

**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 August 2023.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:01 p.m.  
CAO Zhang  
Councillor Skinner  
Councillor Berlasty  
Councillor Ketchum  
Councillor Baker – via Zoom

Regrets: Councillor Johnson  
Councillor Underwood

2. CLOSED SESSION

2.1 FOIP Section 27 - Privileged Information

**MOTION #2023-0161**

**Moved by** Councillor Skinner Council go into Closed Session – 7:02 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0162**

**Moved by** Councillor Berlasty Council come out of Closed Session – 8:20 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0163**

**Moved by** Councillor Ketchum Council direct Administration to bring back recommendations regarding expired Anderson Subdivision.

**CARRIED UNANIMOUSLY**

3. APPROVAL OF AGENDA

**MOTION #2023-0164**

**Moved by** Councillor Ketchum Council approve the Agenda with the addition of Item 11.2 Extension Request – Wembley Developments

**CARRIED UNANIMOUSLY**

4. ADOPTION OF MINUTES

4.1 Minutes of Regular Meeting of Council held on July 10th, 2023.

**MOTION #2023-0165**

**MOVED by** Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held July 10<sup>th</sup>, 2023, as presented.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Initials

- 4.2 Minutes of Council Committee of the Whole Meeting held on August 2nd, 2023.  
**MOTION #2023-0166**  
**Moved by** Councillor Ketchum Council adopt the minutes of the Council Committee of the Whole Meeting held on August 2nd, 2023, as presented.

**CARRIED UNANIMOUSLY**

5. DELEGATIONS

6. FINANCE

7. PUBLIC HEARING

8. BYLAWS

- 8.1 Bylaw 744 – Designated Officer Bylaw  
A Bylaw to establish the Position of Chief Administrative Officer for the Town of Wembley.  
**MOTION #2023-0167**  
**Moved by** Councillor Ketchum Council give first reading to Bylaw 744 – To Establish the Position of Chief Administrative Officer.

**CARRIED UNANIMOUSLY**

Bylaw 744 was then read for the first time.

- MOTION #2023-0168**  
**Moved by** Councillor Skinner Council give second reading to Bylaw 744.

**CARRIED UNANIMOUSLY**

Bylaw 744 was then read for the second time.

- MOTION #2023-0169**  
**Moved by** Councillor Berlasty Council have third reading of Bylaw 744 at this meeting.

**CARRIED UNANIMOUSLY**

- MOTION #2023-0170**  
**Moved by** Councillor Skinner Council give third reading to Bylaw 744.

**CARRIED UNANIMOUSLY**

Bylaw 744 was read for the third time and finally passed.

- 8.2 Bylaw 759 – Municipal Assessor Bylaw  
A Bylaw to establish the Position of Municipal Assessor and to designate powers, duties, and functions to that position for the Town of Wembley.

---

Initials

**MOTION #2023-0171**

**Moved by** Councillor Berlasty Council give first reading to Bylaw 759 – To Establish the Position of Municipal Assessor and to designate powers, duties, and functions to that position.

**CARRIED UNANIMOUSLY**

Bylaw 759 was then read for the first time.

**MOTION #2023-0172**

**Moved by** Councillor Baker Council give second reading to Bylaw 759.

**CARRIED UNANIMOUSLY**

Bylaw 759 was then read for the second time.

**MOTION #2023-0173**

**Moved by** Councillor Skinner Council have third reading of Bylaw 759 at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0174**

**Moved by** Councillor Ketchum Council give third reading to Bylaw 759.

**CARRIED UNANIMOUSLY**

Bylaw 759 was read for the third time and finally passed.

- 8.3 Bylaw 760 – Bylaw Enforcement Officer  
A Bylaw to establish the Position of Bylaw Enforcement Officer for the Town of Wembley.

**MOTION #2023-0175**

**Moved by** Councillor Ketchum Council give first reading to Bylaw 760 – To Establish the Position of Bylaw Enforcement Officer.

**CARRIED UNANIMOUSLY**

Bylaw 760 was then read for the first time.

**MOTION #2023-0176**

**Moved by** Councillor Berlasty Council give second reading to Bylaw 760.

**CARRIED UNANIMOUSLY**

Bylaw 760 was then read for the second time.

**MOTION #2023-0177**

**Moved by** Councillor Skinner Council have third reading of Bylaw 760 at this meeting.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0178**

**Moved by** Councillor Baker Council give third reading to Bylaw 760.

**CARRIED UNANIMOUSLY**

Bylaw 760 was read for the third time and finally passed.

---

Initials

9. POLICIES

10. CAO REPORT

10.1 Preliminary Budget Preparations

- Administration has started to look into the upcoming year's budget. Departments have been tasked to start with their budget planning.

10.2 Town Office

- The Town Office is currently undergoing minor improvements to accommodate workspace issues and storage.
- The renovations are expected to be completed before September 12th.

10.3 Alberta Day

- The Town is going to offer activities and crafts for Alberta Day from the provincial grant funding.
- The event is expected to take place at the Wembley and District Arts Culture and Historical Society site on September 1st.

10.4 Meetings/Training Attended

- None

**MOTION #2023-0179**

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

**CARRIED UNANIMOUSLY**

11. OLD BUSINESS

11.1 3-Year Operating and 5-Year Capital Budget Forecast

**MOTION #2023-0180**

**Moved by** Councillor Ketchum Council approve the 3-Year Operating and the 5-Year Capital Budget forecast for the Town of Wembley.

**CARRIED UNANIMOUSLY**

12. NEW BUSINESS

12.1 Asset Disposal – Information Only

- 6-Way Dozer Attachment
- Allied Plate Compactor (To Fit Excavator/Backhoe)
- McMullen X2475 Auger (Fits Skid steer)
- Asphalt Cutting Attachments
- Backhoe Dig Bucket
- Hensley Dig Bucket
- Bobcat Attachment
- Tractor Broom
- Split Master
- Vermeer BC625A
- New Holland 82LB Tractor Loader

12.2 Three Month Extension - Wembley Developments

Request for a three-month extension of the Development Permit to finalize documentation required for development.

---

Initials

**MOTION #2023-0181**

**Moved by** Councillor Ketchum Council approve the requested three-month extension of the Development Permit for Wembley Developments.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0182**

**Moved by** Councillor Skinner Council take a five-minute break – 8:56 p.m.

**CARRIED UNANIMOUSLY**

**MOTION #2023-0183**

**Moved by** Councillor Berlasty Council resume – 8:59 p.m.

**CARRIED UNANIMOUSLY**

13. REPORTS

- 13.1 Audit Committee
- 13.2 Community Futures
- 13.3 Community and Protective Services Committee
  - 13.3.1 Community Protective Services August 2, 2023- Meeting Minutes**
- 13.4 FCSS Advisory Board
- 13.5 Grande Prairie Regional Emergency Partnership
- 13.6 Grande Prairie Regional Emergency Partnership Committee
- 13.7 Grande Prairie Regional Tourism
- 13.8 Grande Spirit Foundation
- 13.9 HR Committee
- 13.10 Healthy Communities Committee
- 32.11 Helen E. Taylor Advisory School Council
- 13.12 ICF & IDP Steering Committee
- 13.13 Joint Grande Prairie Area Recreation Committee
- 13.14 Parks and Recreation
- 13.15 Peace Airshed Zone Association (PAZA)
- 13.16 Peace Library System Board
- 13.17 West Grande Prairie County Regional Landfill
- 13.18 South Peace Physician Attraction & Retention Committee
- 13.19 Wapiti Area Synergy Group (WASP)
- 13.20 Water North Coalition
- 13.21 Wembley and District Agricultural Society
  - 13.21.1 Wembley & District Agricultural Society - Minutes June 15, 2023**
- 13.22 Wembley-Dimsdale-Saskatoon Lake Recreation Board
- 13.23 Wembley Elementary School
- 13.24 Wembley Public Library
- 13.25 911 and Emergency Service
- 13.26 Bylaw Enforcement Services
  - 13.26.1 Bylaw Enforcement June 2023 County of Grande Prairie Report**
  - 13.26.2 Bylaw Enforcement July 2023 County of Grande Prairie Report**
- 13.27 Beaverlodge RCMP Detachment

---

Initials

**MOTION #2023-0184**

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

**CARRIED UNANIMOUSLY**

14. CORRESPONDENCE

14.1 Proclamation Alberta Development Officers Week September 19<sup>th</sup> to 22<sup>nd</sup>, 2023

**MOTION #2023-0185**

**Moved by** Councillor Skinner Council proclaim September 19<sup>th</sup> to 22<sup>nd</sup>, 2023 as Alberta Development Officers Week.

**CARRIED UNANIMOUSLY**

14.2 Proclamation in support of Rail Safety Week September 18<sup>th</sup> to 24<sup>th</sup>, 2023

**MOTION #2023-0186**

**Moved by** Councillor Baker Council proclaim September 18<sup>th</sup> to 24<sup>th</sup>, 2023 as being Rail Safety Week.

**CARRIED UNANIMOUSLY**

15. NOTICE OF MOTION

16. COUNCIL REPORTS

- Councillor Skinner  
Grande Spirit Foundation Board met with Jason Nixon, Minister of Seniors, Community and Social Services, and seniors concerns regarding housing were presented to Minister Nixon. Another GSF meeting on August 25, 2023, and will also be attending first Finance Committee meeting.
- Councillor Ketchum  
Attended Grande Prairie Regional Tourism Association meeting (GPRTA), and the GPRTA is currently going through organizational changes. Also, volunteers are needed for the Bear Creek Music Festival. Councillor Ketchum is on the sub-committee for Paleo-Palooza, and they are currently fundraising.
- Mayor Peterson  
Had a good meeting with MLA Ron Wiebe.

17. ROUND TABLE

- Councillor Berlasty  
Nothing to report.
- Councillor Baker  
Nothing to report.
- Councillor Ketchum  
Nothing to report.
- Councillor Skinner  
Nothing to report.

---

Initials

- CAO Zhang  
The Office will be closed August 17 and August 18, 2023, due to Town Hall renovations. CAO Zhang will be taking vacation from August 18 to September 4, 2023. Also, the sidewalk project will be starting September 5, 2023, and residents impacted will be notified. In conversation with the Silver & Gold Club regarding the Town taking ownership of the seniors' bus.

18. ADJOURNMENT

**MOTION #2023-0187**

**M0ved by** Councillor Berlasty Council adjourn the meeting at 9:17 p.m.

**CARRIED UNANIMOUSLY**

*(SIGNED)*

\_\_\_\_\_  
Mayor – Kelly Peterson

*(SIGNED)*

\_\_\_\_\_  
CAO – Noreen Zhang

COPY