

**MACKENZIE COUNTY  
ORGANIZATIONAL COUNCIL MEETING**

**Tuesday, October 25, 2022  
10:00 a.m.**

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

**PRESENT:**

|                  |            |
|------------------|------------|
| Josh Knelsen     | Councillor |
| Walter Sarapuk   | Councillor |
| Jacque Bateman   | Councillor |
| Peter F. Braun   | Councillor |
| Cameron Cardinal | Councillor |
| Darrell Derksen  | Councillor |
| David Driedger   | Councillor |
| Garrell Smith    | Councillor |
| Lisa Wardley     | Councillor |
| Ernest Peters    | Councillor |

**REGRETS:**

**ADMINISTRATION:**

|                |                                                                   |
|----------------|-------------------------------------------------------------------|
| James Thackray | Chief Administrative Officer                                      |
| Byron Peters   | Director of Projects and Infrastructure                           |
| Louise Flooren | Manager of Legislative & Support Services/<br>Recording Secretary |
| Jennifer Batt  | Director of Finance                                               |
| Don Roberts    | Director of Community Services                                    |
| Willie Schmidt | Fleet Maintenance Manager                                         |
| Caitlin Smith  | Director of Planning and Agriculture                              |
| John Zacharias | Director of Utilities                                             |

**ALSO PRESENT:** Member of the Public

Minutes of the Organizational Council Meeting for Mackenzie County held on October 25, 2022 in the Council Chambers at the Fort Vermilion County Office.

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

James Thackray, Chief Administrative Officer, called the meeting to order at 10:03 a.m.

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

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**MOTION 22-10-688**

**MOVED** by Councillor Braun

That the agenda be approved as presented.

**CARRIED**

**ELECTION OF  
REEVE:**

**3. a) Election of Reeve**

Mr. Thackray called for nominations for the position of Reeve for Mackenzie County for the period October 25, 2022 to October 2023.

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

Second Call: No further nominations.

Third Call: No further nominations.

**MOTION 22-10-689**

**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 25, 2022 to October 2023.

**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. Thackray turned over the chair to Reeve Knelsen at 10:07 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 25, 2022 to October 2023.

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

Second Call: No nominations.

Third Call: Councillor Wardley nominates Councillor Cardinal.  
Nomination accepted.

**MOTION 22-10-690** **MOVED** by Councillor Driedger

That nominations cease for the position of Deputy Reeve.

**CARRIED**

Councillor Sarapuk was elected as Deputy Reeve for Mackenzie County for the period October 25, 2022 to October 2023.

**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 22-10-691** **MOVED** by Councillor Smith

That the following Councillors be appointed to the **Agricultural Appeal Board** for a one-year term – October 25, 2022 to October 2023.

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

**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**7. b) Agricultural Service Board**

**MOTION 22-10-692** **MOVED** by Councillor Driedger

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

**CARRIED**

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

**MOTION 22-10-693** **MOVED** by Councillor Derksen

That the following Councillors be appointed to the **Assessment Review Board** for a three year term – October 25, 2022 to October 2025, subject to eligibility.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

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

**MOTION 22-10-694** **MOVED** by Councillor Braun

That the following Councillors be appointed to the **Community Services Committee** for a one year term – October 25, 2022 to October 2023.

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

**CARRIED**

**MOTION 22-10-693** **MOVED** by Councillor Derksen

That the following Councillors be appointed to the **Assessment Review Board** for a three year term – October 25, 2022 to October 2025, subject to eligibility.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

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

**MOTION 22-10-695** **MOVED** by Councillor Wardley

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

**CARRIED**

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

**MOTION 22-10-696** **MOVED** by Councillor Bateman

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

**CARRIED**

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

**MOTION 22-10-697** **MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

1. Councillor Bateman
2. Councillor Driedger

**CARRIED**

**MOTION 22-10-698** **MOVED** by Councillor Derksen

That the following Member at Large be appointed to the **Inter-Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

1. Andrew O'Rourke

**CARRIED**

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

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**MOTION 22-10-699**      **MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Inter-Municipal Subdivision & Development Appeal Board** for a three year term – October 25, 2022 to October 2025.

1. Councillor Wardley

**CARRIED**

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

**MOTION 22-10-700**      **MOVED** by Councillor Peters

That the following Councillors be appointed to the **Mackenzie Library Board** for a one year term – October 25, 2022 to October 2023.

1. Councillor Cardinal
2. Councillor Wardley

**CARRIED**

**MOTION 22-10-701**      **MOVED** by Councillor Bateman

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

1. La Crete (3 Year Term) – Wally Schroeder
2. Zama (2 Year Term) – Kayla Wardley

**CARRIED**

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

**MOTION 22-10-702**      **MOVED** by Councillor Derksen

That the following Councillors be appointed to the **Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

1. Councillor Bateman
2. Councillor Driedger

**CARRIED**

**MOTION 22-10-703**      **MOVED** by Deputy Reeve Sarapuk

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That the following Members at Large be appointed to the **Municipal Planning Commission** for a one year term – October 25, 2022 to October 2023.

- 1. Erick Carter
- 2. Tim Driedger
- 3. Andrew O'Rourke

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**

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

**MOTION 22-10-704**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Northwest Alberta Regional Emergency Advisory Committee** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Bateman
- 2. Councillor Peters
- 3. Reeve Knelsen (alternate)

**CARRIED**

**COUNCIL INTERNAL COMMITTEES:**

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

**MOTION 22-10-705**

**MOVED** by Councillor Peters

That the following Councillors be appointed to the **Subdivision & Development Appeal Board** for a three year term – October 25, 2022 to October 2025, subject to eligibility.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**MOTION 22-10-706**

**MOVED** by Councillor Braun

That the following Member at Large be appointed to the **Subdivision & Development Appeal Board** for a three year term – October 25, 2022 to October 2025, subject to eligibility.

- 1. Jerry Chomiak

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**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. a) Boreal Housing Foundation**

**MOTION 22-10-707**

**MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Boreal Housing Foundation** for a one-year term – October 25, 2022 to October 2023.

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

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-708**

**MOVED** by Councillor Driedger

That the following Councillor be appointed to the **Community Futures Northwest Alberta** for a one-year term – October 25, 2022 to October 2023.

1. Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-709**

**MOVED** by Councillor Braun

That Mackenzie County appoint a representative to **The Northern Lights Forest Education Society**.

**CARRIED**

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**MOTION 22-10-710**      **MOVED** by Councillor Cardinal

That the following Councillor be appointed to the **The Northern Lights Forest Education Society** for a one-year term – October 25, 2022 to October 2023.

1. Deputy Reeve Sarapuk

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. d) Hay Zama Committee**

**MOTION 22-10-711**      **MOVED** by Councillor Driedger

That the following Councillors be appointed to the **Hay Zama Committee** for a one-year term – October 25, 2022 to October 2023.

1. Councillor Bateman
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-712**      **MOVED** by Councillor Peters

That the following Councillor be appointed to the **La Crete Community Adult Learning Council** for a one-year term – October 25, 2022 to October 2023.

1. Councillor Braun

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-713**      **MOVED** by Councillor Peters

That the following Councillor be appointed to the **Mackenzie Applied Research Association (MARA)** for a one-year term – October 25, 2022 to October 2023.

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- 1. Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

- 8. i) Mackenzie Frontier Tourist Association (MFTA)**

**MOTION 22-10-714**

**MOVED** by Councillor Bateman

That the following Councillors be appointed to the **Mackenzie Frontier Tourist Association (MFTA)** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Cardinal
- 2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

- 8. j) Mackenzie Regional Community Policing Society**

**MOTION 22-10-715**

**MOVED** by Councillor Cardinal

That the following Councillor be appointed to the **Mackenzie Regional Community Policing Society** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Derksen

**CARRIED**

Reeve Knelsen recessed the meeting at 10:58 a.m. and reconvened at 11:12 a.m.

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

- 8. k) Mackenzie Regional Waste Management Commission**

**MOTION 22-10-716**

**MOVED** by Councillor Derksen

That the following Councillors be appointed to the **Mackenzie Regional Waste Management Commission** for a one-year term – October 25, 2022 to October 2023.

- 1. Reeve Knelsen
- 2. Councillor Bateman

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**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-717**

**MOVED** by Councillor Smith

That the following Councillor be appointed to the **Mighty Peace Watershed Alliance** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Cardinal

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-718**

**MOVED** by Councillor Smith

That the following Councillors be appointed to the **Northern Lakes College Community Education Committee** for a one-year term – October 25, 2022 to October 2023.

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

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. n) Northwest Species at Risk Committee (NWSAR)**

**MOTION 22-10-719**

**MOVED** by Deputy Reeve Sarapuk

That the following Councillors be appointed to the **Northwest Species at Risk Committee** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Smith
- 2. Councillor Wardley
- 3. Councillor Cardinal (alternate)

**CARRIED**

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**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-720**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Regional Economic Development Initiative** for a one-year term – October 25, 2022 to October 2023.

1. Reeve Knelsen
2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:  
MOTION 22-10-721**

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

**MOVED** by Councillor Wardley

That Mackenzie County appoint representatives to the **Rural Health Professions Action Plan (RhPAP)**.

**CARRIED**

**MOTION 22-10-722**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Rural Health Professions Action Plan (RhPAP)** for a one-year term – October 25, 2022 to October 2023.

1. Councillor Cardinal
2. Councillor Derksen
3. Councillor Smith

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

**8. q) Upper Hay Regional Forests Public Advisory Committee (PAC)**

**MOTION 22-10-723**

**MOVED** by Councillor Braun

That the following Councillors be appointed to the **Upper Hay Regional Forests Public Advisory Committee (PAC)** for a one-year term – October 25, 2022 to October 2023.

1. Councillor Cardinal

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2. Councillor Wardley

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-724**

**MOVED** by Councillor Cardinal

That the following Councillor be appointed to the **Veterinary Services Incorporated (VSI)** for a one-year term – October 25, 2022 to October 2023.

- 1. Councillor Smith
- 2. Deputy Reeve Sarapuk (alternate)

**CARRIED**

**EXTERNAL  
COMMITTEE  
REPRESENTATION:**

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

**MOTION 22-10-725**

**MOVED** by Councillor Wardley

That the following Councillors be appointed to the **Water North Coalition (WNC)** for a one-year term – October 25, 2022 to October 2023.

- 1. Reeve Knelsen
- 2. Councillor Peters

**CARRIED**

Reeve Knelsen recessed the meeting at 12:00 p.m. and reconvened at 12:56 p.m.

**ABOLISHMENT OF  
COMMITTEES:**

**6. a) Abolishment of Committees**

**MOTION 22-10-726**

**MOVED** by Councillor Cardinal

That the following Council Committees be abolished:

- 1. High Level Recreation Facility Task Force
- 2. Indigenous Joint Mutual Aid Committee
- 3. Inter-municipal Agreement Committee – Town of High Level

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**CARRIED**

**COUNCIL INTERNAL  
COMMITTEES:**

**MOTION 22-10-727**      **MOVED** by Councillor Bateman

That the Terms of Reference for the Assessment Review Board, Inter-municipal Planning Commission, and the Subdivision and Development Appeal Board be amended as presented.

**CARRIED**

**MOTION 22-10-728**      **MOVED** by Councillor Bateman

That the Terms of Reference for the Agricultural Appeal Board be amended with a term of two years as discussed.

**CARRIED**

**MOTION 22-10-729**      **MOVED** by Councillor Bateman

That the Terms of Reference for the Assessment Review Board, the Inter-municipal Subdivision and Development Appeal Board and the Subdivision and Development Appeal Board Appointments be for the same term of council and that administration bring back each respective bylaw to amend as discussed.

**CARRIED**

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

**MOTION 22-10-730**      **MOVED** by Councillor Wardley  
(Requires 2/3)

That first reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as amended.

**CARRIED**

**MOTION 22-10-731**      **MOVED** by Councillor Cardinal

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(Requires 2/3)

That second reading be given to Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members as amended.

**CARRIED**

**MOTION 22-10-732**  
 (Requires Unanimous)

**MOVED** by Councillor Smith

That consideration be given to go to third reading of Bylaw 1272-22 being the Honorariums and Related Expense Reimbursement Bylaw for Councillors and Approved Committee Members, at this meeting as amended.

**DEFEATED**

**BYLAWS/ POLICIES: 9. b) Bylaw 1240-21 Procedural Bylaw**

**MOTION 22-10-733**  
 (Requires 2/3)

**MOVED** by Councillor Wardley

That the Procedural Bylaw be brought back to the next Council meeting to amend.

**CARRIED**

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

**MOTION 22-10-734**

**MOVED** by Deputy Reeve Sarapuk

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

**CARRIED**

**OTHER BUSINESS: 10. a) 2023 Council Meeting Dates**

**MOTION 22-10-735**

**MOVED** by Councillor Cardinal

That the 2023 Council meetings be scheduled as follows:

| Date             | Meeting Type           | Location       | Time       |
|------------------|------------------------|----------------|------------|
| January 10, 2023 | Regular                | Fort Vermilion | 10:00 a.m. |
| January 24, 2023 | Committee of the Whole | Fort Vermilion | 10:00 a.m. |

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| January 25, 2023   | Regular                | Fort Vermilion | 10:00 a.m. |
| February 7, 2023   | Regular                | Fort Vermilion | 10:00 a.m. |
| February 28, 2023  | Regular                | Fort Vermilion | 10:00 a.m. |
| March 7, 2023      | Regular                | Fort Vermilion | 10:00 a.m. |
| March 28, 2023     | Committee of the Whole | Fort Vermilion | 10:00 a.m. |
| March 29, 2023     | Regular                | Fort Vermilion | 10:00 a.m. |
| April 4, 2023      | Regular                | Fort Vermilion | 10:00 a.m. |
| April 25, 2023     | Committee of the Whole | Fort Vermilion | 10:00 a.m. |
| April 26, 2023     | Regular                | Fort Vermilion | 10:00 a.m. |
| May 9, 2023        | Regular                | Fort Vermilion | 10:00 a.m. |
| May 24, 2023       | Regular                | Fort Vermilion | 10:00 a.m. |
| June 6, 2023       | Regular                | Fort Vermilion | 10:00 a.m. |
| June 27, 2023      | Committee of the Whole | Fort Vermilion | 10:00 a.m. |
| June 28, 2023      | Regular                | Fort Vermilion | 10:00 a.m. |
| July 11, 2023      | Committee of the Whole | Fort Vermilion | 10:00 a.m. |
| July 12, 2023      | Regular                | Fort Vermilion | 10:00 a.m. |
| August 15, 2023    | Committee of the Whole | Fort Vermilion | 10:00 a.m. |
| August 16, 2023    | Regular                | Fort Vermilion | 10:00 a.m. |
| September 6, 2023  | Regular                | Fort Vermilion | 10:00 a.m. |
| September 19, 2023 | Regular                | Fort Vermilion | 10:00 a.m. |
| October 11, 2023   | Regular                | Fort Vermilion | 10:00 a.m. |
| October 24, 2023   | Organizational Meeting | Fort Vermilion | 10:00 a.m. |
| October 25, 2023   | Regular                | Fort Vermilion | 10:00 a.m. |
| November 14, 2023  | Regular                | Fort Vermilion | 10:00 a.m. |
| November 28, 2023  | Regular                | Fort Vermilion | 10:00 a.m. |
| December 12, 2023  | Regular                | Fort Vermilion | 10:00 a.m. |

**CARRIED**

**DESTRUCTION OF  
 BALLOTS:**

**11. a) Destruction of Ballots**

**MOTION 22-10-736**

**MOVED** by Councillor Peters

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That all ballots used during the 2022 Organizational Meeting be destroyed.

**CARRIED**

**ADJOURNMENT: 12. a) Adjournment**

**MOTION 22-10-737 MOVED** by Councillor Driedger

That the Organizational Meeting be adjourned at 2:13 p.m.

**CARRIED**

These minutes were approved at the November 1, 2022 Budget Council Meeting.

(original signed)  
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Josh Knelsen  
Reeve

(original signed)  
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James Thackray  
Chief Administrative Officer

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