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 September 2026.

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:03 p.m.
CAO Zhang
Councillor Barendregt
Councillor Berlasty
Councillor Skinner (arrived 7:32 p.m.)
Councillor Ketchum

Regrets: Councillor Wills

2. APPROVAL OF AGENDA

2.1 To amend the Agenda Order of Business; that Council move the Public Hearing to immediately follow Approval of Agenda to accommodate the 7:00 p.m. start time.

MOTION #2026-0192

Moved by Councillor Barendregt Council approve amending the Agenda to move the Public Hearing to follow the Approval of Agenda to accommodate the 7:00 p.m. start time. Plus, Council approve the addition of Item 11.7 – Councillor Barendregt requesting Council's permission to attend FCM Convention in June 2027.

CARRIED UNANIMOUSLY

MOTION #2026-0193

Moved by Councillor Ketchum Council approve the Agenda as amended.

CARRIED UNANIMOUSLY

3. PUBLIC HEARING

3.1. Bylaw 733E - Being an Amendment to Land Use Bylaw 733

3.1.1 Call to Order

The Public Hearing was called to order at 7:04 p.m.

MOTION #2026-0194

Moved by Councillor Ketchum Council commence with the Public Hearing.

CARRIED UNANIMOUSLY

3.1.2 Introduction by Administration

CAO Zhang addressed the following:

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.

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(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 offstreet 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.

3.1.3 Presentation/Submission

Mr. Brad Jones, developer, spoke in favour of the Land Use Amendment.
No one present to speak against.

3.1.4 Close Public Hearing

MOTION #2026-0195
Moved by Councillor Ketchum Council adjourn the Public Hearing at 7:08 p.m.

CARRIED UNANIMOUSLY

3.1.5 Business Arising from the Hearing

Councillor Berlasty did not take part in discussion and recused himself from voting due to conflict of interest.

MOTION #2026-0196
Moved by Councillor Ketchum Council approve removing the caveat on the property and replacing it with the requirement that construction be completed within thirty-six (36) months.

CARRIED UNANIMOUSLY

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4. ADOPTION OF MINUTES

4.1 Minutes of Regular Meeting of Council held on August 24, 2026.

MOTION #2026-0197

Move by Councillor Berlasty Council adopt the minutes of the Regular Meeting of Council held August 24, 2026, as presented.

CARRIED UNANIMOUSLY

4.2 Minutes of Council Committee of the Whole held on September 9, 2026.

MOTION #2026-0198

Moved by Councillor Ketchum Council adopt the minutes of the Council Committee of the Whole held September 9, 2026, as presented.

CARRIED UNANIMOUSLY

5. DELEGATIONS

6. FINANCE

6.1 Monthly Bank Financial Statement for August 2026

MOTION #2026-0199

Moved by Councillor Barendregt Council accept the bank financial statement for August 2026 as information.

CARRIED UNANIMOUSLY

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

MOTION #2026-0200

Moved by Councillor Ketchum Council accept the Property Tax Outstanding Balance of $555,911.06, as of 2026-09-09, as information.

CARRIED UNANIMOUSLY

6.3 2026 Budget Update

MOTION #2026-0201

Moved by Councillor Berlasty Council accept the 2026 Budget Update as information.

CARRIED UNANIMOUSLY

MOTION #2026-0202

Moved by Councillor Barendregt Council take a short recess – 7:18 p.m.

CARRIED UNANIMOUSLY

MOTION #2026-0203

Moved by Councillor Barendregt Council resume – 7:32 p.m.

CARRIED UNANIMOUSLY

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7. BYLAWS

7.1 Bylaw 733E - Being an Amendment to Land Use Bylaw 733

Councillor Berlasty recused himself from voting due to conflict of interest.

MOTION #2026-0204

Moved by Councillor Ketchum Council give second reading to Bylaw 733E.

CARRIED UNANIMOUSLY

Bylaw 733E was then read for a second time.

MOTION #2026-0205

Moved by Councillor Skinner Council give third reading to Bylaw 733E.

CARRIED UNANIMOUSLY

Bylaw 733E was then read for the third time and finally passed.

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.

MOTION #2026-0206

Moved by Councillor Berlasty Council accept Councillor Shaun Baker's resignation from the Wembley Town Council effective September 1, 2026.

CARRIED UNANIMOUSLY

11.2. Town of Wembley 2026 Municipal By-Election. Town of Wembley Council has one (1) Councillor vacancy.

MOTION #2026-0207

Moved by Councillor Barendregt Council declare November 16, 2026, as the date of the Town of Wembley's 2026 Municipal By-Election to fill the vacant Councillor position.

CARRIED UNANIMOUSLY

11.3 Appointment of 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.

MOTION #2026-0208

Moved by Councillor Ketchum Council 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 By-Election.

CARRIED UNANIMOUSLY

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

MOTION #2026-0209

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Moved by Councillor Barendregt Council hereby give 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 12 p.m. noon on Nomination Day for the Town of Wembley 2026 By-Election.

CARRIED UNANIMOUSLY

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

MOTION #2026-0210

Moved by Councillor Berlasty Council support the joint application for funding under the Alberta Community Partnership (ACP) program for the Pavement and Sidewalk Assessment Study project; and

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

The 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.

CARRIED UNANIMOUSLY

11.6 1968682 Alberta Ltd – Caveat on Property

Councillor Berlasty recused himself due to conflict of interest.

MOTION #2026-0211

Moved by Councillor Ketchum Council remove first right of refusal and require thirty-six (36) months for completion.

CARRIED UNANIMOUSLY

11.7 Councillor Barendregt is requesting Council's approval to attend FCM Convention in June 2027.

MOTION #2026-0212

Moved by Councillor Barendregt Council approve his request to attend the FCM Convention in June 2027.

CARRIED UNANIMOUSLY

12. REPORTS

12.1 Audit Committee

12.2 Community Futures

12.3 Community and Protective Services Committee

12.3.1. 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.

MOTION #2026-0213

Moved by Councillor Berlasty Council have a short break – 8:32 p.m.

CARRIED UNANIMOUSLY

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MOTION #2026-0214
Moved by Councillor Berlasty Council resume – 8:35 p.m.

CARRIED UNANIMOUSLY

MOTION #2026-0215
Moved by Councillor Berlasty Council deny the Fire Department's request for an increase to the General Supplies budget line from $1,500 to $6,000.

CARRIED UNANIMOUSLY

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.

MOTION #2026-0216
Moved by Councillor Berlasty Council approve stop signs on the north and south side and yield signs on the east and west side of the 98th Street and 99th Street back alley.

CARRIED UNANIMOUSLY

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.

MOTION #2026-0217
Moved by Councillor Barendregt Council deny increasing preventative maintenance on large machinery originally budgeted for $100,000 to $105,000 and deny an additional $10,000 for preventative maintenance on small equipment originally $40,000 to $50,000.

CARRIED UNANIMOUSLY

12.4 FCSS Advisory Board
- ***12.4.1. 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)

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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

12.25 West Grande Prairie County Regional Landfill

12.26 911 and Emergency Service

12.27 Bylaw Enforcement Services

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

12.28 Beaverlodge RCMP Detachment

MOTION #2026-0218

Moved by Councillor Berlasty Council accept the above committee reports as information.

CARRIED UNANIMOUSLY

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

MOTION #2026-0219

Moved by Councillor Barendregt Council accept the above correspondence as information.

CARRIED UNANIMOUSLY

14. NOTICE OF MOTION

15. COUNCIL REPORTS

16. ROUND TABLE

- Mayor Peterson – informed Council October 21, 2026 will mark the completion of transition to the City of Grande Prairie's new police force. Anyone interested in attending, please let CAO Zhang know.
- Councillor Skinner – nothing to report.
- Councillor Barendregt – staying in Leduc while attending ABmuni 2026 Convention in Edmonton September 23 – 25, 2026.
- Councillor Berlasty – nothing to report.
- Councillor Ketchum - attended G.P. Tech Institute ribbon cutting, hosted Harvest Tour and had seventeen (17) first year medical students. Also attended GPRTA meeting and is campaigning for Towns West Director position. There are four applicants, including Councillor Ketchum, vying for the position.

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- CAO Zhang – discussions have started with department heads re budgeting. Reminded Councillors to bring their business cards to Convention and let CAO Zhang know which sessions you would like to attend or cancel, etc.

17. CLOSED SESSION

18. ADJOURNMENT

MOTION #2026-0220

Moved by Councillor Barendregt Council adjourn at 9:24 p.m.

CARRIED UNANIMOUSLY

Original Signed

Mayor – Kelly Peterson

Original Signed

CAO Noreen Zhang

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