

**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
of the Town of Wembley, in the Province of Alberta  
held in the Wembley Municipal Office  
this November 12th, 2024 @ 7:00pm.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/87304033574>

Meeting ID: 873 0403 3574

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1. CALL-TO-ORDER

2. APPROVAL OF AGENDA

**RECOMMENDATION**

That Council approves the agenda as presented.

3. ADOPTION OF MINUTES

3.1. Minutes of Organizational Meeting held on October 28th, 2024.

**RECOMMENDATION**

That Council adopts the minutes of the Organizational Meeting held October 28th, 2024, as presented

3.2. Minutes of Regular Meeting of Council held on October 28th, 2024.

**RECOMMENDATION**

That Council adopts the minutes of the Regular Meeting of Council held October 28th, 2024, as presented.

3.3. Minutes of Budget Meeting of Council held on November 6, 2024.

**RECOMMENDATION**

That Council adopts the minutes of the Budget Meeting of Council held November 6, 2024, as presented.

#### 4. DELEGATIONS

#### 5. FINANCE

##### 5.1. 2025 Interim Budget

- 5.1.1. To approve in the 2025 Budget: Fire Department budgeted expense of \$40,000.00 (forty thousand dollars) for the Fire Department Paid-on-Call. Plus, for the Paid-on Call, the funds from Ovintiv contribution up to \$10,000.00 (ten thousand dollars) and from Alberta Health Services (AHS) Medical 1<sup>st</sup> Responders funds up to \$5000.00 (five thousand dollars).
- 5.1.2. To approve in the 2025 Budget: Family & Community Social Services' department; one (1) FCSS Fulltime Position.
- 5.1.3. To approve in the 2025 Budget: Budgeted expense of \$5,000.00 (five thousand dollars) to Wembley Silver & Gold Pioneer Club for their operating expenses.
- 5.1.4. To approve in the 2025 Budget: Budgeted expense of \$5,000.00 (five thousand dollars) to Wembley & District Arts, Cultural & Historical Society for their operating expenses.
- 5.1.5. To not approve in the 2025 Budget: Wembley & District Arts, Culture & Historical Society Capital Request for 2025.
- 5.1.6. To approve in the 2025 Budget: Conditional budgeted expense of \$8,000.00 (eight thousand dollars) to Wembley & District Agricultural Society for their operating expenses. With the condition of the WDAS providing the Town proof of matching funds before the Town releases the funds.
- 5.1.7. To approve in the 2025 Budget: Fire Department capital asset; to purchase of a personnel carrier vehicle for the fire department using the Local Government Fiscal Framework (LGFF) grant funds of up to \$125,000.00 (one hundred and twenty-five thousand dollars).
- 5.1.8. To approve in the 2025 Budget: Fire Department capital asset; to purchase a Holmatro Jaws of Life Replacement utilizing Local Government Fiscal Framework (LGFF) grant funds of up to \$2,000.00 (two thousand dollars).
- 5.1.9. To approve in the 2025 Budget: Public Works Department capital project; 97th Street milling and overlay project, utilizing the County of Grande Prairie No.1 reimbursement of the Township 712 upgrade funds.
- 5.1.10. To approve in the 2025 Budget: Public Works Department capital project; sidewalk replacement – 97<sup>th</sup>, 98<sup>th</sup>, & 99<sup>th</sup> Streets, from 99<sup>th</sup> Avenue to 100<sup>th</sup>

Avenue project, utilizing the MSI or Local Government Fiscal Framework (LGFF) grant funds.

- 5.1.11. To approve in the 2025 Budget: Public Works Department capital asset; to purchase a loader-mounted snowblower RPM Tech – RPM 215 Snow Blower utilizing up to \$220,000.00 (Two hundred and twenty thousand dollars) of the Local Government Fiscal Framework (LGFF) grant funds.

**RECOMMENDATION**

That Council approves the items as listed in section 5.1.1 to 5.1.11. for the 2025 Budget.

**RECOMMENDATION**

That Council approves the 2025 Interim Budget as presented.

- 5.2. ATB Financial Authorized Signers for the Town of Wembley: 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).

**Council Members:**

Mayor:

*Kelly Peterson*

Councillors:

*Shaun Baker*

*Robert Berlasty* – To be added as authorized signer.

*Tyrel Johnson*

*Rebecca Ketchum*

*Tanya Skinner*

*Anna Underwood*

**Administration:**

*Chief Administrative Officer: Noreen Zhang*

*Community Services Director: Christina Ketchum*

*Administrative Assistant: Danielle Line*

**RECOMMENDATION**

That Council approves the ATB Financial Authorized Signers for the Town of Wembley as presented, and to direct admin to write a letter to ATB Financial with the signing requirements and addition.

- 5.3. ATB Financial Savings Accounts for the Town of Wembley: To open three (3) new savings accounts to utilize for departmental reserves or projects cost allocations, and grant funds.

**RECOMMENDATION**

That Council approves opening three new savings accounts to utilize for departmental reserves or projects cost allocations, and grant funds with ATB Financial and directs the admin to write a letter to ATB Financial.

6. PUBLIC HEARING

7. BY-LAW

8. POLICIES

- 8.1. Policy F8: Staff Remuneration for Expenses: Revision and review to coincide with the Council's remuneration.

**RECOMMENDATION**

That Council approves the revised Policy F8 - Staff Remuneration for Expenses as presented.

9. CAO REPORT

10. OLD BUSINESS

11. NEW BUSINESS

12. REPORTS

- 12.1. Audit Committee
- 12.2. Community Futures
- 12.3. Community and Protective Services Committee

***12.3.1. Community and Protective Services Committee Meeting Minutes – November 6<sup>th</sup>, 2024***

***ACTION ITEM: CAPS Minute Item in Public Works section 4.1***

Committee recommends Council approve the purchase of the Genie Lift.

**RECOMMENDATION**

That Council approves the Public Works Department request to purchase a Genie Lift.

- 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 Recreation Committee
- 12.8. Grande Prairie Regional Tourism
- 12.9. Grande Spirit Foundation
- 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
- 12.18. 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
- 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 Grande Prairie No.1 Bylaw Enforcement Monthly Report – October 2024**

- 12.28. Beaverlodge RCMP Detachment

**12.28.1. Beaverlodge RCMP October 2024 Wembley Occurrences**

**RECOMMENDATION**

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

**13. CORRESPONDENCE**

- 13.1. Philip J. Currie Dinosaur Museum – request for assistance with snow removal from museum parking in the upcoming winter season.

**RECOMMENDATION**

That Council approves the Phillip J. Currie Museum request for public works to assist in the museum parking lot snow removal during the winter season at the discretion of the Public Works Foreman.

**14. NOTICE OF MOTION**

**15. COUNCIL REPORTS**

**16. ROUND TABLE**

17. CLOSE SESSION

17.1. Economic or Other Interest - FIOP Section 25

18. ADJOURNMENT