

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
of the Town of Wembley, in the Province of Alberta,  
held in the Wembley Municipal Office  
this 14th 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 Berlasty  
Councillor Ketchum  
Councillor Baker

Regrets: Councillor Underwood  
Councillor Johnson

2. APPROVAL OF AGENDA

**MOTION #2023-0252**

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

**CARRIED UNANIMOUSLY**

3. ADOPTION OF MINUTES

3.1 Minutes of the Organizational Meeting held on October 23rd, 2023.

**MOTION #2023-0253**

**Moved by** Councillor Berlasty Council adopt the minutes of the Organizational Meeting held on October 23rd, 2023, as presented.

**CARRIED UNANIMOUSLY**

3.2 Minutes of Regular Meeting of Council held on October 23rd, 2023.

**MOTION #2023-0254**

**Moved by** Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held October 23rd, 2023, as presented.

**CARRIED UNANIMOUSLY**

4. DELEGATIONS

4.1 FoodCycler Municipal Solutions

Kassia Regnier, Municipal Program Coordinator with Food Cycle Science, was present, via Zoom, to introduce Council to the environmental and municipal benefits of their innovative food waste program.

4.2 Properties Zoned Commercial – Development & Discretionary Usage

Re: 10015, 10019, 10023, 10027, 10031 - 100 Avenue, Wembley, AB

Mr. Marvin Hickson, landowner, was present to inform Council that they are in the process of cleaning and bringing their mobile home park up to the Town of Wembley's standards. Due to this, they requested Council approve the addition of five (5) mobile homes, none being older than ten (10) years.

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Initials

- 4.3 Concerns Regarding the Wembley & District Agricultural Society  
Wendy Kelm, Peace Wapiti Public School Board, Robyn Lieverse, Principal, Wembley Elementary School, Lee Wilson, and Thorine Vandergiessen, Chair, Wembley Community Society, were all present to voice their concerns regarding the Ag Society's lack of negotiations, communication, and hourly ice rates. Ms. Kelm also asked if Council could change the wording in the Policy regarding who can qualify for the scholarship as the way it is now worded is not very clear.

**MOTION #2023-0255**

**Moved by** Councillor Skinner Council direct Administration consult with the Peace Wapiti Public School Board re changes to the Policy and bring back to Council.

**CARRIED UNANIMOUSLY**

5. FINANCE

- 5.1 Bank Financials and Revenue & Expense as of October 31st, 2023

**MOTION #2023-0256**

Moved by Councillor Ketchum Council accept the Bank Financials and Revenue & Expenses as of October 31st, 2023, for information.

**CARRIED UNANIMOUSLY**

6. PUBLIC HEARING

7. BYLAWS

8. POLICIES

- 8.1 Policy C1: Council Remuneration and Travel Expenses

**MOTION #2023-0257**

**Moved by** Councillor Skinner Council direct Administration to change Policy C1 regarding monthly honorarium and mileage rates. Administration also directed to consult with Legal re honorarium and bring back to Council.

**CARRIED UNANIMOUSLY**

9. CAO REPORT

- 9.1 Town of Wembley Post Office

- Minor construction to improve the Post Office and addition of 120 mailboxes. During this construction, the exterior mail slot was closed for security reasons. A standalone street letter box is scheduled to be installed to provide 24-hour solution for local customers for outgoing mail.

- 9.2 Town Christmas Card Contest

- We received only 2 submissions so far this year and will be extending the deadline to November 17th to give more opportunities for others to submit their entries.

- 9.3 Rabbits at Large

- Bylaw Enforcement is going to be coordinating with their Pest Control division to address the issue relating to rabbits at large within the Town limits. Amendments to the current bylaw is planned to be presented to Council to ensure that future issues are mitigated effectively.

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Initials

9.4 Meetings/Training Attended

- October 24, 2023 – West Grande Prairie Solid Waste Authority Meeting @ County of Grande Prairie Administration Office
- November 2, 2023 – IDP Committee Meeting @ County of Grande Prairie Administration Office

**MOTION #2023-0258**

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

**CARRIED UNANIMOUSLY**

10. OLD BUSINESS

11. NEW BUSINESS

11.1 Wembley Town Council 2024 Calendar

**MOTION #2023-0259**

**Moved by** Councillor Baker Council approve the Wembley Town Council 2024 calendar as presented.

**CARRIED UNANIMOUSLY**

11.2 Closure of Town Hall Office – Christmas Period

**MOTION #2023-0260**

**Moved by** Councillor Baker Council approve Town Hall be closed to the public from December 27th to December 30th to assist with the process of year end procedures, which is December 31<sup>st</sup>.

**CARRIED UNANIMOUSLY**

12. REPORTS

12.1 Audit Committee

12.2 Community Futures

12.3 Community and Protective Services Committee

**12.3.1 Meeting Minutes November 1, 2023.**

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

**12.18.1 2023-03-31 Meeting Minutes**

**12.18.2 2023-06-28 Meeting Minutes**

12.19 South Peace Physician Attraction & Retention Committee

12.20 Wapiti Area Synergy Group (WASP)

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Initials

- 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
  - 12.27.1 County of G.P.- Wembley Weed Inspection Monthly Report - October 2023**
  - 12.27.2 Enforcement Monthly Report – October 2023**
- 12.28 Beaverlodge RCMP Detachment
  - MOTION #2023-0261**
  - Moved by** Councillor Berlasty Council accept the reports as information.

**CARRIED UNANIMOUSLY**

13. CORRESPONDENCE

- 13.1 South Peace Regional Archives Letter - Archiving Services for an annual fee.
- 13.2 Lake Saskatoon Lodge 106 (9832 – 99 Street) Grants/Property Tax Exemption

**MOTION #2023-0262**

**Moved by** Councillor Berlasty Council accept correspondence as information.

**CARRIED UNANIMOUSLY**

14. NOTICE OF MOTION

15. COUNCIL REPORTS

- Councillor Skinner  
Excited over being on FCSS Committee. The Committee has already started planning for the Sleigh Bell Tea on December 7, 2023.

16. ROUND TABLE

- Councillor Berlasty  
Nothing to report.
- Councillor Skinner  
Nothing to report.
- Councillor Baker  
Nothing to report.
- Councillor Ketchum  
The Grande Prairie Regional Tourism Association AGM will be held next week.  
Remembrance Day went very well and FCSS has a number of upcoming events.
- Mayor Peterson  
Took part in Halloween judging and will be attending IDP Open House on November 30, 2023.
- CAO Zhang  
Nothing to report.

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Initials

17. CLOSED SESSION

17.1 FOIP Section 25 – Disclosure Harmful to Economic and Other Interests of a Public Body

**MOTION #2023-0263**

**Moved by** Councillor Ketchum Council go into Closed Session – 9:03 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0264**

**Moved by** Councillor Ketchum Council come out of Closed Session – 9:46 p.m.

**CARRIED UNANIMOUSLY**

18. ADJOURNMENT

**MOTION #2023-0265**

**Moved by** Councillor Baker Council adjourn the meeting at 9:46 p.m.

**CARRIED UNANIMOUSLY**

**(SIGNED)**

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Mayor – Kelly Peterson

**(SIGNED)**

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CAO – Noreen Zhang