

**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 22, 2024  
10:00 a.m.**

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

**PRESENT:**

Peter F. Braun	Councillor
Cameron Cardinal	Councillor
David Driedger	Councillor (virtual, left the meeting at 11:05 a.m.)
Joshua Knelsen	Councillor
Ernest Peters	Councillor
Walter Sarapuk	Councillor
Garrell Smith	Councillor (joined the meeting at 10:11 a.m.)
Lisa Wardley	Councillor
Dale Wiebe	Councillor (virtual, left the meeting at 10:30 a.m.)

**REGRETS:** Eileen Morris Councillor

**ADMINISTRATION:**

Darrell Derksen	Chief Administrative Officer
Don Roberts	Director of Community Services
Jennifer Batt	Director of Finance
Andy Banman	Director of Operations
Caitlin Smith	Director of Planning and Development
John Zacharias	Director of Utilities
Willie Schmidt	Fleet Maintenance Manager
Louise Flooren	Manager of Legislative & Support Services/ Recording Secretary
Landon Driedger	Agricultural Fieldman

**ALSO PRESENT:**

Minutes of the Organizational Council Meeting for Mackenzie County held on October 22, 2024 in the Council Chambers at the Fort Vermilion County Office.

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

Darrell Derksen, Chief Administrative Officer, called the meeting to order at 10:00 a.m.

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

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**MOTION 24-10-709**

**MOVED** by Councillor Braun

That the agenda be approved as presented.

**CARRIED**

**ELECTION OF  
REEVE:**

**3. a) Election of Reeve**

Mr. Derksen called for nominations for the position of Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

First Call: Councillor Braun nominates Councillor Knelsen.  
Nomination Accepted

Second Call: None

Third Call: None

**MOTION 24-10-710**

**MOVED** by Councillor Sarapuk

That nominations cease for the position of Reeve.

**CARRIED**

Councillor Knelsen was acclaimed as Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

**ELECTION OF  
REEVE:**

**3. b) Oath of Office – Reeve**

The Oath of Office was administered to the Reeve by Don Roberts, Commissioner for Oaths.

**TURNOVER OF  
CHAIR:**

**4. a) Turnover of Chair to the Reeve**

Mr. Derksen turned over the chair to Reeve Knelsen at 10:05 a.m.

**ELECTION OF  
DEPUTY REEVE:**

**5. a) Election of Deputy Reeve**

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Reeve Knelsen called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

First Call: Councillor Peters nominates Councillor Sarapuk.  
Nomination Accepted

Second Call: None

Third Call: None

**MOTION 24-10-711** **MOVED** by Councillor Wiebe

That nominations cease for the position of Deputy Reeve.

**CARRIED**

Councillor Sarapuk was acclaimed as Deputy Reeve for Mackenzie County for the period October 22, 2024 to October 2025.

**ELECTION OF  
DEPUTY REEVE:**

**5. b) Oath of Office – Deputy Reeve**

The Oath of Office was administered to the Deputy Reeve by Don Roberts, Commissioner for Oaths.

**COUNCIL INTERNAL  
COMMITTEES:**

**7. a) Agricultural Appeal Board**

**MOTION 24-10-712** **MOVED** by Councillor Braun

That the **Agricultural Appeal Board Committee** Review be received for information.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**7. b) Agricultural Service Board**

**MOTION 23-10-713** **MOVED** by Councillor Peters

That the **Agricultural Service Board** committee review be received for information.

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**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. c) Assessment Review Board**

**MOTION 24-10-714** **MOVED** by Councillor Wardley

That the **Assessment Review Board** Terms of Reference be amended as presented.

**CARRIED**

Councillor Smith joined the meeting at 10:11 a.m.

**COUNCIL INTERNAL COMMITTEES: 7. d) Community Services Committee**

**MOTION 24-10-715** **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 22, 2024 to October 2025:

1. Reeve Knelsen (Ex-officio)
2. Fort Vermilion – Councillor Cardinal
3. La Crete – Councillor Braun
4. Zama – Councillor Wardley
5. Council Member at Large – Councillor Smith

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. e) Emergency Advisory Committee**

**MOTION 24-10-716** **MOVED** by Councillor Braun

That the Terms of Reference for Emergency Advisory Committee be amended as presented.

**CARRIED**

**MOTION 24-10-717** **MOVED** by Councillor Smith

That first reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

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**CARRIED**

**MOTION 24-10-718**

**MOVED** by Councillor Driedger

That second reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED**

**MOTION 24-10-719**

Requires Unanimous

**MOVED** by Councillor Peters

That consideration be given to go to third and final reading of Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED UNANIMOUSLY**

**MOTION 24-10-720**

**MOVED** by Deputy Reeve Sarapuk

That third and final reading be given to Bylaw 1352-24 being the Emergency Management Bylaw.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**7. f) Flood Recovery Steering Committee**

**MOTION 24-10-721**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Flood Recovery Steering Committee** for a one year term – October 22, 2024 to October 2025:

1. Councillor Cardinal
2. Councillor Smith

**CARRIED**

**MOTION 24-10-722**

**MOVED** by Councillor Wardley

That the **Flood Recovery Steering Committee** Terms of Reference be amended as presented.

**CARRIED**

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**COUNCIL INTERNAL COMMITTEES: 7. g) Indigenous Liaison Committee**

**MOTION 24-10-723** **MOVED** by Councillor Braun

That the **Indigenous Liaison Committee** review be received for information.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. h) Inter-Municipal Planning Commission**

**MOTION 24-10-724** **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

1. Councillor Braun
2. Councillor Driedger

**CARRIED**

**MOTION 24-10-725** **MOVED** by Councillor Wardley

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

1. Erick Carter

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. i) Inter-Municipal Subdivision & Development Appeal Board**

**MOTION 24-10-726** **MOVED** by Councillor Cardinal

That the **Inter-Municipal Subdivision & Development Appeal Board** review be received for information.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES: 7. j) Mackenzie Library Board**

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**MOTION 24-10-727**      **MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**MOTION 24-10-728**      **MOVED** by Councillor Wardley

That the following Members at Large be appointed to the **Mackenzie Library Board**:

- 1. Fort Vermilion (3 Year Term) – Tamie Mclean
- 2. La Crete (3 Year Term) – Sandra Neufeld
- 3. Rural (3 Year Term) – Lorraine Peters
- 4. Zama (3 Year Term) – Kayla Wardley

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**      **7. k) Municipal Planning Commission**

**MOTION 24-10-729**      **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

- 1. Councillor Braun
- 2. Councillor Driedger

**CARRIED**

Councillor Wiebe left the meeting at 10:30 a.m.

**MOTION 24-10-730**      **MOVED** by Councillor Smith

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 22, 2024 to October 2025.

- 1. Erick Carter
- 2. Frank Fehr
- 3. Andrew O'Rourke

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**CARRIED**

**MOTION 24-10-731**

**MOVED** by Councillor Wardley

That Bylaw 563-06 the Establishment of a Municipal Planning Commission be brought back to a future council meeting with amendments.

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**

**7. I) Subdivision & Development Appeal Board**

**MOTION 24-10-732**

**MOVED** by Councillor Braun

That the **Subdivision & Development Appeal Board** Terms of Reference be amended as presented.

**CARRIED**

**EXTERNAL COMMITTEE REPRESENTATION:**

**8. a) Boreal Housing Foundation**

**MOTION 24-10-733**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Cardinal
2. Councillor Morris
3. Councillor Wardley

**CARRIED**

**EXTERNAL COMMITTEE REPRESENTATION:**

**8. b) Community Futures Northwest Alberta**

**MOTION 24-10-734**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Peters

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**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. c) Hay Zama Committee**

**MOTION 24-10-735**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. d) La Crete Community Adult Learning Council**

**MOTION 24-10-736**

**MOVED** by Councillor Peters

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. e) Mackenzie Applied Research Association (MARA)**

**MOTION 24-10-737**

**MOVED** by Councillor Peters

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Smith

**CARRIED**

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**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. f) Mackenzie Frontier Tourist Association (MFTA)**

**MOTION 24-10-738**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 22, 2024 to October 2025.

1. Councillor Cardinal
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. g) Mackenzie Regional Community Policing Society**

**MOTION 24-10-739**

**MOVED** by Councillor Wardley

That the **Mackenzie Regional Community Policing Society** be removed from the External Committee list.

**CARRIED**

Reeve Knelsen recessed the meeting at 11:04 a.m., Councillor Driedger left the meeting at 11:05 a.m. and Reeve Knelsen reconvened the meeting at 11:21 a.m.

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. h) Mackenzie Regional Waste Management Commission**

**MOTION 24-10-740**

**MOVED** by Councillor Smith

That the **Mackenzie Regional Waste Management Commission** review be received for information.

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. i) Mighty Peace Watershed Alliance**

**MOTION 24-10-741**

**MOVED** by Deputy Reeve Sarapuk

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That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. j) Northern Lakes College Community Education Committee**

**MOTION 24-10-742**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Fort Vermilion – Councillor Cardinal
- 2. High Level – Deputy Reeve Sarapuk
- 3. La Crete – Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. k) Northwest Species at Risk Committee**

**MOTION 24-10-743**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Wardley
- 3. Alternate - Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. l) Regional Economic Development Initiative (REDI)**

**MOTION 24-10-744**

**MOVED** by Deputy Reeve Sarapuk

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That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 24, 2024 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. m) Rural Health Professions Action Plan (RhPAP)**

**MOTION 24-10-745**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Rural Health Professions Action Plan** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Cardinal
- 2. Councillor Peters
- 3. Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. n) The Northern Lights Forest Education Society**

**MOTION 24-10-746**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **The Northern Lights Forest Education Society** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. o) Upper Hay Regional Forest Public Advisory Committee**

**MOTION 24-10-747**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Upper Hay Regional Forest Public Advisory Committee** for a one-year term – October 22, 2024 to October 2025.

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- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. p) Veterinary Services Incorporated (VSI)**

**MOTION 24-10-748**

**MOVED** by Councillor Cardinal

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 22, 2024 to October 2025.

- 1. Councillor Smith
- 2. Alternate – Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. q) Water North Coalition (WNC)**

**MOTION 24-10-749**

**MOVED** by Councillor Smith

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 22, 2024 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Peters

**CARRIED**

**ABOLISHMENT OF  
COMMITTEES**

**6. a) Abolishment of Committees**

**MOTION 24-10-750**

**MOVED** by Councillor Wardley

That administration bring back information and the Terms of Reference to consider reinstating the Finance Committee.

**CARRIED**

**BYLAWS/ POLICIES:**

**9. a) Policy ADM050 Council/Administration Protocol**

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**MOTION 24-10-751**      **MOVED** by Councillor Wardley

That Policy ADM050 Council/Administration Protocol be amended as discussed.

**CARRIED**

**BYLAWS/POLICIES:**    **9. b) Bylaw 1312-23 Procedural Bylaw Review**

**MOTION 24-10-752**      **MOVED** by Councillor Smith

That Bylaw 1312-23 Procedural Bylaw be received for information.

**CARRIED**

**BYLAWS/ POLICIES:**    **9. c) Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members**

**MOTION 24-10-753**      **MOVED** by Councillor Wardley

That Bylaw 1326-24 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members be received for information.

**CARRIED**

**OTHER BUSINESS:**    **10. a) 2025 Council Meeting Dates**

**MOTION 24-10-754**      **MOVED** by Councillor Braun

That the 2025 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 14, 2025	Regular	Fort Vermilion	10:00 a.m.
January 28, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 29, 2025	Regular	Fort Vermilion	10:00 a.m.
February 11, 2025	Regular	Fort Vermilion	10:00 a.m.
February 26, 2025	Regular	Fort Vermilion	10:00 a.m.
March 11, 2025	Regular	Fort Vermilion	10:00 a.m.

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MACKENZIE COUNTY  
 ORGANIZATIONAL COUNCIL MEETING  
 Tuesday, October 22, 2024

March 25, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 26, 2025	Regular	Fort Vermilion	10:00 a.m.
April 7, 2025	Regular	Fort Vermilion	10:00 a.m.
April 23, 2025	Regular	Fort Vermilion	10:00 a.m.
May 6, 2025	Regular	Fort Vermilion	10:00 a.m.
May 21, 2025	Regular	Fort Vermilion	10:00 a.m.
June 11, 2025	Regular	Fort Vermilion	10:00 a.m.
June 24, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 25, 2025	Regular	Fort Vermilion	10:00 a.m.
July 15, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 16, 2025	Regular	Fort Vermilion	10:00 a.m.
August 12, 2025	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 13, 2025	Regular	Fort Vermilion	10:00 a.m.
September 9, 2025	Regular	Fort Vermilion	10:00 a.m.
September 17, 2025	Regular	Fort Vermilion	10:00 a.m.
September 18, 2025	Budget Workshop	Fort Vermilion	10:00 a.m.
September 19, 2025	Budget Workshop	Fort Vermilion	10:00 a.m.
October 28, 2025	Organizational	Fort Vermilion	10:00 a.m.
October 29, 2025	Regular	Fort Vermilion	10:00 a.m.
November 4, 2025	Budget	Fort Vermilion	10:00 a.m.
November 5, 2025	Budget	Fort Vermilion	10:00 a.m.
November 12, 2025	Regular	Fort Vermilion	10:00 a.m.
November 25, 2025	Regular	Fort Vermilion	10:00 a.m.
November 26, 2025	Budget	Fort Vermilion	10:00 a.m.
November 27, 2025	Budget	Fort Vermilion	10:00 a.m.
December 9, 2025	Regular	Fort Vermilion	10:00 a.m.
December 10, 2025	Budget	Fort Vermilion	10:00 a.m.
December 17, 2025	Budget	Fort Vermilion	10:00 a.m.

**CARRIED**

**MOTION 24-10-755**  
 Requires Unanimous

**MOVED** by Councillor Wardley

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That the Budget Council Meeting be changed from October 29, 2024 to October 30, 2024 at 10:00 a.m.

**CARRIED UNANIMOUSLY**

**DESTRUCTION OF  
BALLOTS:**

**11. a) Destruction of Ballots**

None.

**ADJOURNMENT:**

**12. a) Adjournment**

**MOTION 24-10-756**

**MOVED** by Councillor Smith

That the Organizational Council meeting be adjourned at 12:11 p.m.

**CARRIED**

These minutes were approved at the November 18, 2024 Regular Council Meeting.

(original signed)

Joshua Knelsen  
Reeve

(original signed)

Darrell Derksen  
Chief Administrative Officer

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