



SO YOU THINK YOU WANT TO BE
A MEMBER OF COUNCIL

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

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

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INTRODUCTION | ELECTION

About the Town of Wembley

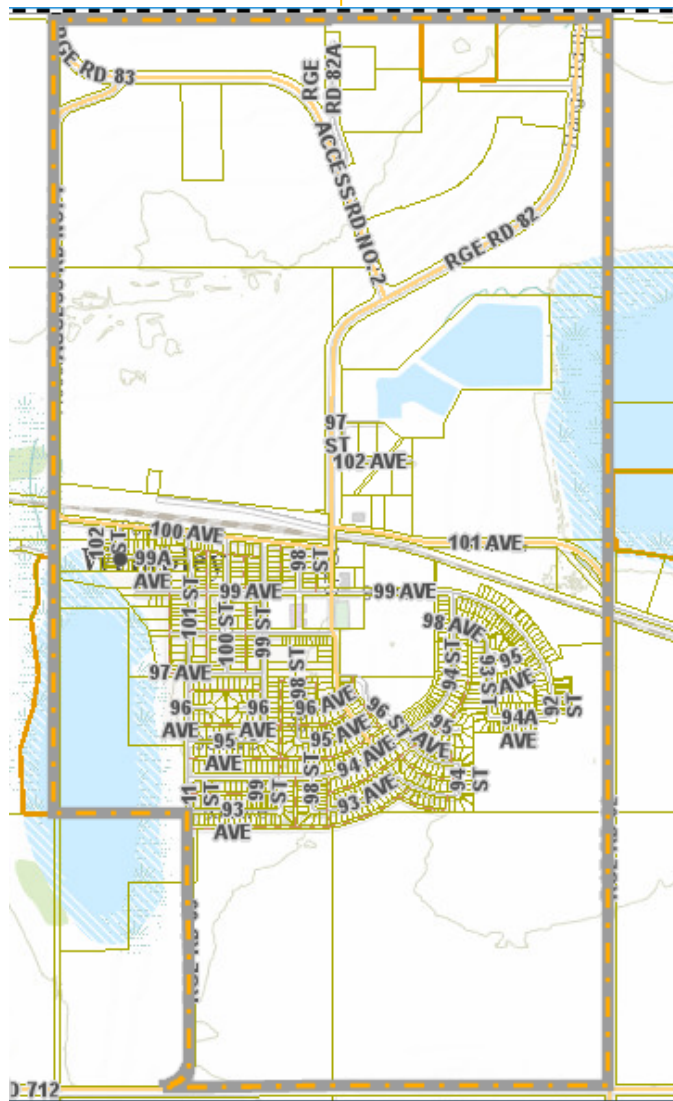
The Municipality was established as a Village in 1928 and was incorporated as a Town in 1980. The Municipality of Wembley operates under an Agreement of Municipal Governance, giving it authority over all municipal matters including land use planning, development, and environmental matters.

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, enthusiasm, visionary thinking, strong communication skills (speaking and listening), conflict resolution skills, and an ability to be persuasive and accept opposing views 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:

- 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 that is 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 2021 Council was sworn in within a week from the general election and serve until October 2025. (Council elected at a By-Election serve the remainder of term, next election October 2025).

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, which only have one scheduled meeting.

** Committee of the Whole enables committee members (Elected Officials) to review upcoming and important issues and opportunities with members of administration, when deemed appropriate, where the focus is on understanding the broader policy implications of the items being considered.*

2. Special Meetings of Council

Additional council meetings are scheduled from time to time, 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 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. Due to its small size, Council members are very visible in the Town of Wembley 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 four (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 Mayor:

- 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's Compensation and Benefits Policy can be found on the Town website.

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 per month and Council Committee of the whole as required. 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 (Regular Elections). If elected from By-Election, term of office is until the next Council General Election.

Number of Councillors

Six (6) positions for the office of Councillor.

As of November 2022, there's one (1) available position to be filled at By-Election 2023.

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
- 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 and 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 a one-year 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 and 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 a yearly basis.

Time Commitment

The position of Councillor is a 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 two (2) Council meetings per month and Council Committee of the Whole (CCW) as required. 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 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 as needed and scheduled to start 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 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 her directly: 780-766-2269 or admin@wembley.ca

What are Council's Powers & Duties?

All powers of municipal governments are delegated from higher levels of government. There are several provincial acts that also apply to municipalities, but the Municipal Government Act (the MGA) is the reference for municipal government in Alberta. It can be viewed online: Queen'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. At a typical meeting, at least four of the seven Council members present must vote in favor of a decision for it to pass by motion or resolution.

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.

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 on 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 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](#).

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	
Economic Development Advisory Committee		X	
FCSS Advisory Board		X	
Grande Prairie Regional Emergency Partnership	X		
Grande Prairie Regional Emergency Partnership Committee		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	
Wastewater Treatment Committee		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 that matter could monetarily affect the Councillor, the Councillor's family, or the Councillor's employer.

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 from a grant designated for another expenditure; or
- Vote in favor of a 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 regular Council meetings held during any period of eight (8) consecutive weeks.
- 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

By-Election Related Dates

Application for Registration of Notice of Intent to become a Candidate: November 29th, 2022

until Nomination Day (prior to 10:00 a.m.)

Nomination Day: January 31, 2023, between 10:00 a.m. and 12:00 noon

Election Day: February 28, 2023

Tentative Council Calendars

If you are elected, you will take office at the Regular Meeting of Council Monday March 13th, 2023, beginning at 7:00 p.m.

The following section (pages 12 & 13) includes calendars depicting Council events that are tentatively scheduled for 2023

Additional events will likely be scheduled.

Draft Schedule – Post-Election

The first six weeks in office will be 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.

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.
- Emergency Coordination Centre training for elected officials.

Example: DRAFT Schedule: Meetings and Commitments for Newly Elected Council 2023 (Date, Description and Time may change accordingly)		
Date	Description	Time
March	Introduction Dinner, Orientation Manuals provided	TBD
March/April	Council Chambers Orientation, Governance Training Part 1	TBD
March/April	Governance Training Part 2 & Department Introductions	TBD
March/April	Visit worksites, Field Orientation to Municipal Operations	TBD
March	Swearing-In Ceremony, Photos and Reception	TBD
October (Before Regular Council Meeting)	Inaugural Meeting of Council, Organizational Meeting	6:30pm
TBD	Municipalities 101: The Essentials of Municipal Governance part of the Elected Officials Education Program, organized by ABMUNI and AAMDC, funded by Municipal Affairs	TBD
Monthly 2 nd Monday of the Month, see calendar.	Regular Council Meeting	7pm
Monthly (1 st Wednesday)	Committee of the Whole, Budget	7pm
September 2023	AUMA Conference in Edmonton, Pre-conference sessions on strategic plans, budget, governance	
March/April October November (1 st Wednesday)	Committee of the Whole and Budget Meeting Preparation	7pm

Council Calendar

Subject to change.

SCHEDULE 2023

COUNCIL

DATES MAY CHANGE

Note: Council – 35 Town Meetings

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
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30													
												30																													
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
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
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23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30								
30	31																																31								

SCHEDULE	DATE(S)	SCHEDULE	DATE(S)
COUNCIL REGULAR MEETINGS 21 DAYS	January 9 & 23 February 13 & 27 March 13 & 27 April 11(Tue.) & 24 May 8 & 23(Tue.) June 12 & 28*(Review 26, in July) July 10 August 28 September 11 & 25 October 10(Tue.) & 23 November 14(Tues.) & 27 December 11 th	STAT DAYS – New Year’s Day Family Day Good Friday Easter Monday Victoria Day Canada Day Heritage Day Labour Day Thanksgiving Day Remembrance Day Christmas Day Boxing Day	Office Closed (In lieu) January 1* (January 2) February 20 April 7 April 10 May 22 July 1* (July 3) August 7 September 4 October 9 November 11* (November 13) December 25 December 28
COUNCIL COMMITTEE OF THE WHOLE 12 DAYS	January 4 February 1 March 1* (Review -March 8) April 5 May 8 June 7 July 5 August 2 September 6 October 4 November 1 December 6	COUNCIL SPECIAL MEETING 2 DAYS Budget Budget	April 3 November 6
GROWING IN THE NORTH	February 22 - February 23	AB MUNICIPAL CONVENTION	September 27 - 29

ADDITIONAL RESOURCES

Please click any of the hyperlinks below for additional resources.

2021 Municipal Election (Applies to By-Election)

The Municipality of Wembley website:
www.wembley.ca

[Running for Municipal Office in Alberta](#)

[Local Authorities Election Act](#)

[Local Authorities Election Act - Frequently Asked Questions](#)

[Pecuniary Interest](#)

[Roles and Responsibilities of Officials in Local Government](#)

Information Regarding Municipal Associations

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

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

Council governance

[Procedure Bylaw](#)

[Council Remuneration & Benefits policy](#)

[Council Meeting Agendas & Minutes](#)

[Council Code of Conduct](#)

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?

Candidate forms can be found on the Town's website www.wembley.ca Election Tab

Pick-up a Prospective Candidate Package 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.

