

**MACKENZIE COUNTY
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 24, 2023
10:00 a.m.**

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

PRESENT:

Josh Knelsen	Councillor
Peter F. Braun	Councillor
Cameron Cardinal	Councillor
Darrell Derksen	Councillor
David Driedger	Councillor
Ernest Peters	Councillor
Garrell Smith	Councillor (left the meeting at 1:23 p.m. and returned at 1:26 p.m.)
Lisa Wardley	Councillor
Dale Wiebe	Councillor (virtual)

REGRETS:

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:

Minutes of the Organizational Council Meeting for Mackenzie County held on October 24, 2023 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 10:02 a.m.

AGENDA: 2. a) Adoption of Agenda

MOTION 23-10-763 MOVED by Councillor Braun

That the agenda be adopted with the following addition:

2. b) Electronic Test Vote

CARRIED

AGENDA:

2. b) Electronic Test Vote (ADDITION)

MOTION 23-10-764
Requires Unanimous

MOVED by Councillor Driedger

That the Electronic Test Vote be received for information.

CARRIED UNANIMOUSLY

**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 24, 2023 to October 2024.

First Call: Councillor Braun nominates Councillor Knelsen.
Nomination Accepted.

Second Call: Councillor Smith nominates Councillor Wardley.
Nomination Declined.

Third Call: No further nominations.

MOTION 23-10-765

MOVED by Councillor Wardley

That nominations cease for the position of Reeve.

CARRIED

Councillor Knelsen was Acclaimed as Reeve for Mackenzie County for the period October 24, 2023 to October 2024.

**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 10:11 a.m.

**ELECTION OF
DEPUTY REEVE:**

5. a) Election of Deputy Reeve

Reeve Knelsen called for nominations for the position of Deputy Reeve for Mackenzie County for the period October 24, 2023 to October 2024.

First Call: Councillor Peters nominates Councillor Sarapuk.
Nomination Accepted.

Second Call: No further nominations

Third Call: No further nominations.

MOTION 23-10-766

MOVED by Councillor Wardley

That nominations cease for the position of Deputy Reeve.

CARRIED

Councillor Sarapuk was acclaimed as Deputy Reeve for Mackenzie County for the period October 24, 2023 to October 2024.

**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.

**ABOLISHMENT OF
COMMITTEES**

6. a) Abolishment of Committees

MOTION 23-10-767

MOVED by Councillor Wardley

That the following Council Committees be abolished:

1. Northwest Alberta Regional Emergency Advisory Committee

- 2. Community Streetscape Implementation Committee – Fort Vermilion
- 3. Community Streetscape Implementation Committee – La Crete

CARRIED

COUNCIL INTERNAL COMMITTEES: 7. a) Agricultural Appeal Board

MOTION 23-10-768 **MOVED** by Councillor Wardley

That the Terms of Reference for the Agricultural Appeal Board be amended as presented.

CARRIED

MOTION 23-10-769 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1310-23 being the Agricultural Appeal Board Bylaw.

CARRIED

MOTION 23-10-770 **MOVED** by Councillor Braun

That second reading be given to Bylaw 1310-23 being the Agricultural Appeal Board Bylaw.

CARRIED

MOTION 23-10-771 **MOVED** by Councillor Cardinal
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1310-23 being the Agricultural Appeal Board Bylaw.

CARRIED UNANIMOUSLY

MOTION 23-10-772 **MOVED** by Councillor Smith

That third and final reading be given to Bylaw 1310-23 being the Agricultural Appeal Board Bylaw.

CARRIED

MOTION 23-10-773 **MOVED** by Councillor Peters

That the following Councillors be appointed to the **Agricultural Appeal Board** for a two year term – October 24, 2023 to October 2025.

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

CARRIED

COUNCIL INTERNAL COMMITTEES: **7. b) Agricultural Service Board**

MOTION 23-10-774 **MOVED** by Councillor Braun

That the following Councillors be appointed to the **Agricultural Service Board** for a two-year term – October 24, 2023 to October 2025.

1. Councillor Driedger
2. Councillor Peters

CARRIED

MOTION 23-10-775 **MOVED** by Deputy Reeve Sarapuk

That the following Members at Large be appointed to the **Agricultural Service Board** for a two-year term – October 24, 2023 to October 2025.

1. George Fehr
2. Jake Martens
3. Joseph Peters

CARRIED

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

MOTION 23-10-776 **MOVED** by Councillor Peters

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

CARRIED

MOTION 23-10-777

MOVED by Councillor Wardley

That first reading be given to Bylaw 1306-23 being the Assessment Review Board Bylaw.

CARRIED

MOTION 23-10-778

MOVED by Councillor Braun

That second reading be given to Bylaw 1306-23 being the Assessment Review Board Bylaw.

CARRIED

MOTION 23-10-779

Requires Unanimous

MOVED by Councillor Driedger

That consideration be given to go to third reading of Bylaw 1306-23 being the Assessment Review Board Bylaw.

CARRIED UNANIMOUSLY

MOTION 23-10-780

MOVED by Councillor Cardinal

That third and final reading be given to Bylaw 1306-23 being the being the Assessment Review Board Bylaw.

CARRIED

**COUNCIL INTERNAL
COMMITTEES:**

7. d) Community Services Committee

MOTION 23-10-781

MOVED by Councillor Driedger

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 24, 2023 to October 2024.

1. Fort Vermilion – Councillor Cardinal
2. La Crete – Councillor Braun
3. Zama – Councillor Wardley
4. Council Member at Large – Councillor Smith

CARRIED

COUNCIL INTERNAL COMMITTEES: 7. f) Development Ad Hoc Committee

MOTION 23-10-782 **MOVED** by Councillor Peters

That the following Councillor be appointed to the **Development Ad Hoc Committee** for the remaining term of the committee.

1. Councillor Braun

CARRIED

COUNCIL INTERNAL COMMITTEES: 7. g) Emergency Advisory Committee

MOTION 23-10-783 **MOVED** by Councillor Peters

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

CARRIED

MOTION 23-10-784 **MOVED** by Councillor Braun

That first reading be given to Bylaw 1307-23 being the Emergency Management Bylaw.

CARRIED

MOTION 23-10-785 **MOVED** by Councillor Smith

That second reading be given to Bylaw 1307-23 being the Emergency Management Bylaw.

CARRIED

MOTION 23-10-786 **MOVED** by Councillor Wardley
Requires Unanimous

That consideration be given to go to third and final reading of Bylaw 1307-23 being the Emergency Management Bylaw.

CARRIED UNANIMOUSLY

MOTION 23-10-787 **MOVED** by Deputy Reeve Sarapuk

That third and final reading be given to Bylaw 1307-23 being the Emergency Management Bylaw.

CARRIED

Reeve Knelsen recessed the meeting at 11:01 a.m. and reconvened the meeting at 11:23 a.m.

COUNCIL INTERNAL COMMITTEES:

7. h) Flood Recovery Steering Committee

MOTION 23-10-788

MOVED by Councillor Wardley

That the **Flood Recovery Steering Committee** review be received for information.

CARRIED

COUNCIL INTERNAL COMMITTEES:

7. i) Indigenous Liaison Committee

MOTION 23-10-789

MOVED by Councillor Driedger

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

CARRIED

COUNCIL INTERNAL COMMITTEES:

7. j) Inter-Municipal Planning Commission

MOTION 23-10-790

MOVED by Councillor Peters

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 24, 2023 to October 2024.

1. Councillor Braun
2. Councillor Driedger

CARRIED

MOTION 23-10-791

MOVED by Councillor Driedger

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 24, 2023 to October 2024.

- 1. Erick Carter

CARRIED

COUNCIL INTERNAL COMMITTEES:

7. k) Inter-Municipal Subdivision & Development Appeal Board

MOTION 23-10-792

MOVED by Councillor Braun

That the following Member at Large be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a two year term – October 24, 2023 to October 2025.

- 1. Brent Holick

CARRIED

COUNCIL INTERNAL COMMITTEES:

7. l) Mackenzie Library Board

MOTION 23-10-793

MOVED by Councillor Wardley

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 24, 2023 to October 2024.

- 1. Councillor Cardinal
- 2. Councillor Wardley

CARRIED

MOTION 23-10-794

MOVED by Councillor Braun

That the following Members at Large vacancies for the **Mackenzie Library Board** be re-advertised for the following positions:

- Fort Vermilion (3 Year Term)
- High Level Rural (3 Year Term)

CARRIED

COUNCIL INTERNAL COMMITTEES:

7. m) Municipal Planning Commission

MOTION 23-10-795 **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 24, 2023 to October 2024.

- 1. Councillor Braun
- 2. Councillor Driedger

CARRIED

MOTION 23-10-796 **MOVED** by Councillor Braun

That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 24, 2023 to October 2024.

- 1. Erick Carter
- 2. Stephanie Grocholski
- 3. Andrew O'Rourke

CARRIED

COUNCIL INTERNAL COMMITTEES: **7. n) Subdivision & Development Appeal Board**

MOTION 23-10-797 **MOVED** by Councillor Smith

That first reading be given to Bylaw 1311-23 being the Subdivision and Development Appeal Board Bylaw.

CARRIED

MOTION 23-10-798 **MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1311-23 being the Subdivision and Development Appeal Board Bylaw.

CARRIED

MOTION 23-10-799 **MOVED** by Councillor Driedger
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1311-23 being the Subdivision and Development Appeal Board Bylaw.

CARRIED UNANIMOUSLY

MOTION 23-10-800 **MOVED** by Councillor Wardley

That third and final reading be given to Bylaw 1311-23 being the Subdivision and Development Appeal Board Bylaw.

CARRIED

MOTION 23-10-801 **MOVED** by Councillor Wardley

That the following member-at large be appointed to the **Subdivision & Development Appeal Board** for a four year term – October 24, 2023 to October 2027, subject to eligibility and the vacant position be re-advertised.

- 1. Brent Holick

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. a) Boreal Housing Foundation

MOTION 23-10-802 **MOVED** by Councillor Braun

That the following Councillors and Member at Large be appointed to the **Boreal Housing Foundation** for a one-year term – October 24, 2023 to October 2024.

- 1. Councillor Cardinal
- 2. Councillor Wiebe
- 3. Darrell Derksen (Member at Large)

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. b) Community Futures Northwest Alberta

MOTION 23-10-803 **MOVED** by Councillor Peters

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 24, 2023 to October 2024.

- 1. Deputy Reeve Sarapuk

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. c) Hay Zama Committee

MOTION 23-10-804

MOVED by Councillor Driedger

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 24, 2023 to October 2024.

1. Reeve Knelsen
2. Councillor Wardley

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. r) Mackenzie Region Bison Committee

MOTION 23-10-805

MOVED by Councillor Wardley

That the Mackenzie Region Bison Committee be established and brought back to a future Council Meeting

CARRIED

Reeve Knelsen recessed the meeting at 12:00 p.m. and reconvened the meeting at 12:37 p.m.

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. d) La Crete Community Adult Learning Council

MOTION 23-10-806

MOVED by Councillor Peters

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 24, 2023 to October 2024.

1. Councillor Braun

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. e) Mackenzie Applied Research Association (MARA)

MOTION 23-10-807 **MOVED** by Councillor Braun

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 24, 2023 to October 2024.

- 1. Councillor Smith

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. f) Mackenzie Frontier Tourist Association (MFTA)

MOTION 23-10-808 **MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 24, 2023 to October 2024.

- 1. Councillor Cardinal
- 2. Councillor Wardley

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. g) Mackenzie Regional Community Policing Society

MOTION 23-10-809 **MOVED** by Councillor Wardley

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 24, 2023 to October 2024.

- 1. Councillor Driedger

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. h) Mackenzie Regional Waste Management Commission

MOTION 23-10-810 **MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a two-year term – October 24, 2023 to October 2025.

- 1. Reeve Knelsen
- 2. Councillor Braun

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. i) Mighty Peace Watershed Alliance

MOTION 23-10-811

MOVED by Councillor Wardley

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 24, 2023 to October 2024.

- 1. Councillor Cardinal

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. j) Northern Lakes College Community Education Committee

MOTION 23-10-812

MOVED by Councillor Peters

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 24, 2023 to October 2024.

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

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. k) Northwest Species at Risk Committee

MOTION 23-10-813

MOVED by Councillor Driedger

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 24, 2023 to October 2024.

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

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. l) Regional Economic Development Initiative (REDI)

MOTION 23-10-814

MOVED by Councillor Braun

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 24, 2023 to October 2024.

1. Reeve Knelsen
2. Councillor Wardley

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

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

MOTION 23-10-815

MOVED by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Rural Health Professions Action Plan** for a one-year term – October 24, 2023 to October 2024.

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

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. n) The Northern Lights Forest Education Society

MOTION 23-10-816

MOVED by Councillor Smith

That the following Councillor be appointed to the **The Northern Lights Forest Education Society** for a one-year term – October 24, 2023 to October 2024.

1. Councillor Wardley

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. o) Upper Hay Forest Public Advisory Committee

MOTION 23-10-817

MOVED by Councillor Braun

That the following Councillors be appointed to the **Upper Hay Forest Public Advisory Committee** for a one-year term – October 24, 2023 to October 2024.

1. Councillor Cardinal
2. Councillor Wardley

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. p) Veterinary Services Incorporated (VSI)

MOTION 23-10-818

MOVED by Councillor Wardley

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 24, 2023 to October 2024.

1. Councillor Smith
2. Alternate – Deputy Reeve Sarapuk

CARRIED

**EXTERNAL
COMMITTEE
REPRESENTATION:**

8. q) Water North Coalition (WNC)

Councillor Smith left the meeting at 1:23 p.m.

MOTION 23-10-819

MOVED by Councillor Cardinal

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 24, 2023 to October 2024.

1. Reeve Knelsen
2. Councillor Peters

CARRIED

Reeve Knelsen recessed the meeting at 1:25 p.m., Councillor Smith returned to the meeting at 1:26 p.m. ,Reeve Knelsen reconvened the meeting at 1:46 p.m.

BYLAWS/ POLICIES: 9. a) Policy ADM050 Council/Administration Protocol

MOTION 23-10-820 **MOVED** by Councillor Wardley

That Policy ADM050 Council/Administration Protocol – council self-evaluation tool be brought back to a future council meeting.

CARRIED

BYLAWS/POLICIES: 9. b) Bylaw 1273-22 Procedural Bylaw Amendments

MOTION 23-10-821 **MOVED** by Councillor Wardley

That first reading be given to Bylaw 1312-23 being the Procedural Bylaw as amended.

CARRIED

MOTION 23-10-822 **MOVED** by Deputy Reeve Sarapuk

That second reading be given to Bylaw 1312-23 being the Procedural Bylaw as amended.

CARRIED

MOTION 23-10-823 **MOVED** by Councillor Braun
Requires Unanimous

That consideration be given to go to third reading of Bylaw 1312-23 being the Procedural Bylaw as amended.

CARRIED UNANIMOUSLY

MOTION 23-10-824 **MOVED** by Councillor Smith

That third and final reading be given to Bylaw 1312-23 being the Procedural Bylaw as amended.

CARRIED

BYLAWS/ POLICIES: 9. c) Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members

MOTION 23-10-825 MOVED by Councillor Wiebe

That Bylaw 1272-22 Honorariums and Related Expense Reimbursement for Councillors and Approved Committee Members be brought to a future council meeting with options for benefits.

CARRIED

OTHER BUSINESS: 10. a) 2024 Council Meeting Dates

MOTION 23-10-826 MOVED by Councillor Braun

That the 2024 Council meetings be scheduled as follows:

Date	Meeting Type	Location	Time
January 9, 2024	Regular	Fort Vermilion	10:00 a.m.
January 30, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
January 31, 2024	Regular	Fort Vermilion	10:00 a.m.
February 13, 2024	Regular	Fort Vermilion	10:00 a.m.
February 28, 2024	Regular	Fort Vermilion	10:00 a.m.
March 12, 2024	Regular	Fort Vermilion	10:00 a.m.
March 26, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
March 27, 2024	Regular	Fort Vermilion	10:00 a.m.
April 8, 2024	Regular	Fort Vermilion	10:00 a.m.
April 23, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
April 24, 2024	Regular	Fort Vermilion	10:00 a.m.
May 7, 2024	Regular	Fort Vermilion	10:00 a.m.
May 22, 2024	Regular	Fort Vermilion	10:00 a.m.
June 11, 2024	Regular	Fort Vermilion	10:00 a.m.
June 25, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
June 26, 2024	Regular	Fort Vermilion	10:00 a.m.

July 16, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
July 17, 2024	Regular	Fort Vermilion	10:00 a.m.
August 13, 2024	Committee of the Whole	Fort Vermilion	10:00 a.m.
August 14, 2024	Regular	Fort Vermilion	10:00 a.m.
September 10, 2024	Regular	Fort Vermilion	10:00 a.m.
September 23, 2024	Regular	Fort Vermilion	10:00 a.m.
October 8, 2024	Regular	Fort Vermilion	10:00 a.m.
October 22, 2024	Organizational	Fort Vermilion	10:00 a.m.
October 23, 2024	Regular	Fort Vermilion	10:00 a.m.
November 13, 2024	Regular	Fort Vermilion	10:00 a.m.
November 27, 2024	Regular	Fort Vermilion	10:00 a.m.
December 10, 2024	Regular	Fort Vermilion	10:00 a.m.

CARRIED

**DESTRUCTION OF
 BALLOTS:**

11. a) Destruction of Ballots

MOTION 23-10-827

MOVED by Councillor Wardley

That all ballots used both physical and electronic during the 2023 organizational meeting be destroyed.

CARRIED

ADJOURNMENT:

12. a) Adjournment

MOTION 23-10-828

MOVED by Councillor Braun

That the Organizational Council meeting be adjourned at 2:24 p.m.

CARRIED

These minutes were approved at the November 14, 2023 Regular Council Meeting.

(original signed)

Joshua Knelsen
Reeve

(original signed)

Darrell Derksen
Chief Administrative Officer
