

**MINUTES OF THE ORGANIZATIONAL MEETING**  
**of the Town of Wembley, in the Province of Alberta**  
**held in the Wembley Municipal Office**  
**this 27<sup>th</sup> day of October 2025 @ 6:00 p.m.**

**PRESENT:** Mayor Peterson  
Councillor Baker  
Councillor Barendregt  
Councillor Berlasty  
Councillor Ketchum  
Councillor Skinner  
Councillor Wills  
CAO Noreen Zhang

**1. CALL-TO-ORDER**

The Organizational Meeting was called to order at 6:05 p.m. by Noreen Zhang, Chief Administrative Officer.

**2. OATH OF OFFICE – ALL COUNCIL**

Acclaimed Mayor Kelly Peterson took the Oath of Office as Mayor of the Town of Wembley.

Acclaimed Councillors – Shaun Baker, Dick Barendregt, Robert Berlasty, Rebecca Ketchum, Tanya Skinner, Bailee Wills each took the Oath of office as Councillors for the Town of Wembley.

**3. APPOINTMENT OF DEPUTY MAYOR**

3.1 Deputy Mayor schedule updated.

**4. OATH OF OFFICE – DEPUTY MAYOR**

Councillors – Shaun Baker, Dick Barendregt, Robert Berlasty, Rebecca Ketchum, Tanya Skinner, Bailee Wills each took the Oath of Office as Deputy Mayor for the Town of Wembley as per the term for as per Deputy Mayor schedule.

**5. COUNCIL COVENANT**

All members of Council present signed the Council Covenant.

**6. BANKING**

6.1 To continue with ATB Financial for the Town's financial institution.

**MOTION #2025-0201**

**Moved by** Councillor Ketchum Council direct Administration to continue with ATB Financial as the Town's financial institution.

**CARRIED UNANIMOUSLY**

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Initials

- 6.2 Banking Designated Signing Authority  
Mayor, Deputy Mayor, plus the CAO or in the absence of the CAO or designated CAO, the Administrative Assistant. List of approved authorized signers as per requirement of two (2) to sign (one council signature and one administration signature). The Town of Wembley requires two (2) to sign (one administration signature and one council signature) for all ATB Financial Deposit accounts/and or investments held by the Town of Wembley.

The following will be the full list of Authorized Signers that will be on our account:

**Council Members:**

Mayor:

Kelly Peterson – Current Signer

Councillors:

Shaun Baker – Current Signer

Dick Barendregt – **To be added as authorized signer (new Council Member)**

Robert Berlasty – Current Signer

Rebecca Ketchum – Current Signer

Tanya Skinner – Current Signer

Bailee Wills – **To be added as authorized signer (new Council Member)**

**Administration:**

Chief Administrative Officer: Noreen Zhang – Current Signer

Community Services Manager: Christina Ketchum – Current Signer

Administrative Services Manager: Danielle Line – Current Signer

**MOTION #2025-0202**

**Moved by** Councillor Ketchum Council approve the Banking Designated Signing Authorities as presented.

**CARRIED UNANIMOUSLY**

**7. AUDITORS**

- 7.1 To continue with Fletcher Mudryk LLP Chartered Professional Accountants Firm.

**MOTION #2025-0203**

**Moved by** Councillor Berlasty Council direct Administration to continue with Fletcher Mudryk LLP, Chartered Professional Accountant firm, as the Town's auditors.

**CARRIED UNANIMOUSLY**

**8. COUNCIL REMUNERATION**

- 8.1 Policy C-1 Council Remuneration and Travel Expenses

**MOTION #2025-0204**

**Moved by** Councillor Ketchum Council accept Policy C-1 Council Remuneration and Travel Expenses for information.

**CARRIED UNANIMOUSLY**

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Initials

**9. MUNICIPAL OFFICE**

**MOTION #2025-0205**

**Moved by** Councillor Baker Council approve that municipality affairs continue to be conducted out of the Town Office, 9940 – 101 Street, Box 89, Wembley, Alberta.

**CARRIED UNANIMOUSLY**

**10. ESTABLISH 2026 COUNCIL AND COMMITTEE MEETING DATES**

10.1 Council Calendar 2026

**MOTION #2025-0206**

**Moved by** Councillor Wills Council accepts the 2026 Council Calendar as presented.

**CARRIED UNANIMOUSLY**

**11. APPOINTMENTS OF COMMITTEES AND REPRESENTATIVES**

- **Alberta Healthy Communities Committee**
  - Mayor Peterson
  - Councillor Ketchum
- **Audit Committee**
  - Mayor Peterson
  - Councillor Ketchum
  - Councillor Wills
  - CAO, Zhang
- **Community and Protective Services Committee**
  - Mayor Peterson
  - Councillor Berlasty
  - CAO, Zhang (Chair)
- **Community Futures**
  - Councillor Berlasty
- **Economic Development Advisory Committee**
  - Mayor Peterson
  - Councillor Barendregt
- **FCSS Advisory Board**
  - Councillor Ketchum
  - Councillor Skinner
- **Grande Prairie Regional Emergency Agency**
  - CAO Noreen Zhang
- **Grande Prairie Regional Emergency Partnership Committee**
  - Councillor Berlasty
  - Councillor Barendregt (Alternate)
- **Grande Prairie Regional Tourism**
  - Councillor Ketchum
  - CAO Noreen Zhang (Alternate)

- **Grande Spirit Foundation**
  - Councillor Skinner
- **HR Committee**
  - Mayor Peterson
  - Councillor Berlasty
  - Councillor Ketchum
- **Helen E. Taylor Advisory School Council**
  - Councillor Skinner
- **ICF & IDP Steering Committee**
  - Mayor Peterson
  - Councillor Berlasty
  - Councillor Skinner
- **Joint Grande Prairie Area Recreation Committee**
  - Mayor Peterson
  - Community Services Manager C. Ketchum
- **Northern Alberta Elected Leaders**
  - Mayor Peterson
  - Councillor Ketchum (Alternate)
- **Peace Airshed Zone Association (PAZA)**
  - Councillor Barendregt
  - Councillor Wills (Alternate)
- **Peace Library System Board**
  - Councillor Barendregt
- **Regional Landfill**
  - Mayor Peterson
  - CAO, Zhang (Alternate)
- **South Peace Physician Attraction & Retention Committee**
  - Councillor Ketchum
  - Community Member: Susan Moodie
- **Water North Coalition (WNC)**
  - Councillor Barendregt
- **Wapiti Area Synergy Group (WASP)**
  - Councillor Barendregt
  - Councillor Berlasty (Alternate)
- **Wembley and District Agricultural Society**
  - Councillor Skinner
- **Wembley-Dimsdale-Saskatoon Lake Recreation Board**
  - Councillor Baker
- **Wembley Elementary School Advisory Council**
  - Councillor Wills
- **Wembley Public Library**
  - Councillor Baker
  - Councillor Ketchum
- **911 and Emergency Services**

- District Fire Chief Smith

**MOTION #2025-0207**

**Moved by** Councillor Barendregt Council appoint the Committees, with one addition to PAZA, as presented.

**CARRIED UNANIMOUSLY**

**12. ADJOURNMENT**

**MOTION #2025-0208**

**Moved by** Councillor Baker the Organizational meeting be adjourned at 6:46 p.m.

**CARRIED UNANIMOUSLY**

*(SIGNED)*

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Mayor Kelly Peterson

*(SIGNED)*

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CAO Noreen Zhang

Copy of Approved Minutes