



RUNNING FOR COUNCIL?

EVERYTHING YOU NEED TO
KNOW ABOUT RUNNING
FOR MUNICIPAL OFFICE IN
WEMBLEY



DECEMBER 16, 2024

TOWN OF WEMBLEY

PO Box 89, 9940 – 101 Street Wembley, AB T0H 3S0



Table of Contents

INTRODUCTION ELECTION 2025	3
About the Town of Wembley.....	3
..... Error! Bookmark not defined.	
Thinking about running for Council?.....	3
DECIDING TO RUN	4
Making an informed decision	4
Eligibility.....	4
Time Commitment.....	5
OFFICE FOR ELECTION	7
Office of the Mayor.....	7
Office of a Councillor.....	8
GENERAL INFORMATION FOR ELECTED OFFICE	9
Role of Town Council	9
What are Council’s powers & duties?.....	10
Bylaws	11
Policies	11
Being in the public eye.....	12
Other options.....	12
Boards and Committees.....	13
LIABILITIES AND DISQUALIFICATIONS OF COUNCILLORS	14
Pecuniary interest.....	14
Civil Liability	14
Disqualification	14
ELECTION DATES AND TENTATIVE SCHEDULES	15
Election Related Dates.....	15
Post-Election	16
Council Calendar	17
ADDITIONAL RESOURCES	18
2025 Municipal Election.....	18
Information regarding municipal associations	19
Reference & Core Documents	19
NEXT STEPS – THE NOMINATION PROCESS	19

INTRODUCTION | ELECTION 2025

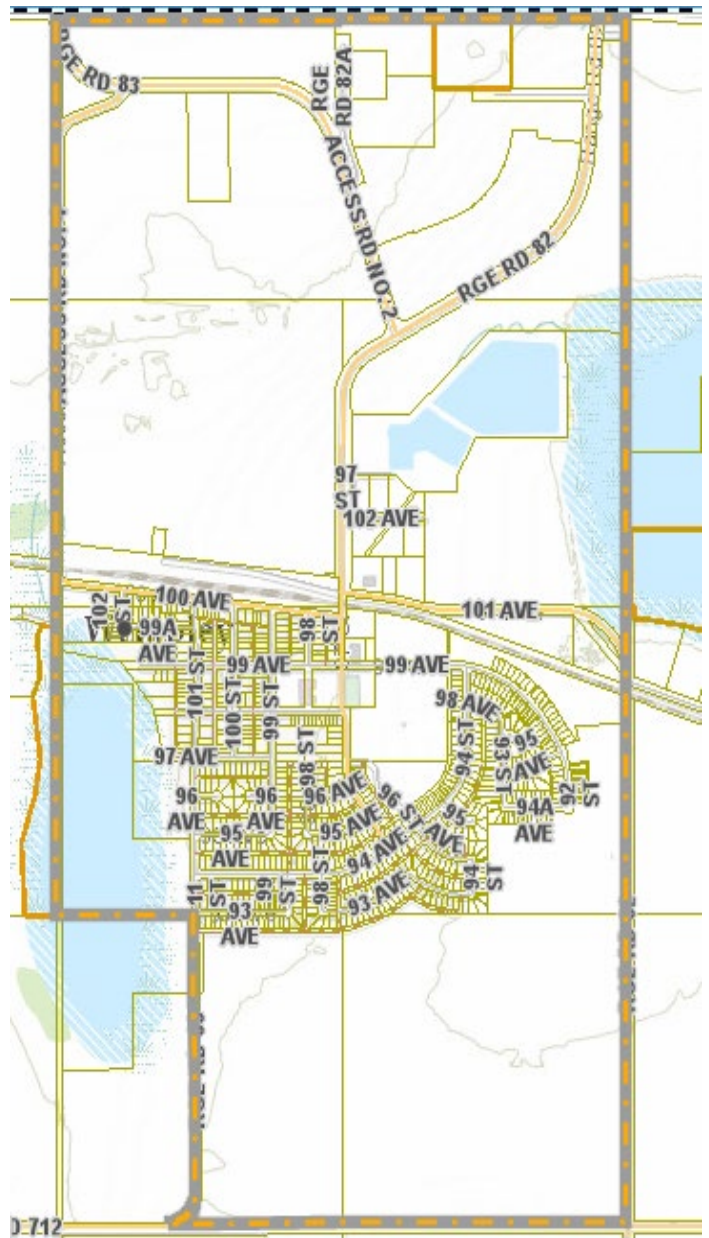
About the Town of Wembley

The municipality was established as a Village in 1928 and was incorporated as a Town in 1982. The Municipality of Wembley operates under an agreement of Municipal Governance, giving it authority over all municipal matters including land use planning, development, and environmental matters. The Town of Wembley assumed responsibility for specific jurisdiction.

Governance is shared between the Town of Wembley's, seven (7) elected officials—one (1) Mayor and six (6) Councillors.

Thinking about running for Council? Council reflects the diversity of views and opinions that naturally reside within the Municipality. As a Mayor or Councillor, you have a chance to be a leader in your community.

There are no special qualifications legislatively required to be a Councillor, however visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, an ability to be persuasive and accept opposing views and enthusiasm are great attributes to bring to the Council table.



DECIDING TO RUN

Making an informed decision

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local council members therefore can significantly influence the future of our community. This can make a council member's job both rewarding and demanding.

Before casting your hat into the ring, it is important to figure out whether you have adequate time to devote to the position, and to make sure the job will meet your expectations.

Why should I run?

For governments to be representative of, and responsive to, the needs of their constituents, their make-up should reflect the demographics of the constituency. As an elected official, you will:

- Bring the perspectives of your demographic to the decision-making table
- Influence changes that benefit your community and ensure its sustainability
- Put forward new ideas for debate and possible implementation and change
- Make a positive difference in the quality of life in your community
- Provide a voice for your community with other levels of government; and
- Be part of a team that makes decisions that affect all aspects of community life.

Do I have the skills & knowledge?

It is not crucial to have an education or experience in a government setting to run as a candidate.

You likely have skills, knowledge and abilities that are transferable to the elected official's role. You may want to undertake a self-assessment of your skills prior to running for elected office. Think about your volunteer experience, community involvement, work experience, membership in different organizations, and family life.

Eligibility

Sections 21 to 23 of the Local Authorities Election Act cover the eligibility requirements for municipal candidates and list conditions for disqualification

TO BECOME A CANDIDATE, YOU MUST:

Running For Town Council – Election 2025

- Be at least 18 years of age on nomination day;
- Be a Canadian citizen; and
- Have been a resident of the Town of Wembley for six consecutive months preceding nomination day (primary residence in Wembley).

YOU ARE NOT ELIGIBLE TO RUN IF YOU:

- Are an employee of the Town of Wembley (unless you are granted a leave of absence prior to nomination day)?
- Are an auditor of the Town of Wembley
- Are more than \$50 in arrears on your property taxes,
- or you are more than 90 days in default of any debt to the Town of Wembley of more than \$500. (If you are not sure about this, please call 780-766-2269 to find out if you have any amounts owing); or
- Have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years.

Time Commitment

The Mayor and Councillors serve four-year terms. The 2025 council will be sworn in within a week of the general election and serve until October 2029.

What are the commitments?

1. *Regular and Committee of the Whole meetings of Council*

The Town of Wembley meets every second Monday of each month, except in July, August and December months, there is one.

2. *Special meetings of council*

Additional council meetings are scheduled from time to time, and for example, budget deliberations in April or May.

3. *Board and committee meetings*

The Mayor and individual Councillors are each appointed to represent Council on an average of three internal and external committees, boards, or agencies. Meeting times vary, and can be bi-weekly, monthly, or less frequent depending on the situation.

4. *Conferences and Training*

The Town of Wembley is part of the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM). Both associations hold annual conferences and conventions that provide networking and learning opportunities. Many Council members regularly attend the AUMA convention, a three-day event held in October or November, and the FCM conference, also a three-day event, in June. Each Councillor may also be required or invited to attend various training opportunities including Media Training, Elected Officials Training, and more.

5. *Other travel*

Travel for other duties is not common, however in the past council members have had opportunities to visit other resort communities to promote inter- municipal ties and to learn about successful initiatives. The Mayor has, on occasion, been required to travel to Edmonton and to Calgary to meet with government officials on behalf of the Municipality of Wembley.

6. *Social and other events*

These events can range from attending local fundraisers, to giving welcome speeches at conferences, to representing the Municipality at industry-related social functions, among a host of other things. Time commitments in this area are usually heavier for the Mayor and will also depend on the interest and availability of various Council members.

7. *Background work*

The various Council meetings you will be attending each come with an Agenda Package, a package of reports and correspondence intended to help you prepare for the decisions required at the meeting. You will need to have time to thoroughly read the information before attending meetings. You will also want to have some time to meet occasionally with the Chief Administrative Officer (CAO), who is Council's only employee, and who is charged with the task of implementing Council's policies and programs.

8. *Your life*

You may find that it takes ten times as long to go to the post office as it used to. Council members are very visible in this small town and usually find that they are never "off duty." Residents will often take the opportunity to present their views or ask questions, whether in the vegetable aisle of the grocery store or in the stands at your child's hockey game.

Be sure to take into consideration the time you need for your personal life and your work, volunteer, and educational priorities.

OFFICE FOR ELECTION

Office of the Mayor

The term of office for Mayor is 4 years.

Duties of the Mayor

The Mayor is the Chief Elected Official (CEO) of the Municipality and has specific duties that include the duties of a Councillor in addition to those of a CEO as defined in the Municipal Government Act.

In general, a Council Member:

- Considers and promotes the welfare and interests of the Town of Wembley.
- Abides by the Municipal Government Act.
- Makes themselves available to interact with the public. This can include emails, phone calls, voicemail, and face to face interaction both in public and at home.
- Participates in Regular and Committee of the Whole Council meetings.
- Brings the views of residents forward during Council meetings
- Is required to vote on bylaws, municipal policies, requests for decisions, the municipal budget and other motions made at Council meetings.
- Directs questions and concerns regarding the Municipality's administration to the Chief Administrative Officer (CAO)
- Stays informed on relevant local issues and local legislation; and
- Attends and participates in community events and functions.

Remuneration & benefits

The Town of Wembley compensation and benefits policy can be found [here](#) or on our website: <https://wembley.ca/p/policies>

The Mayor is also expected to:

- Chair regular Council meetings.
- Attend meetings, public functions, ceremonies, and other events, which may occur during evening hours and on weekends
- Liaise with elected officials from other municipalities and other levels of government regarding municipal issues.
- Communicate Council policy to the media and the public; and
- Work closely with the CAO to monitor and respond to the organization's outcomes.

Time commitment

The position of Mayor is a part-time commitment. Typically, the Mayor can expect to commit 20-25 hours per week to performing their duties (this varies according to the time of year, emerging issues, meetings etc.). The Mayor's time is spent working closely with Council, the Municipality's administration, and community representatives to help develop plans, policies, and strategies important to the Municipality's business. As a regular member of Council, the Mayor is expected to prepare for and attend two regular Council meetings and two Committee of the Whole meetings per month. In addition, the Mayor sits on a variety of boards and committees both internal and external.

The Mayor may also be required to represent the Municipality at meetings, ceremonies, and other events. Frequent evening hours and weekend work may be required. The Mayor is also the chief spokesperson for the Municipality in discussions with elected officials in other municipalities, the provincial government, the federal government, and members of the media. Often this involves initiating and building important relationships with decision-makers outside the community.

Office of a Councillor

The term of office for Councillors is four (4) years.

Number of Councillors

Six (6) positions are available for the office of Councillor.

Duties of Councillor:

- Considers and promotes the welfare and interests of the Town of Wembley
- Abides by the Municipal Government Act.
- Available to interact with the public. This can include emails, phone calls, voicemail, and face to face interaction both in public and at home
- Participates in Regular and Committee of the Whole Council meetings
- Brings the views of residents forward during Council meetings.
- Votes on bylaws, municipal policies, requests for decisions, the municipal budget and other motions made at Council meetings
- Directs questions and concerns regarding the Municipality's administration to the Chief Administrative Officer (CAO);
- Stays informed on relevant local issues and local legislation; and

Running For Town Council – Election 2025

- Attends and participates in community events and functions.

Deputy Mayor

The Deputy Mayor serves as the back-up to the Mayor (e.g., chairing Council meetings, attending other meetings and functions that the Mayor is unable to attend). The current Council has opted to rotate the position of Deputy Mayor on an eight-month rotational basis. It is up to each newly elected Council to decide if they wish to continue this method of determining who serves as the Deputy Mayor.

Acting Mayor

The Acting Mayor serves as the back-up to the Deputy Mayor (e.g., chairing Council meetings, attending other meetings and functions that the Mayor and Deputy Mayor are unable to attend). The current Council has opted to rotate the position of Deputy Mayor on an eight-month rotational basis.

Time commitment

The position of Councillor is part-time commitment. Typically, Councillors can expect to commit 15-20 hours per week in performing their duties (this varies according to the time of year, emerging issues, meetings etc.). As a member of Council, Councillors are expected to attend Regular and Committee of the Whole council meetings (4 per month – 2 each); in addition, Councillors sit on a variety of boards and committees (on average between 2-4 per month), plus other meetings as needed.

A Councillor may also spend considerable time preparing for meetings, liaising with municipal administration, doing research, meeting with the public, attending public events, and attending a variety of meetings.

GENERAL INFORMATION FOR ELECTED OFFICE

Role of Town Council

To get a taste of what it would be like to sit on Council, come to a Council meeting or two. Regular Council meetings are held the second and fourth Monday of the month at 7:00 p.m. in the Council Chambers, located in the Town Office. Committee of the Whole meetings are held on the first Wednesday of the month at 7:00 p.m. in the same location. You can read agenda packages and minutes for Council meetings at www.wembley.ca. In fact, the official Town of

Running For Town Council – Election 2025

Wembley website is a great place to learn about all the programs and services offered by the Municipality.

The Municipality's CAO, Noreen Zhang, is also a resource and would be happy to answer any questions you might have about municipal operations. You can contact him directly: 780-978-8883 or noreen@wembley.ca

What are Council's powers & duties?

All powers of municipal governments are delegated from higher levels of government. In Wembley, Council's legislative authority comes primarily from an agreement with the Department of Canadian Heritage, giving it authority over all municipal matters such as; land use planning, development, and environmental matters.

There are several provincial acts that also apply to municipalities; however, the Municipal Government Act (the MGA) is the reference for municipal government in Alberta. It can be viewed online: King's Printer website: [Alberta King's Printer:](#)

In a nutshell, the MGA authorizes Council to develop and evaluate the programs and policies of the Municipality, and to make sure the powers, duties and functions of the municipality are carried out. Council is required by the MGA to employ a Chief Administrative Officer (CAO). The CAO is responsible for implementing the programs and policies of the Municipality; and is the administrative leader of the organization, the person to whom all other employees of the Municipality ultimately report.

What are the individual powers of the Mayor or a Council member?

Your individual influence on the future of Wembley will depend on your ability to persuade other members of Council to adopt your point of view. All decisions of Council are made through a majority vote of those present at a public Council meeting; each member of Council, including the Mayor, represents one vote. So, at a typical meeting, at least four of the seven Council members present must vote in favor of a decision for it to pass.

Individual Councillors do not have the opportunity to commit the Municipality to expenditures, nor can they personally direct the activities of municipal employees. Any promise you make during your campaign involving these things can only be carried out if you convince a majority of Council that it is a good idea.

Running For Town Council – Election 2025

If you are running because you feel strongly about one particular issue facing the town, it is a good idea to become familiar with the legislation and history surrounding that issue. Recommended resources include past Council minutes and agenda packages, Town of Wembley bylaws, and the Municipal Government Act of Alberta. A lot of the information you may need can be found at www.wembley.ca.

How does Council set policy?

Council develops and evaluates the programs and policies of the Municipality in several ways. One way is through approval of the annual operating and capital budgets. Through budget approval, Council decides which programs and projects will be supported by municipal revenue. Council also sets public policy through bylaws, which are local laws.

Council sets annual strategic priorities both for themselves and for administrative staff. These priorities focus administration's work and help Council allocate funding in the budget process. They also provide the community with information about Council's progress. Current strategies can be viewed at www.wembley.ca.

Bylaws

The “by” in bylaw is an old Norse word that means “town.” A bylaw is simply a town, or local, law. Bylaws cannot be created out of thin air. Canadian municipalities do not have constitutional status of their own, so they can only pass laws authorized by other levels of government. Statutes like the Municipal Government Act and the Traffic Safety Act delegate authority for local bylaws. The “whereas” clause you see at the beginning of bylaws usually explains where the authority for the bylaw is coming from.

Some bylaws are mandatory while some bylaws are required only if a municipality wants to carry out a certain type of activity. A town does not have to require business licensing, for example, but if they do, they need a bylaw. Bylaws can also customize provincial statutes to allow for local enforcement or reduced fines in areas like traffic safety. The Town of Wembley bylaws can be reviewed on the website www.wembley.ca :

[Town of Wembley - Bylaws](#)

Policies

Council policies are a specific type of document that set discretionary duties and/or standards of performance for the Municipality. Policies address recurring issues and provide guidelines

Running For Town Council – Election 2025

setting out the level and way the Municipality will perform duties imposed upon itself or those imposed on the Municipality by legislation.

Council policies can be reviewed on the website www.wembley.ca : [Town of Wembley - Policies](#)

Being in the public eye

As a Council member, you should be prepared for some level of public speaking. You will need to be comfortable speaking at Council, Committee of the Whole, and board meetings, most of which are open to the public. You may also be required to give interviews to the media.

The Mayor is often asked to give welcome speeches at conferences and make presentations at various events. As a Councillor, you may be asked to speak publicly in your capacity as Deputy or Acting Mayor.

In your role as a Council member, you will find yourself talking to a lot of people you may not necessarily know, from local residents to Councillors from other municipalities and government officials.

Other options

If you decide that a term on Council is not right for you, but you still want to participate in municipal government, consider applying to be a public member on one of the Municipality's boards or committees.

For more information about these opportunities, contact the Councillor Appointed to the committee. The list on the website www.wembley.ca under Council Committee Appointments:

[Town of Wembley - Town Council](#)



Running For Town Council – Election 2025

Boards and Committees

The Mayor and Councillors are appointed on an annual basis to various committees. These appointments are made at the annual Organizational Meeting of Council held in October of each year.

The following list of committees gives a general idea of the number of committees that Council members currently participate in.

Committees & Boards	Appointed 1	Appointed 2	Appointed 3
Audit Committee			x
Community Futures	x		
Community and Protective Services		x	
FCSS Advisory Board		x	
Grande Prairie Regional Emergency Partnership	x		
Grande Prairie Regional Emergency Partnership Committee		x	
Grande Prairie Regional Tourism	x		
Grande Spirit Foundation	x		
HR Committee			x
Helen E. Taylor Advisory School Council	x		
ICF & IDP Steering Committee			x
Joint Grande Prairie Area Recreation Committee			x
Parks and Recreation		x	
Peace Airshed Zone Association (PAZA)	x		
Peace Library System Board	x		
Regional Landfill		x	
South Peace Physician Attraction & Retention Committee		x	
Wapiti Area Synergy Group (WASP)		x	
Water West Steering Committee		x	
Wembley and District Agricultural Society	x		
Wembley-Dimsdale-Saskatoon Lake Recreation Board	x		
Wembley Elementary School Advisory Council	x		
Wembley Public Library		x	
911 and Emergency Services	x		

LIABILITIES AND DISQUALIFICATIONS OF COUNCILLORS

Pecuniary interest

As an elected official of the Municipality, you are held to a high standard relative to protecting the best interests of the Municipality and operating in an open and transparent manner.

As an elected official, you have a duty to disclose interests you may have that cross paths with your municipal role that could monetarily impact you and your family.

This is called **pecuniary interest**.

A Councillor will have a pecuniary interest in a matter if the matter could monetarily affect the Councillor, the Councillor's family or the Councillor's employer.

For further information on pecuniary interest, please visit:
[municipalaffairs.alberta.ca/documents/Pecuniary interest](http://municipalaffairs.alberta.ca/documents/Pecuniary%20interest)

What to do?

In such a situation, the Councillor must disclose the general nature of the interest, abstain from voting on and discussing the issue, and leave the Council Chambers until the matter before Council is concluded.

Civil Liability

A Councillor can be held civilly liable should they:

- Make an expenditure not authorized in the budget or approved by Council; or
- Vote to spend money borrowed or from a grant on something else; or
- Vote in favor of loan, borrowing or guarantee which exceeds debt limit.

A Councillor can be held liable for defamation.

Disqualification

A Councillor can be disqualified from sitting as a member of Council for the following:

- Was not eligible to be nominated under the Local Authorities Election Act.
- Ceases to be eligible under the Local Authorities Election Act.
- Failed to file a disclosure statement as required under the Local Authorities Election Act.
- Is absent from all regular Council meetings held during any period of eight (8) consecutive weeks.

Running For Town Council – Election 2025

- Is convicted of an offence punishable by imprisonment for five (5) or more years.
- The Councillor does not vote on a matter before Council (unless required or permitted to abstain).
- Does not declare a pecuniary interest and leave the Council Chambers on a matter having a pecuniary interest.
- Uses unpublished information for their own benefit.
- Becomes an employee of the municipality; or
- Is found to be civilly liable.

ELECTION DATES AND TENTATIVE SCHEDULES

Election Related Dates

Application for Registration of Notice of Intent to become a Candidate: Nominations for the general election open between January 1, 2025, and September 22, 2025.

Nomination Day: September 22, 2025, between 10:00am and 12:00 noon

Election Day: October 20, 2025

Date Special Ballots must be received by Municipality:

TBD – TENTATIVE

Tentative Council Calendars

Organization Meeting October 27, 2025, at 6pm, where you will take the Oath of Office. The Oath of Office is required before taking part in your first council meeting or performing any Councillor duty.

If you are elected, you will take office at the Regular Meeting of Council Monday October 27, 2025, beginning at 7 p.m.

The following section includes calendars depicting council events that are tentatively scheduled for October, November and December 2025

Additional events will likely be scheduled throughout the year.

Next Page is DRAFT Schedule: Meetings and Commitments for Newly Elected Council 2025



Draft Schedule of Meetings and Commitments

Example: DRAFT Schedule: Meetings and Commitments for Newly Elected Council 2025 (Date, Description and Time may change accordingly)		
Date	Description	Time
Monday, Oct. 27	Introduction Dinner, Orientation Manuals provided	5:30pm to 7:00pm
Monday, Oct. 27	Council Chambers Orientation, Governance Training Part 1	1:00pm to 7:00pm
Wednesday, Oct. 29	Governance Training Part 2 & Department Introductions	8:30am to 5:30pm
Date - TBD	Visit worksites, Field Orientation to Municipal Operations	9:00am to 4:00pm
Date - TBD	New Council Dinner	5:30pm to 7:00pm
Date – TBD Maybe October 27	Swearing In Ceremony, Photos and Reception	6:00pm
Monday, October 27	Organizational Meeting	6:30pm
Monday, October 27	Regular Council Meeting	7:00pm
Wednesday, Nov. 5	Committee of the Whole, Budget Orientation	7:00pm
Saturday, Nov. 8 and Sunday, Nov. 9 in Location TBD (Date might Change)	Municipalities 101: The Essentials of Municipal Governance part of the Elected Officials Education Program, organized by AUMA and AAMDC, funded by Municipal Affairs	Two full days, weekend course
Monday, Nov. 10	Regular Council Meeting, Pre-Budget Training	7:00pm to 9:30pm
Tuesday, Nov. 11 departure for Calgary	AB MUNIS Conference in Calgary November 12 to 14th Preconference sessions on strategic plans, budget, governance	
Wednesday, Dec. 3	Committee of the Whole and Budget Meeting Preparation	7:00pm
Monday, Dec. 8	Regular Council Meeting, Pre-Budget Training	7:00pm to 9:30pm

Post-Election

The first six weeks in office are very busy, requiring a significant amount of time and dedication. These meetings are important to attend as newly elected members of Council for a successful start to your new term of office.

Running For Town Council – Election 2025

Other upcoming orientation sessions will include:

- Robert’s Rules of Order and Council’s Procedure Bylaw.
- A session with past Councillors to teach each Council committee’s purpose, the role of a Councillor, and travel requirements.
- Strategic planning session; two parts: one with only Council, then one with Council and staff; and
- Emergency Coordination Centre training for elected officials.
- New CUPE Collective Agreement early in new year to complete.

Council Calendar

Subject to change.



COUNCIL CALENDAR 2025

TOWN OF WEMBLEY

REGULAR COUNCIL MEETINGS	STAT HOLIDAYS
COUNCIL COMMITTEE OF THE WHOLE MEETING	CONVENTION / CONFERENCES / SEMINARS INFO
BUDGET/SPECIAL MEETINGS	FISCAL YEAR END

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
5	6	7	8	9	10	11	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
12	13	14	15	16	17	18	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
19	20	21	22	23	24	25	23	24	25	26	27	28	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30									
26	27	28	29	30	31								30	31																											

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	3	4	5	6	7	8	9	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	10	11	12	13	14	15	16	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
13	14	15	16	17	18	19	17	18	19	20	21	22	23	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
20	21	22	23	24	25	26	24	25	26	27	28	29	30	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
27	28	29	30	31	31	28	29	30	26	27	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31										

COUNCIL EVENTS:

- Spring Town Clean-up – May 30th and 31st. (new dates)
- Fall Town Clean-up – September 12th and 13th. Tentative
- Town Council’s Christmas Card Contest – Start Ad in Fall – Art Entry by Nov 5th · Order by Nov 26th.
- Light It Up Wembley! Christmas Lights Contest – Judging starts at the beginning of December and final date 21st during winter solstice.

Running For Town Council – Election 2025

REGULAR COUNCIL MEETINGS	COUNCIL COMMITTEE OF THE WHOLE (CCW)	Budget Meeting
January 13 & 27	January 8 moved to the 2 nd Wed	May need to combine with CCW for discussion.
February 10 & 24	February 5	March Tentative 19th
March 10 & 24	March 5	April Tentative 9th
April 14 & 21	April 2	October Tentative 22nd
May 12 & 26	May 7	November Tentative 19th
June 9 & 23	June 4	Taxation Rate Bylaw and 2025 Budget should be approved by April 28th or no later than May 12 th (Tax Notices to be printed out by mid-May)
July 7	July 2	
August 11	August 6	
September 8 & 22	September 3	
October 14(Tues.) & 27(Organizational mtg-27)	October 1	
November 10 & 24	November 5	NOMINATION DAY SEPTEMBER 22
December 8	December 3	COUNCIL ELECTION DAY OCTOBER 20
CONVENTIONS / CONFERENCES / SEMINARS		
GROWING THE NORTH CONFERENCE, February 18-20, 2025, in Grande Prairie		
2025 AB MUNIS CONVENTION, Fall, November 12-14, Calgary		
2025 Water Earth Innovation Aquatera Conference, February 4-7, 2025, Grande Prairie President's Summit & Municipal Leaders, TBD In conjunction with Spring Municipal Leaders' Caucus. AB Munis Spring Municipal Leaders' Caucus, TBD? (Last event date March 28, 2024) AB Munis Summer Municipal Leaders' Caucus, TBD? (Last event date June 12, 2024) RMRF MUNICIPAL LAW SEMINAR, Spring, February 21, 2025, Grande Prairie RMA Spring, March 17-19, 2025, Edmonton Convention Centre unless otherwise stated RMA Fall, November 17-20, 2025, Edmonton Convention Centre unless otherwise stated. FCM Conference, Spring, May 29 - June 1, 2025, OTTAWA		
GENERAL HOLIDAYS (13 Stat)/ COUNCIL GRANTED (1)		
New Year's Day - January 1 (Wed.)		Thanksgiving Day - October 13 (Mon.)
Alberta Family Day - February 17		Remembrance Day November 11 (Tues.)
Good Friday - April 18		Christmas Day December 25 (Thurs.)
Easter Monday - April 21		Boxing Day December 26 (Fri.)
Victoria Day - May 19 (Mon.)		Optional* Christmas Eve Day December 24 (Tues.)
Canada Day - July 1 (Tues.)		FISCAL YEAR END
Heritage Day - August 4 (Mon.)		Closed to the public - Working on Fiscal Yearend
Labour Day - September 1 (Mon.)		January 2 nd - 3 rd , 2025
National Day for Truth and Reconciliation - September 30 (Tues.)		December 29th (Mon.) to 31st (Wed.), 2025

ADDITIONAL RESOURCES

Please click any of the hyperlinks below for additional resources.

2025 Municipal Election

The Municipality of Wembley website www.wembley.ca

Running for municipal office in Alberta:

<https://www.alberta.ca/municipal-elections-overview.aspx>

Municipal Government Act: <https://open.alberta.ca/publications/m26>

Local Authorities Election Act: <https://open.alberta.ca/publications/l21>

Pecuniary interest for municipal Councillors:

Running For Town Council – Election 2025

[http://www.municipalaffairs.alberta.ca/documents/Pecuniary interest %202017.pdf](http://www.municipalaffairs.alberta.ca/documents/Pecuniary%20interest%202017.pdf)

Roles and responsibilities of officials in local government:

<https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials.aspx#:~:text=ensuring%20that%20the%20municipality's%20policies,appropriate%20staffing%20is%20in%20place>

Information regarding municipal associations

Alberta Municipalities: <https://www.abmunis.ca/>

Federation of Canadian Municipalities: <https://fcm.ca/en>

Council governance

Procedure Bylaw

Council remuneration & benefits policy

Council meeting agendas & minutes

Reference & Core Documents

Asset Management

Bylaw directory

Current budget

Strategic priorities

Town of Wembley Sustainability Plan

Vision & mission statements

Viewed on www.wembley.ca

NEXT STEPS – THE NOMINATION PROCESS

Next Steps

Still interested?

Pick-up a Prospective Candidate Package, including official nomination forms, from the administration office (9940 – 101 street) during regular business hours.

For more information or a Perspective Candidates package, please contact Noreen Zhang Returning Officer 780-766-2269 or email admin@wembley.ca or for general information contact Danielle Line, Administrative Assistant.

