

**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 December 2022.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:02 p.m.
CAO Noreen Zhang
Councillor Ketchum
Councillor Skinner (via Zoom)
Councillor Underwood

Regrets: Councillor Johnson
Councillor Baker

2. APPROVAL OF AGENDA

MOTION #2022-0316

Moved by Councillor Ketchum Council approve the Agenda with the deletion of Item 8.1 and the addition of Item 5.2.4 Youth Drop-In Center and Item 11.5 Library Appointments.

CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

3.1 Minutes of Council Budget Meeting held on November 28, 2022.

MOTION #2022-0317

Moved by Councillor Ketchum Council adopt minutes of Council Budget meeting held on November 28, 2022, as presented.

CARRIED UNANIMOUSLY

3.2 Minutes of Regular Meeting of Council held on November 28, 2022.

MOTION #2022-0318

Moved by Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held November 28, 2022, as presented.

CARRIED UNANIMOUSLY

4. DELEGATIONS

5. FINANCE

5.1 Revenue & Expense and Monthly Statement for the Month of November 2022

MOTION #2022-0319

Moved by Councillor Underwood Council accept the Revenue & Expense and Monthly Statement for the month of November 2022, for information.

CARRIED UNANIMOUSLY

5.2 2023 Interim Budget

5.2.1 To approve in the 2023 Budget: one (1) term Firefighter position

Initials

MOTION #2022-0320

Moved by Councillor Ketchum Council approve the one (1) term Firefighter position as requested in the 2023 Budget.

CARRIED UNANIMOUSLY

5.2.2 To approve in the 2023 Budget: \$200,000 for 2023 culvert project

MOTION #2022-0321

Moved by Councillor Underwood Council approve \$200,000 for 2023 culvert project, as per the 2023 Budget.

CARRIED UNANIMOUSLY

5.2.3 To approve in the 2023 Budget: \$5,000 to Wembley & District Arts, Culture & Historical Society

MOTION #2022-0322

Moved by Councillor Ketchum Council approve \$5,000 for the Wembley & District Arts, Culture & Historical Society.

CARRIED UNANIMOUSLY

5.2.4 To approve in the 2023 Budget: \$20,000 for the Youth Drop-In Center

MOTION #2022-0323

Moved by Councillor Skinner Council approve \$20,000 for the Youth Drop-In Center.

CARRIED UNANIMOUSLY

5.2.5 2023 Interim Budget

MOTION #2022-0324

Moved by Councillor Skinner Council approve the 2023 Interim Budget as presented.

5.3 Remove authorized signature of Sean McCallum on all Town of Wembley financial accounts.

MOTION #2022-0325

Moved by Councillor Underwood Council accepts the removal of Sean McCallum's authorized signature off all Town of Wembley financial accounts.

CARRIED UNANIMOUSLY

6. PUBLIC HEARING

7. BYLAWS

8. POLICIES

9. CAO REPORT

9.1 OH&S Grant Surplus

- The grant surplus from the OH&S grant previously applied for by the Village of Hythe with collaboration with Beaverlodge, Sexsmith, Wembley and the County.

9.2 Tourism Initiatives

- Administration is actively seeking grant funding for initiatives to boost tourism for the Town. Proposed ideas are going to be presented to Council early in the new year for consideration.

Initials

- 9.3 Town Events 2023
- Community groups are going to be contacted via email of upcoming events they are planning on holding in the new year to ensure coordination and ensure no overlap. The goal is for the Town to assist in promoting their events and potentially collaborating to make each event a success.
- 9.4 December 26th – Extra Recycling
- There will be an extra recycling day for December to accommodate the additional recyclables from the holiday season.
- 9.5 Office Hours During the Holidays
- The Town Office, Public Works and Fire Hall are closed for December 23rd, 26th, 27th and January 2nd.
 - For December 28th – 30th, the Town Office is closed to the public and only available by phone or email.
- 9.6 Christmas Card Contest Winners
- Our Christmas Card Contest received many wonderful submissions. The winners were Zoey Olson (1st Prize), Skyler Tickell (2nd place), Izaeus Schramm & Alexandria Scott (tied for 3rd place).
- 9.7 Meetings/Training Attended
- ABMunis Proposal for LGFF Allocation – November 23, 2022 (virtual) 6:30pm – 8:30pm
- MOTION #2022-0326**
Moved by Councillor Ketchum Council accept the CAO Report as information.

CARRIED UNANIMOUSLY

10. OLD BUSINESS

11. NEW BUSINESS

- 11.1 Council to appoint Noreen Zhang as Returning Officer and to appoint both Danielle Line and Kiera Kraig as Deputy Returning Officers for the upcoming By-Election.
- MOTION #2022-0327**
Moved by Councillor Ketchum Council appoints Noreen Zhang as Returning Officer and to appoint both Danielle Line and Kiera Kraig as Deputy Returning Officers for the upcoming By-Election.
- CARRIED UNANIMOUSLY**
- 11.2 Council to designate February 28th, 2023, as the By-Election Day.
- MOTION #2022-0328**
Moved by Councillor Underwood Council accept by-election date to be February 28th, 2023.
- CARRIED UNANIMOUSLY**
- 11.3 Participant Commitments for the Small Group Learning Communities: Asset Management Learning Opportunity
- MOTION #2022-0329**
Moved by Councillor Underwood Council endorse the Municipality's participation in the small Group Learning Communities: Asset Management learning opportunity. That the participants are supported in their time commitment and have organizational support to implement the learning from the communities.
- CARRIED UNANIMOUSLY**

Initials

- 11.4 Town of Wembley 2023 Schedule
MOTION #2022-0330
Moved by Councillor Underwood Council accept the 2023 Schedule as presented.

CARRIED UNANIMOUSLY

- 11.5 Wembley Library Board Appointments
MOTION #2022-0331
Moved by Councillor Skinner Council approve the Wembley Public Library's request to reappointment Martina Brewer and Brandy Adams to the Wembley Public Library Board.

CARRIED UNANIMOUSLY

12. REPORTS

- 12.1 Audit Committee
12.2 Community Futures
12.3 Community and Protective Services Committee
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 Parks and Recreation
12.15 Peace Airshed Zone Association (PAZA)
12.16 Peace Library System Board
12.16.1 Meeting Highlights November 26, 2022
12.17 West Grande Prairie Regional Landfill
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
12.23.1 2023 Operating Budget Final
12.24 911 and Emergency Service
12.24.1 Wembley Fire Department November 3rd, 2022, Meeting Minutes
12.25 Bylaw Enforcement Services
12.25.1 County of Grande Prairie No.1 Enforcement November 2022 Report
12.26 Beaverlodge RCMP Detachment
MOTION #2022- 0332
Moved by Councillor Ketchum Council accept the reports as information.

CARRIED UNANIMOUSLY

Initials

13. CORRESPONDENCE

- 13.1 Letter from Minister Ellis: clarification on a number of items related to the Provincial changes to Victim Services.
- 13.2 Canada Summer Jobs 2023 Funding information poster: apply online at canada.ca/CanadaSummerJobs

MOTION #2022-0333

Moved by Councillor Underwood Council accept correspondence as information.

CARRIED UNANIMOUSLY

14. COUNCIL REPORTS

Councillor Underwood attended Small Communities meeting, have a new Chair and was very interesting. Will share more information later as the package was 252 pages. PowerPoint information will be forward to CAO Zhang. Also, elementary school meeting coming up.

15. ROUND TABLE

- Councillor Skinner – Grande Spirit Foundation just completed their 360 review and went through the surveys that had been distributed to staff and residents. The 360 review will be completed on December 20. An Imagination Play and Learn Tea (seniors and children) will also be held. Also attended Sleigh Bells Tea which was well attended.
- Councillor Underwood – School winding down for Christmas. Helen E. Taylor will be sending out invitations to Town staff for a breakfast event, date to be determined. Praised Public Works for the excellent job of maintaining the walking paths.
- CAO Zhang – will be on vacation from December 15th to January 2nd, inclusive. Christina Ketchum will be Acting CAO. The Strategic Plan pamphlet has been printed and is now available to Councillors.
- Mayor Peterson – December honorariums, submit as soon as possible.
- Councillor Ketchum – nothing to report – has been away.

16. CLOSED SESSION

17. ADJOURNMENT

MOTION #2022-0334

MOVED by Councillor Skinner Council adjourn the meeting at 8:08 p.m.

CARRIED UNANIMOUSLY

(SIGNED)

Mayor – Kelly Peterson

(SIGNED)

CAO – Noreen Zhang

Initials