

**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 26, 2021**

**10:00 a.m.**

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

**PRESENT:**

Jacque Bateman	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Josh Knelsen	Councillor
Ernest Peters	Councillor – Left at 11:00 am rejoined at 3:00 pm
Garrell Smith	Councillor
Walter Sarapuk	Councillor
Lisa Wardley	Councillor

**REGRETS:**

**ADMINISTRATION:**

Len Racher	Chief Administrative Officer
Byron Peters	Director of Projects and Infrastructure
Carrie Simpson	Director of Legislative Services
Jennifer Batt	Director of Finance
Jeff Simpson	Director of Operations
John Zacharias	Director of Utilities - Virtual
Don Roberts	Director of Community Services
Caitlin Smith	Manager of Planning and Development
Grant Smith	Agricultural Fieldman
Chad Roberts	Communications Coordinator
Colleen Sarapuk	Administrative Officer /Recording Secretary

**ALSO PRESENT:** Members of the Public

Minutes of the Organizational Council meeting for Mackenzie County held on October 26, 2021 in the Fort Vermilion Council Chambers.

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

Len Racher, Chief Administrative Officer, called the meeting to order at 9:49 a.m.

**AGENDA:**

**2. a) Adoption of Agenda**

**MOTION 21-10-702**

**MOVED** by Councillor Driedger

That the agenda be adopted as presented.

**CARRIED**

**ELECTION OF REEVE &  
DEPUTY REEVE**

**6. a) Election of Reeve**

Mr. Racher called for nominations for the position of Reeve for Mackenzie County for the period October 26, 2021 to October 2022.

First Call: Councillor Braun nominated Councillor Knelsen Accepted.

Second Call: Councillor Smith nominated Councillor Cardinal Accepted

Third Call: No further nominations.

**MOTION 21-10-703**

**MOVED** by Councillor Wardley

That nominations cease for the position of Reeve.

**CARRIED**

Councillor Knelsen was **elected** as Reeve for Mackenzie County for the period October 26, 2021 to October 2022.

**6. b) Election of Deputy Reeve**

Mr. Racher called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 26, 2021 to October 2022.

First Call: Councillor Knelsen nominated Councillor Sarapuk Accepted.

Second Call: Councillor Bateman nominated Councillor Cardinal Accepted.

Third Call: No further nominations.

**MOTION 21-10-704**

**MOVED** by Councillor Wardley

That nominations cease for the position of Deputy Reeve.

**CARRIED**

Councillor Sarapuk was **elected** as Deputy Reeve for Mackenzie County for the period October 26, 2021 to October 2022.

**6. c) Oath of Office – Reeve & Deputy Reeve**

The Oath of Office was administered to the Reeve and Deputy Reeve by Jeneane Grundberg, Brownlee LLP.

**OATH OF OFFICE:**

**3. a) Oath of Office – All Council**

The Oath of Office was administered to all Councillors by Jeneane Grundberg, Brownlee LLP

**TURNOVER OF CHAIR:**

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

Mr. Racher turned over the chair to newly elected Reeve.

**COUNCIL  
ORIENTATION – PART I**

**4. a) Overview of Roles & Responsibilities of the Reeve and Deputy Reeve**

Jeneane Grundberg, Brownlee LLP gave an overview of the roles and responsibilities of the Reeve and Deputy Reeve.

**MOTION 21-10-705**

**MOVED** by Councillor Wardley

That Council proceed with the overview of roles and responsibilities of Council presentation prior to the election of the Reeve and Deputy Reeve.

**CARRIED**

**VOTING PROCEDURE**

**5. a) Voting Procedure**

As outlined in the municipalities Procedural Bylaw.

**COUNCIL  
ORIENTATION – PART  
II**

**8. a) Overview of Roles & Responsibilities of Council**

Jeneane Grundberg, Brownlee LLP gave a council orientation presentation on the roles and responsibilities of Council.

Reeve Knelsen recessed the meeting at 11:07 am and reconvened the meeting at 11:16 am

Reeve Knelsen recessed the meeting at 12:01 pm and reconvened the meeting at 12:30 pm

Reeve Knelsen recessed the meeting at 2:20 pm and reconvened the meeting at 2:28 pm

**BYLAWS/POLICIES:**

**9. a) Bylaw 1204-20 Procedural Bylaw**

**MOTION 21-10-706**  
Requires 2/3

**MOVED** by Councillor Wardley

That the first reading be given to Bylaw 1204-20 Procedural Bylaw

**CARRIED**

**MOTION 21-10-707**  
Requires 2/3

**MOVED** by Councillor Cardinal

That second reading be given to Bylaw 1204-20 Procedural Bylaw.

**CARRIED**

**MOTION 21-10-708**  
Requires unanimous

**MOVED** by Deputy Reeve Sarapuk

That consideration be given to go to third reading of Bylaw 1204-20 Procedural Bylaw

**CARRIED**

**MOTION 21-10-709**  
Requires 2/3

**MOVED** by Councillor Braun

That third and final reading be given to Bylaw 1204-20 Procedural Bylaw.

**CARRIED**

**BYLAWS/POLICIES:**

**9. b) Bylaw 1202-20 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members**

**MOTION 21-10-710**  
Requires 2/3

**MOVED** by Councillor Bateman

That first reading be given to Bylaw 1202-20 Honorariums and

Related Expense Reimbursement for Councillors and Approved Committee Members.

**CARRIED**

**MOTION 21-10-711**  
Requires 2/3

**MOVED** by Councillor Bateman

That second reading be given to Bylaw 1202-20 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.

**CARRIED**

**MOTION 21-10-712**  
Requires unanimous

**MOVED** by Councillor Braun

That consideration be given to move to third reading for Bylaw 1202-20 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.

**CARRIED**

**MOTION 21-10-713**  
Requires 2/3

**MOVED** by Councillor Wardley

That third and final reading be given to Bylaw 1202-20 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members.

**CARRIED**

**BYLAWS/POLICIES:**

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

**MOTION 21-10-714**

**MOVED** by Deputy Reeve Sarapuk

That Policy ADM050 Council/Administration Protocol be received for information.

**CARRIED**

**COUNCIL COMMITTEES  
& TASK FORCES**

**10. a) Abolishment of Committees**

**MOTION 21-10-715**

**MOVED** by Councillor Wardley

That the following Council Committees be abolished:  
1. Northern Transportation Advocacy Bureau

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. b) Agricultural Service Board**

**MOTION 21-10-716**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Agriculture Service Board** for a two-year term – October 26, 2021 to October 2023.

1. Councillor Driedger
2. Councillor Peters

**CARRIED**

**MOTION 21-10-717**

**MOVED** by Councillor Bateman

That the following Members at Large be appointed to the **Agriculture Service Board** for a two-year term – October 26, 2021 to October 2023.

1. Anthony Peters
2. Joseph Peters
3. George Fehr

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. a) Agricultural Appeal Board**

**MOTION 21-10-718**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Cardinal
2. Councillor Wardley
3. Deputy Reeve Sarapuk

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. c) Assessment Review Board**

**MOTION 21-10-719**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Assessment Review Board** for a one-year term – October 26, 2021 to October 2022, subject to eligibility.

1. Councillor Wardley
2. Councillor Cardinal

**CARRIED**

**MOTION 21-10-720**

**MOVED** by Councillor Cardinal

That the following Member at Large be appointed to the **Assessment Review Board** for a three-year term – October 26, 2021 to October 2024, subject to eligibility.

1. Carson Flett

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. d) Community Services Committee**

**MOTION 21-10-721**

**MOVED** by Councillor Braun

That the **Community Services Committee** Terms of Reference be amended as presented.

**CARRIED**

**MOTION 21-10-722**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 26, 2021 to October 2022.

1. Councillor Cardinal
2. Councillor Braun
3. Councillor Wardley
4. Councillor Derksen

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. e) Community Streetscape Implementation Committee**

**MOTION 21-10-723**

**MOVED** by Councillor Braun

That applications for Community Streetscape Implementation committee members at large be re-advertised.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. f) Emergency Advisory Committee**

**MOTION 21-10-724**

**MOVED** by Councillor Bateman

That the **Emergency Advisory Committee** be received for information.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. g) Indigenous Liaison Committee**

**MOTION 21-10-725**

**MOVED** by Councillor Bateman

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

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. h) Inter-Municipal Planning Commission**

**MOTION 21-10-726**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Driedger
2. Councillor Bateman

**CARRIED**

**MOTION 21-10-727**

**MOVED** by Councillor Bateman

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one-year term – October 26, 2021 to October 2022.

1. Andrew O' Rourke

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. i) Inter-Municipal Subdivision & Development Appeal Board**

**MOTION 21-10-728**

**MOVED** by Councillor Bateman

That a letter be sent to the Inter-Municipal Subdivision & Development Appeal Board members requesting that they retake the required training.

**CARRIED**

**MOTION 21-10-729**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Wardley

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. j) Mackenzie Library Board**

**MOTION 21-10-730**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Mackenzie Library Board** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Cardinal
2. Councillor Wardley

**CARRIED**

**MOTION 21-10-731**

**MOVED** by Councillor Wardley

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

1. La Crete (3 Year Term) – Sandra Neufeld
2. Fort Vermilion (3 Year Term) – Tamie Mclean
3. High Level Rural (3 Year Term) – vacant
4. County Rural (3 Year Term) – Lorraine Peters

**CARRIED**

**MOTION 21-10-732**

**MOVED** by Councillor Wardley

That the member at large position for High Level Rural vacancy for the Mackenzie Library Board be re-advertised.

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. k) Municipal Planning Commission**

**MOTION 21-10-733**

**MOVED** by Councillor Derksen

That the following Councillors be appointed to the **Municipal Planning Commission** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Bateman
2. Councilor Driedger

**CARRIED**

**MOTION 21-10-734**

**MOVED** by Councillor Cardinal

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one-year term – October 26, 2021 to October 2022.

1. Erick Carter
2. Willie Wieler
3. Tim Driedger

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. l) Northwest Alberta Regional Emergency Advisory  
Committee**

**MOTION 21-10-735**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Northwest Alberta Regional Emergency Advisory Committee** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Bateman
2. Councillor Peters
3. Reeve Knelsen (Alternate)

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**11. m) Subdivision & Development Appeal Board**

**MOTION 21-10-736**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for a one-year term – October 26, 2021 to October 2022, subject to eligibility.

1. Councillor Wardley
2. Councillor Cardinal

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. a) Boreal Housing Foundation**

**MOTION 21-10-737**

**MOVED** by Councillor Wardley

That the County's Terms of Reference (for appointees) for Boreal Housing Foundation be abolished and the County refers to the Ministerial Order H:042/16 for the establishment of the management body.

**CARRIED**

**MOTION 21-10-738**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Cardinal
2. Councillor Derksen
3. Reeve Knelsen

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

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

**MOTION 21-10-739**

**MOVED** by Councillor Bateman

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 26, 2021 to October 2022.

1. Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. c) Hay Zama Committee**

**MOTION 21-10-740**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Wardley
2. Councillor Bateman

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. d) High Level Forests Public Advisory Committee**

**MOTION 21-10-741**

**MOVED** by Councillor Derksen

That the following Councillors be appointed to the **High Level Forests Public Advisory Committee** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Smith
2. Councillor Wardley

**CARRIED**

Reeve Knelsen recessed the meeting at 5:15 pm reconvened the meeting at 5:30 pm

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. e) High Level Recreation Facility Task Force**

**MOTION 21-10-742**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **High Level Recreation Facility Task Force** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Bateman

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. f) Indigenous Joint Mutual Aid Committee**

**MOTION 21-10-743**

**MOVED** by Councillor Bateman

That the following Councillor be appointed to the **Indigenous Joint Mutual Aid Committee** for a one-year term – October

- 26, 2021 to October 2022.
1. Councillor Cardinal
  2. Reeve Knelsen

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. g) La Crete Community Adult Learning Council**

**MOTION 21-10-744**

**MOVED** by Councillor Smith

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. h) Mackenzie Applied Research Association (MARA)**

**MOTION 21-10-745**

**MOVED** by Councillor Braun

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. i) Mackenzie Frontier Tourist Association (MFTA)**

**MOTION 21-10-746**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 26, 2021 to October 2022.

1. Councilor Cardinal
2. Councillor Wardley

**CARRIED**

**EXTERNAL**

**12. j) Mackenzie Regional Community Policing Society**

**COMMITTEES  
REPRESENTATION:**

**MOTION 21-10-747**

**MOVED** by Councillor Driedger

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Derksen

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. k) Mackenzie Regional Waste Management Commission**

**MOTION 21-10-748**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a two-year term – October 26, 2021 to October 2022.

1. Councillor Bateman
2. Reeve Knelsen

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. l) Mighty Peace Watershed Alliance**

**MOTION 21-10-749**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Cardinal

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. m) Northern Lakes College Community Education Committee**

**MOTION 21-10-750**

**MOVED** by Councillor Smith

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a

one-year term – October 26, 2021 to October 2022.

1. High Level – Deputy Reeve Sarapuk
2. Fort Vermilion – Councillor Cardinal

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. o) Northwest Species at Risk Committee**

**MOTION 21-10-751**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 26, 2021 to October 2022.

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

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. p) Regional Economic Development Initiative**

**MOTION 21-10-752**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Braun
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. q) Veterinary Services Incorporated (VSI)**

**MOTION 21-10-753**

**MOVED** by Councillor Derksen

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 26, 2021 to October 2022.

1. Councillor Smith
2. Alternate – Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEES  
REPRESENTATION:**

**12. r) Water North Coalition (WNC)**

**MOTION 21-10-754**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 26, 2021 to October 2022.

1. Reeve Knelsen
2. Councillor Peters

**CARRIED**

**OTHER BUSINESS:**

**13. a) 2022 Council Meeting Dates**

**MOTION 21-10-755**

**MOVED** by Councillor Cardinal

That the 2022 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 11, 2022	Regular	Fort Vermilion	10:00 a.m.
January 25, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 26, 2022	Regular	Fort Vermilion	10:00 a.m.
February 8, 2022	Regular	Fort Vermilion	10:00 a.m.
February 22, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
February 23, 2022	Regular	Fort Vermilion	10:00 a.m.
March 8, 2022	Regular	Fort Vermilion	10:00 a.m.
March 22, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 23, 2022	Regular	Fort Vermilion	10:00 a.m.
April 12, 2022	Regular	Fort Vermilion	10:00 a.m.
April 26, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
April 27, 2022	Regular	Fort Vermilion	10:00 a.m.
May 10, 2022	Regular	Fort Vermilion	10:00 a.m.

May 25, 2022	Regular	Fort Vermilion	10:00 a.m.
June 7, 2022	Regular	Fort Vermilion	10:00 a.m.
June 22, 2022	Regular	Fort Vermilion	10:00 a.m.
June 23, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 12, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 13, 2022	Regular	Fort Vermilion	10:00 a.m.
August 16, 2022	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 17, 2022	Regular	Fort Vermilion	10:00 a.m.
September 13, 2022	Regular	Fort Vermilion	10:00 a.m.
September 26, 2022	Regular	Fort Vermilion	10:00 a.m.
October 11, 2022	Regular	Fort Vermilion	10:00 a.m.
October 25, 2022	Organizational Meeting	Fort Vermilion	10:00 a.m.
October 26, 2022	Regular	Fort Vermilion	10:00 a.m.
November 15, 2022	Regular	Fort Vermilion	10:00 a.m.
November 29, 2022	Regular	Fort Vermilion	10:00 a.m.
December 13, 2022	Regular	Fort Vermilion	10:00 a.m.

**CARRIED**

**DESTRUCTION OF BALLOTS:**

**14. a) Destruction of Ballots**

**MOTION 21-10-756**

**MOVED** by Councillor Wardley

That all ballots used during the 2021 organizational meeting be destroyed.

**CARRIED**

**ADJOURNMENT:**

**15. a) Adjournment**

**MOTION 21-10-757**

**MOVED** by Councillor Derksen

That the Organizational Council meeting be adjourned at 5:52 p.m.

**CARRIED**

These minutes were approved at the November 9, 2021 Regular Council Meeting.

(original signed)

\_\_\_\_\_  
John Knelsen  
Reeve

(original signed)

\_\_\_\_\_  
Len Racher  
Chief Administrative Officer