvements Hamlet of La Crete**

**MOTION 23-08-610**  
Requires 2/3

**MOVED** by Councillor Braun

That the 109 Avenue Traffic Light project be amended by \$63,275 in the 2023 Capital Budget with funding from 100A Street land sales.

Councillor Cardinal left the meeting at 1:04 p.m.

**CARRIED**

**MOTION 23-08-611**  
Requires 2/3

**MOVED** by Councillor Driedger

That the 101 St/109 Ave Intersection Upgrade project be reduced by \$22,000 in the 2023 Capital Budget with funding of \$122,000 returning to the General Capital Reserve, and funding of \$100,000 coming from 100A Street land sales.

**CARRIED**

**MOTION 23-08-612**  
Requires 2/3

**MOVED** by Councillor Braun

That the 100 street/94 Ave Crosswalk project be included for \$80,000 in the 2023 Capital Budget with funding from the Municipal Sustainability Initiative (MSI).

**CARRIED**

**MOTION 23-08-613**  
Requires 2/3

**MOVED** by Councillor Wardley

That the LC – 109 Avenue Widening project be cancelled in the 2023 Capital Budget.

**CARRIED**

**MOTION 23-08-614**  
Requires 2/3

**MOVED** by Councillor Driedger

That the Intersection Improvement Hamlet of La Crete contract be awarded to the lowest qualified bidder while staying within budget.

**CARRIED**

Councillor Cardinal returned to the meeting at 1:09 p.m.

**PUBLIC HEARINGS:** 6. a) None

**DELEGATIONS:** 7. a) None

**GENERAL REPORTS:** 8. a) **CAO, Director & Manager Reports for July 2023**

**MOTION 23-08-615** **MOVED** by Deputy Reeve Sarapuk

That the CAO, Director & Manager Reports for July 2023 be received for information.

**CARRIED**

**AGRICULTURE SERVICES:** 9. a) None

**COMMUNITY SERVICES:** 10. a) **Resignation of Councillor and Committee Member Appointments**

**MOTION 23-08-616** **MOVED** by Councillor Wardley

That the following Councillor be appointed to the **Community Services Committee** for a term – August 16, 2023 to October 2023.

1. Councillor Smith

**CARRIED**

**MOTION-23-08-617** **MOVED** by Councillor Smith

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a term – August 16, 2023 to October 2023.

- 1. Councillor Driedger

**CARRIED**

**MOTION-23-08-618** **MOVED** by Councillor Braun

That the following Councillor be appointed to the **Rural Health Professions Action Plan** for a term – August 16, 2023 to October 2023.

- 1. Councillor Peters

**CARRIED**

**COMMUNITY SERVICES:**

**10. b) Disability Play Taskforce – Janelle’s Park (ADDITION)**

**MOTION 23-08-619**  
Requires Unanimous

**MOVED** by Councillor Braun

That the development of the **Janelle’s Park Ad Hoc Committee** be approved for a one year term from August 1, 2023 – August 1, 2024.

**CARRIED UNANIMOUSLY**

**MOTION 23-08-620**  
Requires Unanimous

**MOVED** by Councillor Wardley

That the following Councillors be appointed and the Members at Large be invited by the Reeve to the **Janelle’s Park Ad Hoc Committee** for a one year term – August 1, 2023 – August 1, 2024.

- 1. Reeve Knelsen
- 2. Councillor Braun

**CARRIED UNANIMOUSLY**

**FINANCE:**

**11. a) Bylaw 1144-19 Remuneration for Volunteer Fire Fighters**

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**MOTION 23-08-621**  
Requires 2/3

**MOVED** by Councillor Wardley

That fire fighters be paid the State of Local Emergency rate for the 2023 wildfires for installing and dismantling of structural protection in response to the fires.

**CARRIED**

Reeve Knelsen recessed the meeting at 1:40 p.m. and reconvened the meeting at 2:00 p.m. without Councillor Cardinal.

**FINANCE:**

**11. b) Bylaw 1295-23-Local Improvement Tax- 105 Ave Asphalt**

**MOTION 23-08-622**

**MOVED** by Councillor Braun

That the second 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**

**MOTION 23-08-623**

**MOVED** by Councillor Driedger

That the third 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**

Councillor Cardinal returned to the meeting at 2:05 p.m.

**FINANCE:**

**11. c) Request to Write-off Taxes & Penalties Tax Roll 084425 – Non Profit Organization**

**MOTION 23-08-624**  
Requires 2/3

**MOVED** by Councillor Driedger

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That taxes and penalties for the Rainbow Lake Campground Association, Tax Roll 084425, be written off in the amount of \$323.83.

**CARRIED**

**FINANCE:**                    **11. d) Budget Amendment - 2023 Mackenzie Agricultural Fair & Tradeshow**

**MOTION 23-08-625**            **MOVED** by Councillor Wardley  
Requires 2/3

That the 2023 One Time project budget be amended by \$28,500 for the 2023 Mackenzie Agricultural Fair & Tradeshow, with funding coming from sponsorships.

**CARRIED**

**FINANCE:**                    **11. e) Budget Amendment – Risk Management for RiskPro Premium Refund**

**MOTION 23-08-626**            **MOVED** by Deputy Reeve Sarapuk  
Requires 2/3

That the 2023 One Time project budget be amended by \$32,662 for the RiskPro Initiative Program, with funding coming from Rural Municipalities of Alberta Insurance.

**CARRIED**

**FINANCE**                      **11.f) Conditional Grant Agreement – Interest Revenue**

**MOTION 23-08-627**            **MOVED** by Councillor Smith  
Requires 2/3

That the 2023 Capital Budget be amended by \$26,752 for the FV – Flood Mitigation project for interest earned in the second quarter of 2023, and \$2,250 for land rent.

**CARRIED**

**FINANCE**                      **11.g) Quarterly Financial Reports – January 1 – June 30, 2023**

**MOTION 23-08-628**            **MOVED** by Councillor Braun

That the quarterly financial reports for January to June 30, 2023 be received for information.

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**CARRIED**

**FINANCE**

**11.h) Councillor Expense Claims**

**MOTION 23-08-629**

**MOVED** by Councillor Driedger

That the Councillor Expense Claims for June and July 2023 be received for information.

**CARRIED**

**FINANCE**

**11.i) Members at Large Expense Claims**

**MOTION 23-08-630**

**MOVED** by Deputy Reeve Sarapuk

That the Member at Large Expense Claims for July 2023 be received for information.

**CARRIED**

**PROJECTS &  
INFRASTRUCTURE:**

**12. a) 1304-23 Noise Abatement Bylaw**

**MOTION 23-08-631**

**MOVED** by Councillor Braun

That the first reading be given to Bylaw 1304-23, being the Noise Abatement Bylaw as amended for Mackenzie County.

**CARRIED**

**MOTION 23-08-632**

**MOVED** by Councillor Wardley

That the second reading be given to Bylaw 1304-23, being the Noise Abatement Bylaw as amended for Mackenzie County.

**CARRIED**

**MOTION 23-08-633**  
Requires Unanimous

**MOVED** by Councillor Braun

That consideration be given to go to third and final reading of Bylaw 1304-23 being the Noise Abatement Bylaw as amended for Mackenzie County at this meeting.

**CARRIED UNANIMOUSLY**

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**MOTION 23-08-634**      **MOVED** by Councillor Cardinal

That the third and final reading be given to Bylaw 1304-23 being the Noise Abatement Bylaw as amended for Mackenzie County.

**CARRIED**

**OPERATIONS:**      **13. a) Budget Amendment – 2023 Capital Range Road 154, and Township Road 1092 Projects**

**MOTION 23-08-635**      **MOVED** by Deputy Reeve Sarapuk  
Requires 2/3

That the 2023 Capital Budget be amended by \$175,000 for the Range Road 154 in 108-15 project with funding returning to Municipal Sustainability Initiative grant.

**CARRIED**

**MOTION 23-08-636**      **MOVED** by Councillor Braun  
Requires 2/3

That the 2023 Capital Budget be amended by \$175,000 for the Township Road 1092 project with funding coming from Municipal Sustainability Initiative grant.

**CARRIED**

**UTILITIES:**      **14. a) None**

**PLANNING & DEVELOPMENT:**      **15. a) Bylaw 1302-23 Land Use Bylaw Amendment to Rezone Part of SW-2-106-15-W5M from Agricultural “A” to Institutional “I”**

**MOTION 23-08-637**      **MOVED** by Deputy Reeve Sarapuk

That first reading be given to Bylaw 1302-23 being a Land Use Bylaw Amendment to rezone Part of SW-2-106-15-W5M from Agricultural “A” to Institutional “I”, to accommodate a church and school, subject to public hearing input.

**CARRIED**

**ADMINISTRATION:**      **16. a) Resignation of Councillor and By-election**

**MOTION 23-08-638**      **MOVED** by Councillor Wardley

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That Council acknowledges the resignation of Councillor Darrell Derksen and that a By-election be held for the Councillor vacancy in Ward 2 as follows:

- Nomination Day – September 19, 2023
- Advance Vote – October 13, 2023
- Election Day – October 17, 2023

**CARRIED**

**MOTION 23-08-639**      **MOVED** by Councillor Braun

That Louise Flooren be appointed as the Returning Officer for Mackenzie County.

**CARRIED**

**MOTION 23-08-640**      **MOVED** by Councillor Smith

That Caitlin Smith be appointed as the Substitute Returning Officer for the 2023 By-election.

**CARRIED**

**ADMINISTRATION:**      **16. b) Bylaw 1303-23 Chief Administrative Officer**

**MOTION 23-08-641**      **MOVED** by Councillor Braun

That first reading be given to Bylaw 1303-23 being the Chief Administrative Officer Bylaw for Mackenzie County.

**CARRIED**

**MOTION 23-08-642**      **MOVED** by Councillor Driedger

That second reading be given to Bylaw 1303-23 being the Chief Administrative Officer Bylaw for Mackenzie County.

**CARRIED**

**MOTION 23-08-643**      **MOVED** by Deputy Reeve Sarapuk  
Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1303-23 being the Chief Administrative Officer Bylaw for Mackenzie County.

**CARRIED UNANIMOUSLY**

**MOTION 23-08-644**      **MOVED** by Councillor Driedger

That third and final reading be given to Bylaw 1303-23 being the Chief Administrative Officer Bylaw for Mackenzie County.

**CARRIED**

**MOTION 23-08-645**      **MOVED** by Councillor Braun  
Requires 2/3

That Darrell Derksen be appointed as the Chief Administrative Officer effective August 16, 2023, with all of the powers, duties and responsibilities of the Chief Administrative Officer.

**CARRIED**

**ADMINISTRATION:**      **16. c) Rail Safety Week Proclamation**

**MOTION 23-08-646**      **MOVED** by Deputy Reeve Sarapuk

That Mackenzie County Council supports and recognizes the Rail Safety Week by acknowledging and proclaiming the week of September 18-24, 2023, as Rail Safety Week in Mackenzie County.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. a) Municipal Census**

**MOTION 23-08-647**      **MOVED** by Councillor Braun

That administration research the parameters of a housing needs assessment and bring back during budget discussions.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. b) Gravel Pit Update**

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**MOTION 23-08-648**      **MOVED** by Councillor Cardinal

That administration research gravel pit options for future crushing.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. c) Grader Replacements - Budget**

**MOTION 23-08-649**      **MOVED** by Councillor Driedger  
Requires 2/3

That administration be authorized to list the 2016 – 140M grader at the Ritchie Bros. Auctioneers heavy equipment sale on September 6-8, 2023.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. d) Wadlin Lake Campground Pickleball Court**

**MOTION 23-08-650**      **MOVED** by Councillor Wardley  
Requires 2/3

That administration proceed with the Wadlin Lake Campground Pickleball Court with funds coming from Municipal Reserve and amend the 2023 Capital Budget not to exceed \$55,000.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. e) ADM056 Public Participation Policy**

**MOTION 23-08-651**      **MOVED** by Councillor Cardinal

That Policy ADM056 Public Participation be amended as discussed at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:**      **17. f) HR003 Workplace Violence and Harassment Policy Amendment**

**MOTION 23-08-652**      **MOVED** by Deputy Reeve Sarapuk

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That Policy HR003 Workplace Violence and Harassment be amended as presented at the Committee of the Whole Meeting.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:** 17. g) 2020 Disaster Recovery Program (DRP) Sewer Repair in Fort Vermilion

**MOTION 23-08-653** **MOVED** by Councillor Smith

That administration proceeds with tendering the Fort Vermilion Water & Sewer Line Flood Repairs with tender closing on September 6, 2023.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:** 17. h) Family and Community Support Services (FCSS) Fort Vermilion

**MOTION 23-08-654** **MOVED** by Councillor Wardley

That administration enter into an agreement with the Coalition for Far Northwest Alberta Brighter Futures Society to provide the services for the Family and Community Support Services Fort Vermilion Program.

**CARRIED**

**COMMITTEE OF THE WHOLE ITEMS:** 17. i) Outstanding Taxes

**MOTION 23-08-655** **MOVED** by Councillor Braun

That administration present the Tax Recovery Auction properties with proposed dates at an upcoming Council meeting for review.

**CARRIED**

**COUNCIL COMMITTEE REPORTS:** 18. a) Council Committee Reports (verbal)

**MOTION 23-08-656** **MOVED** by Councillor Smith

That Council be authorized to attend the Alberta Energy Regulator Workshop in Grande Prairie on September 12, 2023 or Slave Lake on September 13, 2023.

**CARRIED**

**MOTION 23-08-657**      **MOVED** by Councillor Cardinal

That Reeve Knelsen and Councillor Wardley be authorized to attend the 2023 Canadian Institute of Forestry Institut forestier du Canada (CIF-IFC) National Awards Ceremony in Nanaimo, BC on September 25, 2023.

**CARRIED**

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

**MOTION 23-08-658**      **MOVED** by Councillor Wardley

That Council move into a closed meeting at 3:18 p.m. to discuss the following:

4.d)      Legal (*FOIP Sections 23 and 24*)

**CARRIED**

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

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

Administration left the meeting at 3:32 p.m. excluding Louise Flooren, Manager of Legislative & Support Services/Recording Secretary.

**MOTION 23-08-659**      **MOVED** by Councillor Smith

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That Council move out of a closed meeting at 3:37 p.m.

**CARRIED**

**MOTION 23-08-660**      **MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

**18. b) Flood Recovery Steering Committee Meeting Minutes**

**MOTION 23-08-661**      **MOVED** by Councillor Braun

That the minutes of July 11, 2023 and draft August 2, 2023 Flood Recovery Steering Committee meetings be received for information.

**CARRIED**

**COUNCIL  
COMMITTEE  
REPORTS:**

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

**MOTION 23-08-662**      **MOVED** by Councillor Driedger

That the approved Municipal Planning Commission meeting minutes of June 22 & July 13, 2023 and the unapproved Municipal Planning Commission meeting minutes of July 27, 2023 be received for information.

**CARRIED**

**INFORMATION/  
CORRESPONDENCE:**

**19. a) Information/Correspondence**

**MOTION 23-08-663**      **MOVED** by Councillor Wardley

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

**CARRIED**

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**NOTICE OF MOTION: 20. a) None**

**NEXT MEETING DATES: 21. a) Next Meeting Dates**

Regular Council Meeting  
September 6, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

Regular Council Meeting  
September 19, 2023  
10:00 a.m.  
Fort Vermilion Council Chambers

**ADJOURNMENT: 22. a) Adjournment**

**MOTION 23-08-664 MOVED** by Councillor Driedger

That the Council meeting be adjourned at 3:38 p.m.

**CARRIED**

These minutes were approved at the September 6, 2023 Regular Council Meeting.

(original signed)  
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Josh Knelsen  
Reeve

(original signed)  
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Darrell Derksen  
Chief Administrative Officer

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