

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
of the Town of Wembley, in the Province of Alberta,  
held in the Wembley Municipal Office  
this 27th day of November 2023.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:00 p.m.  
CAO Zhang  
Councillor Skinner  
Councillor Underwood  
Councillor Ketchum  
Councillor Baker

Regrets: Councillor Berlasty  
Councillor Johnson

2. APPROVAL OF AGENDA

**MOTION #2023-0271**

**Moved by** Councillor Ketchum Council approve the Agenda as presented.

**CARRIED UNANIMOUSLY**

3. ADOPTION OF MINUTES

3.1 Minutes of the Council Budget Meeting held on November 7th, 2023.

**MOTION #2023-0272**

**Moved by** Councillor Baker Council adopt the minutes of Council Budget Meeting held on November 7th, 2023, as presented.

**CARRIED UNANIMOUSLY**

3.2 Minutes of Regular Meeting of Council held on November 14th, 2023.

**MOTION #2023-0273**

**Moved by** Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held November 14th, 2023, as presented.

**CARRIED UNANIMOUSLY**

4. DELEGATIONS

4.1 Government Frameworks (FARMER)

Ms. Amy Underwood and Mr. Franz Gangl, via Zoom, introduced Council to a software package which assists administrations with the running of their municipalities. FARMER stands for Forms, Automation, Records Management and Executive Reporting.

4.2 Wembley Developments

Mr. Brad Jones was present to discuss with Council his plans for future residential/commercial developments in the Town of Wembley.

5. FINANCE

6. PUBLIC HEARING

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Initials

7. BYLAWS

7.1 Bylaw 740 – Garbage and Recycling – Amendment to Rate Schedule “A”

**MOTION #2023-0274**

**Moved by** Councillor Ketchum Council approve the amendment to Rate Schedule “A” to increase the monthly per unit recycling fee from \$7.50 to \$8.50 for residential, commercial, and institutional properties, effective January 1, 2024.

8. POLICIES

8.1 Policy C1: Council Remuneration and Travel Expenses

**MOTION #2023-0275**

**Moved by** Councillor Underwood Council direct Administration to include in Policy C1 – Council Remuneration and Travel Expenses, the direction that Council expenses must be submitted to Finance no later than the last day of each month.

**CARRIED UNANIMOUSLY**

9. CAO REPORT

9.1 Council Christmas Card Contest Winners

- We received two (2) submissions this year and chose the artwork that will be on the Christmas card.

9.2 Christmas House Lighting Contest 2023 – Judging Day December 21<sup>st</sup>, 2023

- The Town is holding the Christmas House Lighting contest. No entries required. The winners are going to be selected from the houses that decorated for the holidays. Prizes will be gift cards from local Wembley businesses.

9.3 Scheduled One Extra Recycling Day – December 26, 2023

- To assist residents with their after Christmas recycling, there will be an additional curbside recycling day this year. It is currently scheduled for December 26<sup>th</sup>

9.4 Meetings/Training Attended

- November 17, 2023 – GPREP Agency Meeting (Grande Prairie, AB)
- November 20, 2023 – GPRTA Annual General Meeting (Grande Prairie, AB)
- November 22, 2023 – Business Plan Review with Shareholders (Grande Prairie, AB)
- November 21 – 23, 2023 – ICS 400 Training (Grande Prairie, AB)

**MOTION #2023-0276**

**Moved by** Councillor Baker Council accept the CAO report as information.

**CARRIED UNANIMOUSLY**

10. OLD BUSINESS

11. NEW BUSINESS

11.1 Public Works Unit PWV02 – 1992 Ford L900 Gravel Truck – Asset Disposal

**MOTION #2023-0277**

**Moved by** Councillor Ketchum Council accept the recommendation to dispose of Unit PWV02 due to age, safety, and expensive repairs to keep it running.

**CARRIED UNANIMOUSLY**

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Initials

- 11.2 APEX Supplemental Pension for Chief Administrative Officer Position  
**MOTION #2023-0278**  
**Moved by** Councillor Skinner Council approve Administration move forward with registering the Chief Administrator Officer Position in the APEX Supplemental Pension, administered though Alberta Municipalities, effective the first 2024 pay period.

**CARRIED UNANIMOUSLY**

12. REPORTS

- 12.1 Audit Committee
- 12.2 Community Futures
- 12.3 Community and Protective Services Committee
- 12.4 FCSS Advisory Board
- 12.5 Grande Prairie Regional Emergency Partnership
- 12.6 Grande Prairie Regional Emergency Partnership Committee
- 12.7 Grande Prairie Regional Tourism
- 12.8 Grande Spirit Foundation
- 12.9 HR Committee
- 12.10 Healthy Communities Committee
- 12.11 Helen E. Taylor Advisory School Council
- 12.12 ICF & IDP Steering Committee
- 12.13 Joint Grande Prairie Area Recreation Committee
- 12.14 Northern Alberta Elected Leaders
- 12.15 Parks and Recreation
- 12.16 Peace Airshed Zone Association (PAZA)
- 12.17 Peace Library System Board
- 12.18 West Grande Prairie County Regional Landfill
- 12.19 South Peace Physician Attraction & Retention Committee
- 12.20 Wapiti Area Synergy Group (WASP)
- 12.21 Water North Coalition
- 12.22 Wembley and District Agricultural Society
- 12.23 Wembley-Dimsdale-Saskatoon Lake Recreation Board
- 12.24 Wembley Elementary School
- 12.25 Wembley Public Library
- 12.26 911 and Emergency Service
- 12.27 Bylaw Enforcement Services
- 12.28 Beaverlodge RCMP Detachment

13. CORRESPONDENCE

- 13.1 Wembley Elementary School – Thank You Letter for New Sidewalks  
**MOTION #2023-0279**  
**Moved by** Councillor Underwood Council accept correspondence as information.

**CARRIED UNANIMOUSLY**

14. NOTICE OF MOTION

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Initials

15. COUNCIL REPORTS

- Councillor Underwood  
Attended Peace Library System Board meeting and the Aquatera Shareholder meeting. Also made 40 Christmas Vases for the Library and took part in the Nerf Gun Wars. Councillors Underwood and Skinner attended the Craft Fair over the weekend.
- Councillor Skinner  
FCSS – Councillor Skinner and Christina Ketchum reorganized and cleaned out the FCSS shed. There will also be a Food Drive on December 14<sup>th</sup> and has reached out to the Fire Department to showcase all their equipment at the Husky for the Drive.
- Councillor Baker  
Took part in the Nerf Gun Wars. Missed Ag Society AGM due to another commitment.
- Councillor Ketchum  
Attended the GPRTA Annual General meeting, plus the pre-AGM meeting, and the NAEL meeting. Also attended the Slumberkins meeting at the Elementary School.
- Mayor Peterson  
Attended Ag Society AGM and picking of executives next meeting. Financials not presented at AGM and Councillor Skinner will follow-up on the financials. IDP on Thursday.
- CAO Zhang  
A few items being tweaked in the draft budget. Reminder that CCW has been moved to December 4<sup>th</sup>.

16. ROUND TABLE

17. CLOSED SESSION

18. ADJOURNMENT

**MOTION #2023-0280**

**M0ved by** Councillor Baker Council adjourn the meeting at 8:52 p.m.

**CARRIED UNANIMOUSLY**

**(SIGNED)**

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Mayor – Kelly Peterson

**(SIGNED)**

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CAO – Noreen Zhang