

**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 December 2021.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:02 p.m.  
CAO Noreen Zhang  
Councillor Ward- Ketchum  
Councillor McCallum  
Councillor Skinner  
Councillor Baker  
Councillor Underwood  
Councillor Johnson

2. APPROVAL OF AGENDA

**MOTION # 2021-0315**

**Moved by** Councillor Baker Council approve the agenda as presented.

**CARRIED UNANIMOUSLY**

3. ADOPTION OF MINUTES

3.1 Minutes of Regular Meeting of Council held on November 22nd, 2021.

**MOTION #2021-0316**

**Moved by** Councillor McCallum Council adopt the minutes of the Regular Meeting of Council held on November 22nd, 2021, as presented.

**CARRIED UNANIMOUSLY**

4. DELEGATIONS

4.1 Philip J. Currie Museum Presentation

Ms. Linden Roberts, Executive Director, was present to bring Council up to date on the Museum's challenges and accomplishments over the last two (2) years, plus upcoming projects. Ms. Roberts also asked Council if they would continue supporting the Museum as they integrate with the Community. The Museum will also be doing strategic planning in 2022 and is asking for Council representation as the Town of Wembley is one of the Museum's stakeholders.

4.2 Draft Strategic Plan Presentation -BLOOM CME

Mr. Tim Duhamel, President, went through the highlights of the draft Strategic Plan and asked Council to go over the draft Plan and then get back to him with their thoughts in a couple of weeks. This item will be put on the Council Committee of the Whole agenda which will be held on January 5, 2022.

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Initials

5. FINANCE

5.1 Revenue & Expense and Monthly Statement for the Month of November 2021

**MOTION #2021-0317**

**Moved by** Councillor Johnson Council accept the Revenue & Expense and Monthly Statement for the month of November 2021, for information.

**CARRIED UNANIMOUSLY**

6. PUBLIC HEARING

7. BYLAWS

8. POLICIES

9. CAO REPORT

9.1 Action Planning

- Staff will be given an update on Strategic Planning completed by Council, and initiate conversations on next steps such as action and vision planning.

9.2 Municipal Accountability Program

- The Town's MAP review was completed November 25, 2021. Municipal Advisor met with Administration with preliminary findings. Results of the review are due to be completed in two (2) months. Administration then has two (2) months to create a plan and one (1) year to complete tasks required by Municipal Affairs.

9.3 Holiday Hours

- Town Facilities will be closed December 24, 27, 28, 2021 and January 3, 2022.

9.4 Pumphouse Facility – Temporary Generator

- The pumphouse facility adjacent to the Town Office will have a temporary generator running 24 /7 at the site to facilitate the upgrade that started December 8, 2021. The temporary generator is expected to be running for ten (10) days while the pumping system is being upgraded.

9.5 Meetings Attended

- Asset Management Training – November 2 – December 7<sup>th</sup> (weekly) – virtual
- Municipal Affairs - Municipal Accountability Program – November 25 virtual
- West County Regional Landfill Committee Meeting – December 1, 2021 – virtual
- GPREP Agency Meeting – December 2, 2021 – virtual
- AMCA Post Election Workshop – December 6<sup>th</sup> and 8<sup>th</sup> – virtual
- Municipal Affairs – Municipal Affairs Grant Information
- COVID-19 Update for Municipalities – December 8<sup>th</sup>, 2021 – virtual

**MOTION #2021-0318**

**Moved by** Councillor Underwood Council accept the CAO's report for information.

**CARRIED UNANIMOUSLY**

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Initials

10. OLD BUSINESS

10.1 Interim Budget 2022

**MOTION #2021- 0319**

**Moved by** Councillor McCallum Council accept the 2022 interim budget, with the hiring of only one (1) fulltime Public Works foreman, and a 3% cost of living allowance increase for all staff.

**CARRIED UNANIMOUSLY**

**MOTION #2021-0320**

**Moved by** Councillor Baker, Council go into recess at 8:56 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2021-0321**

**Moved by** Councillor Underwood Council come out of recess at 9:01 p.m.

**CARRIED UNANIMOUSLY**

11. NEW BUSINESS

11.1 Recommendations for LARB and CARB Appointments

**MOTION #2021-0322**

**Moved by** Councillor Skinner Council accept the appointing of Councillor Karen Rosvold as the Chair to the LARB and CARB, and Carol Gabriel, Mary Kukulski, Megan Beson and Tatiana Catana as Clerks to the Board, as per the County of Grande Prairie's recommendation.

**CARRIED UNANIMOUSLY**

11.2 Aquatera Letter of Support

Letter of Support requested from the Town of Wembley for Aquatera's application for the Water for Life program. This program will provide quality drinking water to the residents and businesses in the region that supports population and economic growth. This letter was for information only.

11.3 Citizens on Patrol Association Start-Up

Councillor McCallum provided Council with background information on this project.

11.4 2022 Council Meeting Dates and Approved Office Closures

**MOTION #2021-0323**

**Moved by** Councillor Underwood Council accept the 2022 Council meeting dates and approved office closures, with the inclusion of September 30, 2022, as a designated holiday.

**CARRIED UNANIMOUSLY**

12. REPORTS

12.1 Audit Committee

12.2 Community Futures

12.3 Community and Protective Services Committee

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Initials

**12.3.1 Community and Protective Services Committee Meeting Minutes – December 2021**

12.4 FCSS Advisory Board

**12.4.1 Wembley Letter Opioid Exhibit – Invitations to Mayor and Council to attend March 2, 2022, opening ceremony**

**12.4.2 FCSS Advisory Board – December 6, 2021, Minutes**

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 Parks and Recreation

**12.14.1 Parks and Recreation Meeting – December 6, 2021 Minutes**

**MOTION #2021-0324**

**Moved by** Councillor Johnson Council approve the proposed Light Up Parade route as presented.

**CARRIED UNANIMOUSLY**

12.15 Peace Airshed Zone Association (PAZA)

12.16 Peace Library System Board

**12.16.1 Peace Library System – November 27, 2021 Board Highlights**

**12.16.1 Peace Library System 2022 Budget – December 1, 2021**

12.17 West Grande Prairie County Regional Landfill

**12.17.1 West Grande Prairie County Regional Landfill Minutes – November 30, 2021**

12.18 South Peace Physician Attraction & Retention Committee

12.19 Wapiti Area Synergy Group (WASP)

12.20 Wembley and District Agricultural Society

12.21 Wembley-Dimsdale-Saskatoon Lake Recreation Board

12.22 Wembley Elementary School

12.23 Wembley Public Library

12.24 911 and Emergency Services

**12.24.1 Wembley Fire General Meeting – November 2021 Minutes**

**12.24.2 Direction for Administration – Bylaw 735 Fee Change, November 2021**

**12.24.2.1 Fire and Emergency Services Bylaw 735 – Approved August 2021**

**12.24.2.2 Fire and Emergency Services Bylaw 735 Fire Rescue Fees – Schedule C – Part 3**

**12.24.2.3 Alberta Transportation Table 1 Rates of Reimbursement for Fire Department 2021-2011 Fire Call Rates**

**MOTION #2021-0325**

**Moved by** Councillor Skinner Council approve the revised Fire and Emergency Services - Bylaw 735- Schedule C – Part 3, Fire Rescue Fees.

**CARRIED UNANIMOUSLY**

12.25 Bylaw Enforcement Services

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Initials

**12.25.1 County Bylaw Report November 2021**

12.26 Beaverlodge RCMP Detachment

**MOTION #2021-0326**

**Moved by** Councillor Underwood Council accept the reports as information.

**CARRIED UNANIMOUSLY**

13. CORRESPONDENCE

13.1 Letter – College of Physicians and Surgeons

13.2 Alberta Parks and Recreation Association – Letter of Congratulations to new Council

13.3 Municipal Affairs Letter – MGA Code of Conduct

**MOTION #2021-0327**

**Moved by** Councillor Ward-Ketchum Council accept correspondence as information.

**CARRIED UNANIMOUSLY**

14. COUNCIL REPORTS

14.1 Councillor McCallum reported on attending PAZA.

14.2 Councillor Ward-Ketchum reported on attending the Alberta Budget Consultation. The Honorable Travis Toews, Minister of Finance, was also present to address queries from the participants.

14.3 Councillor Skinner reported on attending a Grande Spirit Foundation meeting and a Friends of Grande Spirit Foundation meeting.

15. ROUND TABLE

Councillor Baker

- Enjoyed AUMA Convention and learning lots.

Councillor Skinner

- Wished everyone a Merry Christmas.

Councillor McCallum

- Suggested reviewing back-alley loading/unloading policy in the General Traffic Bylaw. Should be done as soon as possible. Council decided to have this item addressed at the CCW meeting on January 5, 2022. Merry Christmas to everyone.

Councillor Johnson

- Merry Christmas, and there will be fireworks on December 21, 2021, after the Parade.

Councillor Ward-Ketchum

- Will be part of Parade, offering their truck to Parks & Recreation for use.

Councillor Underwood

- The arena is again in use.
- The Solstice Parade will be held on December 21, 2021. There will also be fireworks and hot chocolate.

CAO Zhang

- Aquatera 101 will be held on December 15, 2021. It is an information session for stakeholders and will be held at the Holiday Inn.
- Reminded Council again of attending the Council Orientation session being held on December 16 and 17, 2021 at Evergreen Park.

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Initials

- Judging for Christmas Lighting contest will be on December 15, 2021.
- Councillors were sent an e-mail regarding the sale of the downtown hotel, which has now been finalized. Possession date will be February 27, 2022.
- CAO Zhang will be taking vacation time and the Director of Community Services will be acting CAO during this time.
- Asked Council for feedback on how the Council packages were presented. Were they happy with the packages or was there room for improvement? Also, any issues with the new laptops?

Mayor Peterson

- Merry Christmas and everyone be safe.

16. CLOSED SESSION

17. ADJOURNMENT

**MOTION #2021-0328**

**MOVED by** Councillor Johnson Council adjourn the meeting at 9:55 p.m.

**CARRIED UNANIMOUSLY**

(SIGNED)

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Mayor – Kelly Peterson

(SIGNED)

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CAO – Noreen Zhang