AGENDA
REGULAR MEETING OF COUNCIL
of the Town of Wembley, in the Province of Alberta
held in the Wembley Municipal Office
this September 14, 2026 @ 7:00pm.

Join Zoom Meeting
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1. CALL-TO-ORDER

2. ADOPTION OF AGENDA

   2.1. To amend the Agenda Order of Business; that council moves the Public Hearing to immediately follow Adoption of Agenda to accommodate the 7:00pm start time.
   RECOMMENDATION
   Motion 1: That Council moves to amend the agenda to move the Public Hearings to immediately follow Adoption of Agenda to accommodate the 7:00 PM start time.

   Motion 2: That the agenda be adopted as amended.

3. PUBLIC HEARING (Starts at 7:00pm)

   3.1. Public Hearing Procedures for Bylaw 733-E; Being an amendment to Land Use Bylaw 733.

4. ADOPTION OF MINUTES (Resuming the standard order after Public Hearing)

   4.1. Minutes of Regular Meeting of Council held on August 24, 2026.
   RECOMMENDATION
   That Council adopts the minutes of the Regular Meeting of Council held August 24, 2026, as presented.

   4.2. Minutes of Council Committee of the Whole held on September 9, 2026.
   RECOMMENDATION
   That Council adopts the minutes of the Council Committee of the Whole held September 9, 2026, as presented.

5. DELEGATIONS

6. FINANCE

6.1. Monthly Bank Financial Statement for August 2026

RECOMMENDATION

That Council accepts the monthly bank financial statement for August 2026 as information.

6.2. Property Tax Outstanding Balance – Tax Trial Balance (Debit Balances Only)

Total includes tax installment payment plan.

Trial Balance as of 2026-09-09 (Penalty included)

Current (2026)	$ 445,252.90
1 Year (2025)	$ 83,909.23
2 Years (2024)	$ 24,496.17
3 Years (2023)	$2,252.76
Over 3 (2022)	$0.00
Outstanding	$ 555,911.06.

RECOMMENDATION

That Council accepts the Property Tax Outstanding Balance as of 2026-09-09 as information.

6.3. 2026 Budget Update

RECOMMENDATION

That Council accepts the 2026 Budget Update as information.

7. BY-LAW

7.1. Bylaw 733-E: Land Use Bylaw 733 Amendment

A By-Law to amend By-Law No. 733 Town of Wembley.

That Section 3.6.3 be deleted and replaced with the following:

3.6.3. Additional Requirements:

(a) The number of Duplexes is limited to a maximum of three (3) within a 60 m (197 ft) radius surrounding and including the site of a proposed Duplex, applicable only when the proposed Duplex lacks access to a rear lane.

(b) The Development Officer may decide on such other requirements as are necessary having regard to the nature of the development and the intent of the district.

That Section 5.14.3 be deleted and replaced with the following:

5.14.3 A secondary suite shall not be allowed in:

(a) An accessory building; or

(b) A single detached dwelling without rear lane access, unless the off-street front yard provides the minimum parking requirements in accordance with **Section 4.12.1.**

That Section 5.14.6 be added as follows:

(a) Notwithstanding the rear lane access restrictions in Section 5.14.3(b) and the density limits in Section 5.14.5, secondary suites are allowed on Lots 24, 25, 26, 27, 28, 29, and 30, Block 25, Plan 1421601, as identified in **Schedule A**, provided that front-yard off-street parking is provided to the satisfaction of the Development Officer.

That Section 3.16.1, be amended by including the following as Discretionary Uses:

- Exterior Storage, limited strictly to that portion of the NE Quarter Section 15 Township 71 Range 8 W6M identified on Schedule B.
- Mini Storage, limited strictly to that portion of the NE Quarter Section 15 Township 71 Range 8 W6M identified on Schedule B.

RECOMMENDATION
That Council gives Bylaw 733-E a second reading at this meeting.
RECOMMENDATION
That Council proceed to third reading for Bylaw 733-E a third and final reading at this meeting.

8. POLICIES

9. CAO REPORT

10. OLD BUSINESS

11. NEW BUSINESS

11.1. Councillor Shaun Baker resignation from Town of Wembley Council, effective September 1, 2026.
RECOMMENDATION
That Council accepts Councillors Shaun Baker's resignation from the Wembley Town Council effective September 1, 2026.

11.2. Town of Wembley 2026 Municipal By-Election. Town of Wembley Council has one (1) Councillor vacancy.
RECOMMENDATION
That Council declare November 16, 2026, as the date of the Town of Wembley 2026 Municipal By-Election to fill the one vacant Councillor position.

11.3. Appoint Noreen Zhang as Returning Officer, Danielle Line as Substitute Returning Officer and Tara Doucette as Deputy Returning Officer for the Town of Wembley 2026 Municipal By-Election.
RECOMMENDATION
THAT Council motion to appoint Noreen Zhang as Returning Officer; and

THAT Council motion to appoint Danielle Line as the Substitute Returning Officer; and

THAT Council motion to appoint Tara Doucette as the Substitute Returning Officer for the Town of Wembley 2026 By-Election.

11.4. Notice of Nomination Day October 19, 2026 *(Local Authorities Act (Section 26))* for the Town of Wembley 2026 By-Election.

RECOMMENDATION

That Council hereby gives notice that Nomination Day is October 19, 2026, and that nominations for the election of candidates for the office of Councillor will be received at the Wembley Town Office within the period beginning on September 15, 2026, and ending at 12pm noon on Nomination Day for the Town of Wembley 2026 By-Election.

11.5. Alberta Community Partnership (ACP) program for the Pavement and Sidewalk Assessment Study project.

RECOMMENDATION

THAT Council supports the joint application for funding under the Alberta Community Partnership (ACP) program for the Pavement and Sidewalk Assessment Study project; and

THAT Council authorizes Town of Wembley to participate in this project alongside Town of Beaverlodge and Town of Sexsmith; and

THAT Town of Sexsmith is designated as the Managing Partner for the project and is authorized to submit the grant application and manage the funds on behalf of the partnership.

11.6. 1968682 Alberta Ltd – Caveat on Property.

12. REPORTS

12.1. Audit Committee

12.2. Community Futures Grande Prairie & Region

12.3. Community and Protective Services Committee

12.3.1. Community and Protective Services Committee Meeting Minutes September 10, 2026

A.) Fire Department Section

Discussion centered on the General Supplies account and how it was already over the original allocated budget amount of $1,500. Captain Moon informed Committee that an additional amount of $4,500 would be required to cover expenses to the end of the year. Committee recommended that Council approve increasing the amount of $1,500 to $6,000.

RECOMMENDATION

That Council approves increasing the Fire Department General Supplies budget line from $1,500 to $6,000.

B.) Public Works Section

A resident has voiced concerns about the stop signs at 98 Street and 99 Street. Committee recommended to Council that the stop signs be changed to yield signs and stop signs be put on the other sides.

RECOMMENDATION

That Council approve stop signs on the north and south side and the yield signs on the east and west side of the 98th Street and 99th Street back alley.

C.) Public Works Section

Committee recommended Council approve an additional $5,000 for preventative maintenance on large machinery originally budgeted for $100,000 to $105,000 and an additional $10,000 for preventative maintenance on small equipment originally $40,000 to $50,000.

RECOMMENDATION

That Council approves increasing preventative maintenance on large machinery originally budgeted for $100,000 to $105,000 and an additional $10,000 for preventative maintenance on small equipment originally $40,000 to $50,000.

12.4. FCSS Advisory Board

12.4.1. FCSS Advisory Board Committee Meeting April 20, 2026, Approved Minutes

12.4.2. What's Up Wembley – September 16, 2026; Event Information

12.4.3. FCSS Harvest Dance September 18, 2026; Event Information

12.5. Grande Prairie Regional Emergency Partnership

12.6. Grande Prairie Regional Emergency Partnership Committee

12.7. Grande Prairie Regional Recreation Committee

12.8. Grande Prairie Regional Tourism

12.9. Grande Spirit Foundation

12.9.1. Harvest Dinner Fundraiser October 3rd, 2026; Event Ticket information

12.10. HR Committee

12.11. Healthy Communities Committee

12.12. Helen E. Taylor Advisory School Council

12.13. ICF & IDP Steering 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

12.17.1. Peace Library System 40th anniversary – September 18, 2026

12.18. South Peace Physician Attraction & Retention Committee

12.19. Wapiti Area Synergy Group (WASP)

12.20. Water North Coalition

12.21. Wembley and District Agricultural Society

12.22. Wembley-Dimsdale-Saskatoon Lake Recreation Board

12.23. Wembley Elementary School

12.24. Wembley Public Library Board (Town of)

12.25. West Grande Prairie County Regional Landfill

12.26. 911 and Emergency Services

12.27. By-Law Enforcement Services

12.27.1. County of Grand Prairie No.1 Bylaw Enforcement Services Monthly Report – August 2026 Town of Wembley Report.

12.28. Beaverlodge RCMP Detachment

RECOMMENDATION

That Council accepts the above committee(s) report(s) as information.

13. CORRESPONDENCE

13.1. Silver & Gold Pioneer Club of Wembley – 2025 Financial Report

13.2. Media Release – Town of Wembley Council Acknowledges Resignation of Councillor Baker

RECOMMENDATION

That Council accepts the above correspondence as information.

14. NOTICE OF MOTION

15. COUNCIL REPORTS

16. ROUND TABLE

17. CLOSE SESSION

18. ADJOURNMENT