

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
of the Town of Wembley, in the Province of Alberta  
held in the Wembley Municipal Office  
this 14<sup>th</sup> day of April 2020.**

1. CALL-TO-ORDER

Present: Mayor Turnmire called the meeting to order at 7:05 p.m. (in person)  
CAO Noreen Zhang (in person)  
Councillor Peterson (video conference)  
Councillor McCallum (video conference)  
Councillor Guimond (video conference)  
Councillor Gundersen (video conference)  
Councillor Underwood (video conference)

2. APPROVAL OF AGENDA

**MOTION # 2020-0084**

**Moved by** Councillor Guimond Council approve the Agenda with the following additions:  
New Business – Item 11.6 Councillors Honorarium, Item 11.7 Physicians Clinic in Wembley  
Correspondence – Item 13.4 Pipestone Energy – Frac Information

**CARRIED UNANIMOUSLY**

3. ADOPTION OF MINUTES

3.1 Minutes of regular March 9, 2020 Council Meeting

**MOTION # 2020-0085**

**Moved by** Councillor Underwood Council adopt the minutes of the March 23, 2020 Council meeting as presented.

**CARRIED UNANIMOUSLY**

4. DELEGATIONS

4.1 Jan Nutting, Auditor (Fletcher & Mudryk) (video conference) – Review Financial Statement  
Jan Nutting was present to address any queries Council may have regarding the 2019 Financial Statement.

**MOTION #2020-0086**

**MOVED by** Councillor Peterson Council leave the \$163,926 in Operating Reserve – General Administration.

**Seconded by** Councillor Guimond

**CARRIED UNANIMOUSLY**

**MOTION #2020-0087**

**Moved by** Councillor McCallum Council accept the 2019 Financial Statement, with minor adjustments as discussed.

**Seconded by** Councillor Gundersen

**CARRIED UNANIMOUSLY**

5. FINANCE

5.1 Accounts Payable

**MOTION # 2020-0088**

**Moved by** Councillor Peterson Council ratify the accounts payable, as identified in Schedule “A”, cheque #20200232 to cheque #20200278, totaling \$79,302.76.

**CARRIED UNANIMOUSLY**

5.2 Revenue & Expense and Monthly Statement for the Month of March 2020

**MOTION #2020-0089**

**Moved by** Councillor Guimond Council approve the revenue & expense and monthly statement for the month of March 2020.

**CARRIED UNANIMOUSLY**

6. PUBLIC HEARING

6.1 None

\_\_\_\_\_  
Initials

7. BYLAW

- 7.1 Bylaw 728 – Regional Emergency Management Bylaw  
Bylaw 728 – A Bylaw of the Town of Wembley in the Province of Alberta to regulate Regional Emergency Management

**MOTION #2020-0090**

**Moved by** Councillor Underwood Council give first reading to Bylaw 728, being the Regional Emergency Management Bylaw.

**CARRIED UNANIMOUSLY**

Bylaw 728 was read for the first time.

**MOTION #2020-0091**

**Moved by** Councillor McCallum Council give second reading to Bylaw 728

**CARRIED UNANIMOUSLY**

Bylaw 728 was then read for the second time.

**MOTION #2020-0092**

**Moved by** Councillor Peterson Council have third reading of Bylaw 728 at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION #2020-0093**

**Moved by** Councillor Guimond Council give third reading to Bylaw 728 - A Bylaw of the Town of Wembley in the Province of Alberta to regulate Regional Emergency Management

**CARRIED UNANIMOUSLY**

Bylaw 728 was read for the third time and finally passed.

- 7.2 Bylaw 674 – Regional Emergency Management Bylaw

**MOTION #2020-0094**

**Moved by** Councillor Gundersen Council rescind Bylaw 674.

**CARRIED UNANIMOUSLY**

8. POLICIES

- 8.1 Flexible/Remote Work Location Policy – HR 9

**MOTION #2020-0095**

**Moved by** Councillor Guimond Council approve the Flexible/Remote Work Location Policy HR 9.

**CARRIED UNANIMOUSLY**

9. CAO REPORT

- 9.1 Easement Update

- Public Works staff has continuously been monitoring and clearing snow at the easement adjacent to the Aquatera compound.
- Aquatera has also been advised to clear the snow within the compound to ensure that the melting snow does not add to the possibility of flooding to the residents' back yards and garages.

- 9.2 Municipal Development Plan

- The public hearing was deferred to a later date to give residents more time to respond to the survey online and ensure that the public will be able to put forward their comments and concerns.

- 9.3 ATB Line of Credit

- Inquiry was made to ATB regarding the process of increasing the Town's line of credit should it be required due to the repercussions of the COVID-19 pandemic.
- ATB representative, Shauna Kay, stated that the process and timelines has not changed even after the provincial government made the announcements.

- 9.4 CAO – Self-Isolation

- Due to mild flu like symptoms, I self-isolated at home for the recommended amount of days by AHS as a precautionary measure.

\_\_\_\_\_  
Initials

- 9.5 Flexible/Remote Working Procedures for Eligible Staff
- Procedures to follow regarding working remotely for eligible staff have been made to ensure that options are available. Staff facing hardships due to the new normal brought on by the COVID-19 virus are being given options to work full-time or part-time remotely.
  - Currently, the Town office staff hours of operation have not changed. Working on enabling staff, eligible to work remotely, to have a schedule that will ensure the Town office will have at least one person physically available at the location.
- 9.6 Source Energy SDAB Appeal Dismissed
- The Court of Queen's Bench dismissed Source Energy's appeal (March 3, 2020) regarding the development permit that was appealed at the Joint Subdivision and Development Appeal Board.
- 9.7 Meetings Attended
- Daily GPREP DEM Teleconference
  - Twice weekly AEMA Provincial Updates Teleconference

**MOTION #2020-0096**

**Moved by** Councillor Gundersen Council accept the CAO's report as information

**CARRIED UNANIMOUSLY**

10. OLD BUSINESS

10.1 None

11. NEW BUSINESS

11.1 AMSC Energy Program 2020 Aggregation - Electricity

**MOTION #2020-0097**

**Moved by** Councillor Peterson Council authorize the CAO to sign the Aggregation Authorization form.

**CARRIED UNANIMOUSLY**

11.2 Imagination Play and Learn Inc. Daycare – Rent Deferral

**MOTION #2020-0098**

**Moved by** Councillor Peterson Council approve deferring the Imagination Play and Learn Inc. Daycare's rent, in the amount of \$3,245.60 for the four (4) months only of April to July 2020.

**CARRIED UNANIMOUSLY**

11.3 Notification of Service Suspension for the County Connector Rural Transportation Pilot Project

**MOTION #2020-0099**

**Moved by** Councillor McCallum Council authorize the Mayor and CAO to sign the Regional Service Amending Agreement.

**CARRIED UNANIMOUSLY**

11.4 Joint Assessment Review Board Recommendations for Changes

**MOTION #2020-0100**

**MOVED by** Councillor Gundersen Council direct Administration to bring back an amended bylaw for the Joint Assessment Review Board with the changes recommended by the County of Grande Prairie.

**CARRIED UNANIMOUSLY**

11.5 Property Tax Deferral

**MOTION #2020-0101**

**MOVED by** Councillor Peterson Council approve to keep the July 31<sup>st</sup> deadline for property taxes, but do not charge any penalties for unpaid taxes for the current tax year, for residential and non-residential, until October 31<sup>st</sup>, 2020.

**CARRIED UNANIMOUSLY**

- 11.6 Councillor Honorariums  
**MOTION #2020-0102**  
**Moved by** Councillor Guimond, after Council reviewed Council expenses, that Council approve that there will be no changes to the honorariums.

**CARRIED UNANIMOUSLY**

- 11.7 Physicians Clinic in Wembley  
Mayor Turnmire updated Council on the status of the Physicians Clinic in Wembley. The Mayor had conversations with Dr. Stewart, and the holdup was with sourcing monies for tenant improvements. Council discussed various options.

12. REPORTS

- 12.1 Audit Committee  
12.2 Community Futures  
12.3 FCSS Advisory Board  
12.4 Grande Prairie Regional Emergency Partnership  
12.5 Grande Prairie Regional Emergency Partnership Committee  
12.6 Grande Prairie Regional Tourism  
12.7 Grande Spirit Foundation  
12.8 HR Committee  
12.9 Helen E. Taylor Advisory School Council  
12.10 ICF & IDP Steering Committee  
12.11 Joint Grande Prairie Area Recreation Committee  
12.12 Parks and Recreation  
12.13 Peace Airshed Zone Association (PAZA)  
12.14 Peace Library System Board  
12.15 Public Works  
**12.15.1 Public Works Committee Meeting – April 1, 2020**  
12.16 West Grande Prairie County Regional Landfill  
12.17 South Peace Physician Attraction & Recreation Committee  
12.18 Wapiti Area Synergy Group (WASP)  
12.19 Wembley and District Agricultural Society  
12.20 Wembley-Dimsdale-Saskatoon Lake Recreation Board  
12.21 Wembley Public Library  
12.22 911 and Emergency Services  
**12.22.1 Wembley Fire Department – Call Update March 2020**  
**12.22.2 Wembley Fire Department – 1<sup>st</sup> Quarter Statistics 2020**  
12.23 **Bylaw Enforcement Monthly Report – March 2020**  
12.24 **Beaverlodge Detachment**  
12.25 **Wembley and District Arts and Culture Historical Society Minutes – March 11, 2020**  
**MOTION #2020-0103**  
**Moved by** Councillor Gundersen Council accept the reports as information.

13. CORRESPONDENCE

- 13.1 Canadian Federation of Independent Business – Letters of March 20<sup>th</sup> and March 25<sup>th</sup>, 2020.  
13.2 Minister of Children Services – Day Care Note to AUMA-RMA  
13.3 Minister of Environment & Parks – Suspension of Report Requirements  
13.4 Pipestone Energy – Frac Information  
**MOTION #2020-0104**  
**Moved by** Councillor Peterson Council accept the correspondence for information.

**MOTION #2020-0105**

**Moved by** Councillor McCallum to go into a five (5) minute break – 9:13 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2020-0106**

**Moved by** Councillor Gundersen to come out of five (5) minute break – 9:20 p.m.

**CARRIED UNANIMOUSLY**

14. CLOSE SESSION

**MOTION # 2020-0107**

**Moved by** Councillor Gundersen Council move into closed session – 9:20 p.m.

**MOTION #2020-0108**

**Moved by** Councillor Guimond to move out of closed session at 9:45 p.m.

**CARRIED UNANIMOUSLY**

14.1 Wembley Public Library – Legal Matter (Section 16)

**MOTION #2020-0109**

**Moved by** Councillor Guimond Council appoint Richelle LaCoste to the Wembley Library Board for a term of three (3) years.

**CARRIED UNANIMOUSLY**

**MOTION #2020-0110**

**Moved by** Councillor Gundersen Council rescind Peggy Hudec as a member of the Wembley Library Board and that CAO Zhang send letter to Ms. Hudec advising of same.

**CARRIED UNANIMOUSLY**

14.2 CAO Evaluation – HR Matter (Section 17)

**MOTION #2020-0111**

**Moved by** Councillor Guimond that Council acknowledge that CAO Zhang has completed her one (1) year probationary period.

**CARRIED UNANIMOUSLY**

**MOTION #2020-0112**

**Moved by** Councillor Underwood that Council increase the CAO's remuneration by \$5,000 to a yearly total of \$110,000, effective April 8<sup>th</sup>, 2020 to December 31, 2020.

**CARRIED UNANIMOUSLY**

15. COUNCIL REPORTS

15.1 None

16. ROUND TABLE

Mayor Turnmire

- Informed Council that Councillor Johnson will be returning to Council June 8, 2020.

Councillor Gundersen

- Nothing to report

Councillor Peterson

- Nothing to report

Councillor McCallum

- Nothing to report

Councillor Underwood

- Nothing to report.

Councillor Guimond

- Sink hole behind her driveway and if Public Works could look at this. CAO Zhang informed Councillor Guimond that Public Works has already addressed this.

CAO Zhang

- Nothing to report

17. ADJOURNMENT

**MOTION #2020-0113**

**MOVED by** Councillor Guimond the meeting be adjourned at 9:48 p.m.

**CARRIED UNANIMOUSLY**