

**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 September 2022.**

1. CALL-TO-ORDER

Present: Mayor Peterson called the meeting to order at 7:01 p.m.
CAO Noreen Zhang
Councillor Ketchum
Councillor Skinner
Councillor Johnson

Regrets: Councillor McCallum
Councillor Underwood
Councillor Baker

2. APPROVAL OF AGENDA

MOTION #2022-0225

Moved by Councillor Skinner Council approve the agenda, with the deletion of Item 3.2, as presented.

CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

3.1 Minutes of Regular Meeting of Council held on August 29, 2022.

MOTION #2022-0226

Moved by Councillor Ketchum Council adopt the minutes of the Regular Meeting of Council held on August 29, 2022, as presented.

CARRIED UNANIMOUSLY

4. DELEGATIONS

4.1 Wembley & District Agricultural Society

Mr. Eric Sundstrom, President, and Ms. Bailee Wills, Director, presented the Ag Society's proposal on the establishment of a Youth Drop-In. The Youth Drop-In will primarily target the age group 13 – 17 years old. The hiring of two part time staff, in the near future, will also be looked at to assist with the Youth Drop-In. Ms. Wills stated that a Letter of Support from Council will certainly be helpful when applying for grants. CAO Zhang asked about Policies and Procedures, Code of Conduct, training for volunteers regarding emergencies, risk management, etc. FCSS has also been actively in conversation regarding the establishment of the Youth Drop-In.

5. FINANCE

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

MOTION #2022-0227

Moved by Councillor Ketchum Council accept the Revenue & Expense and Monthly Statement for the month of August 2022 for information.

CARRIED UNANIMOUSLY

Initials

5.2 Removal of Matthew Smith’s Signing Authority

MOTION #2022-0228

Moved by Councillor Ketchum Council accept the removal of Matthew Smith’s signing authority as it pertains to the Town of Wembley’s Accounts Payable and ATB Financial accounts.

CARRIED UNANIMOUSLY

6. PUBLIC HEARING

7. BYLAWS

8. POLICIES

8.1 Wembley COVID-19 Policy – Repeal

8.2 CH1 - Community Hall Rates Policy – Repeal

8.3 CH2 – Loaning Community Hall Tables/Chairs Policy – Repeal

8.4 Ch3 – Prevent Community Hall Floor Damage Policy – Repeal

8.5 Ch4 – Hall Bookings Policy – Repeal

MOTION # 2022-0229

Moved by Councillor Ketchum Council repeal the following policies: Wembley COVID-19 Policy, CH1 - Community Hall Rates Policy, CH2 – Loaning Community Hall Tables/Chairs Policy, CH3 – Prevent Community Hall Floor Damage Policy, and CH4 – Hall Bookings Policy.

CARRIED UNANIMOUSLY

9. CAO REPORT

9.1 Spray Park Closure for the Season

- The spray park will be closed for the year, starting September 14, 2022, to accommodate the end of season servicing.

9.2 Small Gazebo at Sunset Lake Park

- The repairs for the small gazebo at Sunset Lake Park have been completed and additional lighting will be installed.

9.3 Intermunicipal Meeting Topics

- The Town of Beaverlodge is hosting the event and tentatively looking at the first week of November. Administration is recommending the following for discussion:
 - Determining regional advocacy topics and who will lead the group for each one.
 - Event coordination for the region.

9.4 Action Planning Session

- Administration will be doing an Action Planning session with Tim Duhamel, BLOOM CME. This is the next step for the Strategic Plan that was adopted by Council. The Town Office will be closed on September 13, 2022, for this session.

9.5 Training/Development

- Alberta Municipalities is offering, free of charge to elected officials and municipal staff, risk management webinars starting on September 26 to December 15, 2022.
- Asset Management courses and training is also offered by Alberta Municipalities to elected officials and municipal staff at no cost as part of the funding provided by FCM.
- BLOOM CME, Tim Duhamel, is offering a course/training session called Ethics Essentials in the Municipal Sector & Organizational Culture, at the Philip J. Currie Museum on

Initials

September 15, 2022, that is highly recommended for elected officials and municipal staff.

9.6 Meetings/Training Attended

- GPREP Agency Meeting – September 9, 2022 @ County Community Services Building, Clairmont

MOTION #2022-0230

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

CARRIED UNANIMOUSLY

10. OLD BUSINESS

11. NEW BUSINESS

11.1 ATCO Franchise Fee 2023 – Electric Review

MOTION #2022-0231

Moved by Councillor Ketchum Council approve a one percent (1%) increase to the ATCO Electric Franchise Fee.

CARRIED UNANIMOUSLY

11.2 ATCO Franchise Fee 2023 – Natural Gas Review
Will remain as is.

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
- 12.17 West Grande Prairie County 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
- 12.24 911 and Emergency Service
 - 12.24.1 Wembley Fire Department Meeting – September 1, 2022**
- 12.25 Bylaw Enforcement Services
 - 12.25.1 County Enforcement/Town of Wembley – August 2022 Report**

Initials

12.26 Beaverlodge RCMP Detachment

MOTION #2022- 0232

Moved by Councillor Johnson Council accept the reports as information.

CARRIED UNANIMOUSLY

13. CORRESPONDENCE

13.1 Wembley Silver & Gold Pioneer Club – Letter of Request – Parking Exemption on 101 Street

MOTION #2022-0233

Moved by Councillor Johnson Council instruct Administration to exempt the Silver & Gold Pioneer Club from the “No Parking” ban, on 101 Street, from 1:00 p.m. to 4:00 p.m., on Tuesdays only, for their meetings. Also, Public Works to ensure, when it comes to snow removal, that the snow is not street or side piled in that same area.

CARRIED UNANIMOUSLY

13.2 Health Engagement Tour Update – August 2022

Councillor Ketchum attended this and gave Council a brief update.

13.3 Letter from Town of Tofield with response from the Honorable Shandro regarding Victim Services.

MOTION #2022-0234

Moved by Councillor Ketchum Council accept the correspondence as information.

CARRIED UNANIMOUSLY

14. COUNCIL REPORTS

15. ROUND TABLE

Councillor Ketchum

- Meetings starting up again after summer hiatus.
- Suggested the possibility of having a Halloween costume sale and at the same time a pumpkin carving competition could take place.

Councillor Johnson

- Will be in Calgary during Alberta Municipalities Fall Convention and will try to meet up with those attending.
- Taking leave of absence from the Fire Department due to workload.

Councillor Skinner

- Nothing to report.

CAO Zhang

- Reminded Council that the Animal Bylaw is now in effect and to make sure they register their pets. Has received several queries from concerned residents regarding having pets over the allowable limit.
- Budget discussions will be starting soon.
- Councillors to let CAO Zhang know if there are any conferences/training that they would like to attend in the coming year to ensure that they are reflected in the 2023 budget.

Mayor Peterson

- Nothing to report.

Initials

16. CLOSED SESSION

17. ADJOURNMENT

MOTION #2022-0235

MOVED by Councillor Johnson Council adjourn the meeting at 8:30 p.m.

CARRIED UNANIMOUSLY

(SIGNED)

Mayor – Kelly Peterson

(SIGNED)

CAO – Noreen Zhang