

2025 Alberta Municipalities Board Elections

Candidate Information and
Nomination Package



 **Alberta
Municipalities**
Strength
In Members

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Introduction

The 2025 Alberta Municipalities Board elections will be held on Friday, November 14, 2025.

This package provides information to individuals interested in participating in the nomination and election process for Board positions. Prospective Board candidates are encouraged to contact the [Returning Officer](#) for further information on the role and responsibilities of a Board Member.

Positions Available

The following Board positions are up for election this year:

- President
- Director, Cities up to 500,000 - two-year term (2 positions)
- Director, Towns East - two-year term
- Director, Villages South - two-year term
- Director, Summer Villages - two-year term
- Vice-President, Cities up to 500,000 - one-year term
- Vice-President, Towns - one-year term
- Vice-President, Villages and Summer Villages - one-year term

The Voting Classifications and Electoral Zones are in Appendix A.

Board Role and Responsibilities

Alberta Municipalities operates as a member board and a governance board. This means the Board's role is to provide strategic oversight and direction to ensure the Association remains responsive, relevant and accountable to our members.

Key Board responsibilities include:

- Advancing the interests of the Association, its goals, programs, issues and policies.
- Developing and evaluating the specific advocacy programs and services of the Association.
- Ensuring that the powers, duties and functions of the Association are appropriately carried out.
- Carrying out the powers, duties and functions expressly given to it under legislation and the Bylaws or policies of the Association.
- Monitoring and influencing government legislation, programs and policies which impact the membership.
- Ensuring effective, credible relations in respect of advocacy are maintained with member municipalities, the provincial government and other organizations.
- Apprising the membership of significant national and provincial trends and/or issues that affect local governments and taking action to ensure their interests are known to decision makers.
- Monitoring, as the sole shareholder, the Association's interest in the Alberta Municipal Services Corporation (AMSC).
- Establishing a mandate for itself and for Administration on an annual basis and approving a business plan to achieve its mandate.

Executive Committee Role and Responsibilities

The Executive Committee is a standing committee of the ABmunis Board of Directors and consists of the ABmunis President and five (5) elected Vice-Presidents, with the President serving as the Chair.

Key Executive Committee responsibilities include:

- Make decisions within the authority delegated by the Board or outlined in bylaws and policies.

- Review advocacy communication plans to ensure ABmunis' positions are clearly shared with municipalities, media, and other governments.
- Respond to urgent issues on behalf of the Board when decisions are needed between meetings.
- Meet with provincial, federal, and municipal leaders to advocate for Alberta's urban priorities.
- Lead the annual performance review of the Chief Executive Officer, in collaboration with related Boards.
- Analyze and comment on the impact of provincial and federal budgets on members.
- Review and recommend updates to the Association's bylaws, policies, and objectives.
- Review and recommend the annual Operational Plan and Budget to the Board.
- Work with the CEO on matters related to personnel, organizational structure, and internal policies.
- Review committee terms of reference to ensure they remain relevant and effective.
- Set up reporting processes for external bodies where ABmunis has representation or interest.

Eligibility

Those eligible to stand in an election must:

- be an elected official of a Regular Member in good standing,
- submit completed nomination papers in the form prescribed by the Returning Officer,
- be nominated by at least two other elected officials of Regular Members in good standing in the relevant classification, and
- for President or Vice-President positions, have the nomination approved by a motion of the council of the nominee's municipality.

More details are outlined in the Elections Procedures.

Ideal Board Member Profile

Alberta Municipalities seeks committed Board members with high ethical standards and an interest in the long-term best interests of the Association and its members. Experience serving on public/private sector or not-for-profit boards is desirable. While not required, other desirable competencies include:

Desired Competencies

- Accounting/Financial
- Board Governance
- Business Administration/Management
- Communications and Marketing
- Community and Social Responsibility
- Community/Stakeholder Relations
- Critical/Strategic Thinking
- Environmental, Social and Governance (ESG)
- Public Policy
- Strategic Planning
- Executive Leadership
- Fostering Diversity
- Human Resources and Compensation
- Indigenous Community Awareness
- Information Technology
- Leadership/Teamwork
- Legal/Regulatory
- Municipal Governance/Operations
- Risk Management

Time Commitment

Serving on the ABmunis Board is a meaningful and rewarding experience that requires a significant investment of time and preparation. Below is the summary of the estimated time commitments associated with Board and Committee responsibilities. Meeting materials are uploaded to the Association's Board Portal, Convene, approximately one week in advance.

Meeting Preparation	Time Commitment: 3-4 hours per meeting (depending on materials).
Orientation Sessions	Who: New Board members (mandatory), Existing Board members (optional). Frequency: 2 sessions (individual and group) prior to the first regular Board meeting following election. Time Commitment: 4-5 hours.
Board Meetings	Frequency: Monthly (except in February and July). Time Commitment: 5-6 hours per meeting. Number of Meetings: Minimum 10 meetings per year. Start Time: 9:00 a.m. <i>Note: The first meeting of the new Board takes place immediately following the close of Convention and is scheduled for 1 ½ hours.</i> <i>Board members are also expected to attend special events as required from time to time.</i>
Federation of Canadian Municipalities (FCM)	Only required for the President.
Spring and Summer Municipal Leaders' Caucuses	Frequency: Annually, March and June. Time Commitment: 2 days (March), 3 days (June). <i>Note: Board members' attendance is optional.</i>
President's Summit	Frequency: Every 2 years, next event is 2027. Time Commitment: 1 day.
Strategic Planning Sessions	Frequency: Annually, May and August. Time Commitment: 2 days (May), 1 days (August).
Convention	Frequency: Annually (September), Municipal Election Year (November). Time Commitment: 4 days.
Education Sessions	As required.

Each Board member is expected to serve on at least one standing committee of the Board. Below is a summary of Committee time commitments excluding meeting preparation:

Committee	Frequency	Time Commitment	Meetings Per Year
Audit and Finance Committee	Quarterly	4-6 hours	4
Executive Committee	Monthly (except March, June, and August.)	4-6 hours	9
Governance Committee	Quarterly	4-6 hours	3
Human Resources Committee	Minimum three/year	4-6 hours	3
Investment Advisory Committee	Quarterly	4-6 hours	4

Advocacy Committee	Frequency	Time Commitment		Meetings Per Year	
		In Person Meetings	Virtual Meetings	In Person Meetings	Virtual Meetings
Finance and Economy	Per approved Governance Calendar and as required.	4-6 hours	1-2 hours	3	2
Health and Social Well Being		4-6 hours	1-2 hours	3	2
Infrastructure and Environment		4-6 hours	1-2 hours	3	2
Municipal Governance		4-6 hours	1-2 hours	3	2
Policing, Justice, and Emergency Management		4-6 hours	1-2 hours	3	2

Total estimated annual time commitment for a Board member

- **Board Meetings:** 50–60 hours.
- **Orientation:** 4–5 hours.
- **Committee Work:** Varies by Committee and appointment.
- **Other Events:** 10–20 hours.

Member Engagement

As a member-driven organization, Alberta Municipalities thrives on consistent and genuine member engagement. Given this, Board members are expected to utilize the tools and resources provided by the Association to regularly engage with the members within their respective zones.

In addition to interacting with members at events and responding to direct member inquiries, Boards members are expected to reach out to each municipality in their zone during their two-year term using one or a combination of the following options:

- Conduct in person member visits,
- Send direct emails to their zone membership, and
- Host online meetings.

Board Member Role in Member Engagement and Discussing Business Services

Board members play an important role in sharing information about ABmunis’ business services with Mayors, Councillors, and municipal administrators. Board members are encouraged to:

- Mention ABmunis business services during member visits.
- Highlight the connection between supporting business services and funding advocacy efforts.
- Share how these services benefit community non-profits in their municipalities.
- Offer positive, personal insights, especially if your municipality uses these services.
- Encourage follow-up by suggesting that municipal administration contact their regional manager for more information.

Member Engagement Time Commitment

While the exact time will vary depending on zone size and individual approach, Board members should anticipate member engagement (e.g., emails, calls, or meetings), periodic travel for in-person visits and preparation time for discussions on business services and advocacy.

Honoraria and Expenses

Board members are entitled to receive honoraria for their service on the Board, Committee, or Task Force and are reimbursed for expenses incurred in accordance with the Association’s Honoraria and Expenses policy. Board members also receive an allowance for their professional development.

Nomination Papers

All nominees must file completed nomination papers for each position the nominee wishes to contest.

Nomination papers for each Board position is provided on the ABmunis website.

Nomination Deadline

The deadline for receipt of nomination documents is 11:59 p.m., Thursday, November 6, 2025.

Appendix A

Voting Classifications and Electoral Zones

Cities over 500,000		Cities up to 500,000			
Calgary Edmonton		Airdrie Beaumont Brooks Camrose Chestermere Cold Lake Fort Saskatchewan Grande Prairie Lacombe Leduc		Lethbridge Lloydminster Medicine Hat Mackenzie County Red Deer Regional Municipality of Wood Buffalo St. Albert Spruce Grove Strathcona County Wetaskiwin	
Towns East	Towns West	Towns South	Villages East	Villages West	Villages South
Athabasca Bashaw Blackfalds Bon Accord Bonnyville Bruderheim Castor Coronation Daysland Elk Point Gibbons Hardisty Innisfail Killam Lac La Biche County Lamont Legal Millet Morinville Mundare Ponoka Provost Redwater Sedgewick Smoky Lake Stettler St. Paul Tofield Trochu Two Hills Vegreville Vermilion Viking Wainwright	Barrhead Beaverlodge Bentley Bowden Calmar Devon Drayton Valley Eckville Edson Fairview Falher Fox Creek Grimshaw High Level High Prairie Hinton Jasper Manning Mayerthorpe McLennan Onoway Peace River Penhold Rainbow Lake Rimbey Rocky Mountain House Sexsmith Slave Lake Spirit River Stony Plain Swan Hills Sylvan Lake Thorsby Valleyview Wembley Westlock Whitecourt	Banff Bassano Bow Island Canmore Cardston Carstairs Claresholm Coaldale Coalhurst Cochrane Crossfield Crowsnest Pass Diamond Valley Didsbury Drumheller Fort Macleod Hanna High River Improvement District No. 9 (Banff National Park) Irricana Magrath Milk River Nanton Nobleford Okotoks Olds Oyen Picture Butte Pincher Creek Raymond Redcliff Redwood Meadows Stavelly Strathmore Sundre Taber Three Hills Vauxhall Vulcan	Alliance Amisk Andrew Boyle Chauvin Chipman Clyde Consort Czar Edgerton Forestburg Glendon Heisler Holden Hughenden Innisfree Irma Kitscoty Lougheed Mannville Marwayne Myrnam Paradise Valley Ryley Veteran Vilna Waskatenau	Alberta Beach Alix Bawlf Berwyn Big Valley Bittern Lake Breton Clive Cremona Delburne Donalda Donnelly Edberg Elnora Girouxville Hay Lakes Hines Creek Nampa Rosalind Rycroft Spring Lake Warburg	Acme Arrowwood Barnwell Barons Beiseker Carbon Carmangay Champion Coutts Cowley Delia Duchess Empress Foremost Glenwood Hill Spring Hussar Kananaskis I.D. Linden Lomond Longview Milo Morrin Munson Rockyford Rosemary Standard Stirling Warner Youngstown

Summer Villages

All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages

Argentia Beach	Half Moon Bay	Parkland Beach	Sunbreaker Cove
Betula Beach	Horseshoe Bay	Pelican Narrows	Sundance Beach
Birch Cove	Island Lake	Point Alison	Sunrise Beach
Birchcliff	Itaska Beach	Poplar Bay	Sunset Beach
Bondiss	Jarvis Bay	Rochon Sands	Sunset Point
Bonnyville Beach	Kapasiwin	Ross Haven	Val Quentin
Burnstick Lake	Lakeview	Sandy Beach	Waiparous
Castle Island	Larkspur	Seba Beach	West Baptiste
Crystal Springs	Ma-Me-O Beach	Silver Beach	West Cove
Ghost Lake	Nakamun Park	Silver Sands	White Sands
Golden Days	Norglenwold	South Baptiste	Yellowstone
Grandview	Norris Beach	South View	



Alberta Municipalities Strength In Members

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