

**MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Wembley, in the Province of Alberta,
held in the Wembley Municipal Office
this 12th Day of November 2024.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:03 p.m.
CAO Noreen Zhang
Councillor Berlasty
Councillor Ketchum
Councillor Baker (via Zoom)
Councillor Johnson
Councillor Skinner

Regrets: Councillor Underwood

2. APPROVAL OF AGENDA

MOTION #2024-0277

Moved by Councillor Skinner Council approve the Agenda as presented.

CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

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

MOTION #2024-0278

Moved by Councillor Johnson Council adopt the minutes of the Organizational Meeting held October 28th, 2024, as presented.

CARRIED UNANIMOUSLY

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

MOTION #2024-0279

Moved by Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held October 28th, 2024, as presented.

CARRIED UNANIMOUSLY

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

MOTION #2024-0280

Moved by Councillor Ketchum Council adopt the minutes of the Interim Budget Meeting of Council held November 6, 2024, as presented.

CARRIED UNANIMOUSLY

4. DELEGATIONS

Initials

5. FINANCE

5.1 2025 Interim Budget

5.1.1 To approve in the 2025 Interim 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 1st Responders funds up to \$5000.00 (five thousand dollars).

Councillor Johnson left Chambers due to conflict of interest 7:07 p.m.

Councillor Johnson returned to Chambers 7:08 p.m.

MOTION #2024-0281

Moved by Councillor Ketchum Council approve the budgeted Paid-on-Call expense in the Fire Department budget.

CARRIED

5.1.2 To approve in the 2025 Interim Budget: Family & Community Social Services department; Expand from the current FCSS Part-time Position to a Full-time.

MOTION #2024-0282

Moved by Councillor Johnson Council approve expanding the current FCSS Part-time Position to a to Full-time Position.

CARRIED UNANIMOUSLY

5.1.3 To approve in the 2025 Interim Budget: Budgeted expense of \$5,000.00 (five thousand dollars) to Wembley Silver & Gold Pioneer Club for their operating expenses.

MOTION #2024-0283

Moved by Councillor Ketchum Council approve the budgeted expense of \$5,000.00 to the Wembley Silver & Gold Pioneer Club for operating expenses.

CARRIED UNANIMOUSLY

5.1.4 To approve in the 2025 Interim Budget: Budgeted expense of \$5,000.00 (five thousand dollars) to Wembley & District Arts, Cultural & Historical Society for their operating expenses.

MOTION #2024-0284

Moved by Councillor Skinner Council approve the budgeted expense of \$5,000.00 to Wembley & District Arts, Cultural & Historical Society for operating expenses.

CARRIED UNANIMOUSLY

5.1.5 To not approve in the 2025 Interim Budget: Wembley & District Arts, Culture & Historical Society Capital Request for 2025.

MOTION #2024-0285

Moved by Councillor Berlasty Council **NOT** approve the Wembley & District Arts, Culture & Historical Society capital request of \$10,000.

CARRIED UNANIMOUSLY

Initials

5.1.6 To approve in the 2025 Interim Budget: Conditional budgeted expense of \$8,000.00 (eight thousand dollars) to Wembley & District Agricultural Society for the Community Teen Drop-In Centre Program Leader position. With the condition that the WDAS provide the Town proof of matching funds before requested funds are released.

MOTION #2024-0286

Moved by Councillor Baker Council approve conditional budgeted expense of \$8,000.00 to Wembley & District Agricultural Society for Community Teen Drop-In Centre Program Leader.

CARRIED UNANIMOUSLY

5.1.7 To approve in the 2025 Interim 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).

MOTION #2024-0287

Moved by Councillor Berlasty Council approve the purchase of a personnel carrier vehicle using the Local Government Fiscal Framework (LGFF) grant funds of up to \$125,000.00.

CARRIED UNANIMOUSLY

5.1.8 To approve in the 2025 Interim 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).

MOTION #2024-0288

Moved by Councillor Skinner Council approve the purchase of Holmatro Jaws of Life, utilizing Local Government Fiscal Framework (LGFF) grant funds of up to \$2,000.00.

CARRIED UNANIMOUSLY

5.1.9 To approve in the 2025 Interim Budget: Public Works Department Capital Project; 97th Street milling and overlay project, with speed bumps, utilizing the County of Grande Prairie No.1 reimbursement of the Township 712 upgrade funds, and LGFF funds.

MOTION #2024-0289

Moved by Councillor Johnson Council approve the 97th Street milling and overlay project, with speed bumps, utilizing the County of Grande Prairie No.1 reimbursement of the Township 712 upgrade funds, and LGFF funds.

CARRIED UNANIMOUSLY

5.1.10 To approve in the 2025 Interim Budget: Public Works Department Capital Project - Sidewalk Replacement – 97th, 98th, & 99th Streets, from 99th Avenue to 100th Avenue utilizing the MSI or Local Government Fiscal Framework (LGFF) grant funds.

MOTION #2024-0290

Moved by Councillor Berlasty Council approve Sidewalk Replacement Project – 97th, 98th, & 99th Streets, from 99th Avenue to 100th Avenue utilizing the MSI or Local Government Fiscal Framework (LGFF) grant funds.

Initials

CARRIED UNANIMOUSLY

5.1.11 To approve in the 2025 Interim 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.

MOTION #2024-0291

Moved by Councillor Ketchum Council approve the purchase of a loader-mounted snowblower RPM Tech – RPM 215 Snow Blower utilizing up to \$220,000.00 of the Local Government Fiscal Framework (LGFF) grant funds.

CARRIED UNANIMOUSLY

MOTION #2024-0292

Moved by Councillor Johnson Council approve the 2025 Interim Budget as presented.

CARRIED UNANIMOUSLY

- 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

MOTION #2024-0293

Moved by Councillor Johnson Council approve the ATB Financial Authorized Signers, with the inclusion of Councillor Berlasty, for the Town of Wembley as presented, and to direct Administration to write a letter to ATB Financial with the signing requirements and addition.

CARRIED UNANIMOUSLY

- 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.

MOTION #2024-0294

Moved by Councillor Johnson Council approve opening three new savings accounts to utilize for departmental reserves, project cost allocations, and grant funds with ATB Financial and direct Administration to write a letter to ATB Financial.

Initials

CARRIED UNANIMOUSLY

6. PUBLIC HEARING

7. BYLAWS

8. POLICIES

8.1 Policy F8: Staff Remuneration for Expenses – To Coincide with Councils' Remuneration.

MOTION #2024-0295

Moved by Councillor Johnson Council approve the revised Policy F8 - Staff Remuneration for Expenses as presented.

CARRIED UNANIMOUSLY

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 Meeting Minutes – November 6, 2024

ACTION ITEM: Committee recommends Council approve the purchase of the Genie Lift.

MOTION #2024-0296

Moved by Councillor Berlasty Council approve the purchase of a Genie Lift in the amount of \$25,000, including all fees.

CARRIED UNANIMOUSLY

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

Initials

- 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 Monthly Report – October 2024**
- 12.28 Beaverlodge RCMP Detachment
 - 12.28.1. Beaverlodge RCMP October 2024 Wembley Occurrences**
 - MOTION #2024-0297**
 - Moved by** Councillor Johnson Council accept the Committee reports as information.

CARRIED UNANIMOUSLY

13. CORRESPONDENCE

- 13.1 Philip J. Currie Dinosaur Museum – request for assistance with snow removal from Museum parking in the upcoming winter season.
 - MOTION #2024-0298**
 - Moved by** Councillor Ketchum Council approve 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.

CARRIED UNANIMOUSLY

14. NOTICE OF MOTION

15. COUNCIL REPORTS

- Councillor Skinner
Missed a few Grande Spirit Foundation meetings due to illness. The Smith Subdivision Seniors' Housing project in Grande Prairie has been approved.
- Councillor Ketchum
FCSS meeting was very good and touched on helping different groups. A bus will be needed on November 30th for "Light the Night" event and on December 14th for Seniors' Dinner at Helen E. Taylor School. Attended GPRRC's Grass Roots Recreation Open House.

16. ROUND TABLE

- Councillor Skinner
Nothing to report.
- Councillor Baker
Nothing to report.
- CAO Zhang
Reminded Councillors to let her know who was going to attend the Intermunicipal meeting. Also, who would like to know who would like to attend Ag. Society event so tickets can be reserved. Thanked Council for their hard work in the 2025 Interim Budget process. If Councillors are aware of any big budget items or events they would like revisited or considered for 2025, please let CAO Zhang know so they can incorporated into the budget.
- Mayor Peterson
Nothing to report.
- Councillor Ketchum
Nothing to report.
- Councillor Berlasty

Initials

Other than a couple of hiccups, Remembrance Day went well with approximately 200 in attendance.

- Councillor Johnson
Busy with work and stepped down as Captain with the Wembley Fire Department but will still be involved as a volunteer Firefighter. Also attended the recent Grande Spirit Foundation fundraiser.

17. CLOSED SESSION

18. ADJOURNMENT

MOTION #2024-0299

Moved by Councillor Ketchum Council adjourn the meeting at 7:55 p.m.

CARRIED UNANIMOUSLY

SIGNED

Mayor – Kelly Peterson

SIGNED

CAO – Noreen Zhang

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