

we are
economies

of scale

WE ARE THE
SUPPORT
YOU NEED

WE ARE THE **experts**IN MUNICIPALITIES

we are your advocate

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#### Introduction

The 2020 AUMA Board elections will be held during the AUMA Annual Convention on **Thursday**, **September 24**, **2020 and Friday**, **September 25**.

This package provides information to individuals interested in participating in the nomination and election process for AUMA Board positions. Prospective AUMA Board candidates are encouraged to contact AUMA's <u>Returning Officer</u> for further information on the role and responsibilities of an AUMA Board Member.

#### **Positions Available**

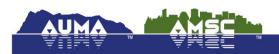
The following AUMA Board positions are up for election this year:

- Director, Cities up to 500,000 two-year term
- Director, Towns West two-year term
- Director, Towns South two-year term
- Director, Villages West two-year term
- Director, Villages East 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

### **Board Role and Responsibilities**

The role of the Board is to provide informed leadership for Alberta municipalities on behalf of AUMA programs, policies and initiatives. Each Board member is responsible for advancing the interests of AUMA, its goals, programs, issues and policies. Key Board responsibilities include:

- 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 interest in the Alberta Municipal Services Corporation (AMSC).
- Establishing a mandate for itself and for the Administration on an annual basis and approving an operational plan to achieve its mandate.
- Approving an operational plan to achieve its mandate.



### Eligibility

Complete details on standing for election are outlined in the AUMA Election Procedures Handbook (to be posted at a later date); however, generally those eligible to stand in an election must:

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

### **Ideal Board Member Profile**

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

- Board Governance
- Municipal Governance/Operations
- Business Administration/Management
- Legal/Regulatory
- Human Resources
- Accounting/Financial
- Risk Management
- Public Relations/Media
- Information Technology
- Strategic Planning

### **Time Commitment**

Below is the estimated amount of time necessary for an individual to fulfill their role as an AUMA Board member. Board members are also expected to attend additional retreats, meetings, or education sessions as required from time to time.

Regular Scheduled Board Meetings	Board meetings are held monthly, except for March and July. Meetings begin at 9:00 am (allow 5-6 hours per meeting).
Board Member Orientation Session	New Board Members are required to attend an orientation session prior to their first Board meeting (allow 3 hours).



In addition, each Board member is expected to serve on at least one Board committee. The current Board standing committees are:

Executive Committee	Committee meetings are held monthly and begin at 9:00 am (allow 4-6 hours per meeting).	
Municipal Governance Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting).	
Sustainability and Environment Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting).	
Safe and Healthy Communities Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting).	
Infrastructure and Energy Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting).	
Small Communities Committee	Committee meetings are held three times per year and begin at 9:00 am (allow 4-6 hours per meeting).	
Human Resources Committee	Committee will meet a minimum of twice per year.  Meetings begin at 9:00 am (allow 4-6 hours per meeting).	
Audit and Finance Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting).	
Investment Advisory Committee	Committee will meet a minimum of twice per year.  Meetings begin at 9:00 am (allow 4-6 hours per meeting).	

### Honoraria and Expenses

Board members are entitled to receive honoraria for their service on the Board, a committee, or task force and are reimbursed for expenses incurred on AUMA business in accordance with AUMA policy. Board members also receive an allowance for professional development.

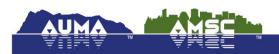
### **Nomination Papers**

Nomination Papers for each Board position are provided in Appendix B and C.

### Nomination Deadline

The deadline for receipt of nomination documents is Thursday, September 17, 2020 at 11:59 p.m.

Your nomination documents must be submitted by email to <a href="mailto:ReturningOfficer@auma.ca">ReturningOfficer@auma.ca</a>.



# Appendix A – Electoral Zones

Towns East	Towns West	Towns South	Villages East	Villages West	Villages South
Athabasca	Barrhead	Banff	Andrew	Alberta Beach	Acme
Bashaw	Beaverlodge	Bassano	Alliance	Alix	Arrowwood
Blackfalds	Bentley	Black Diamond	Amisk	Bawlf	Barnwell
Bon Accord	Bowden	Bow Island	Boyle	Berwyn	Barons
Bonnyville	Calmar	Canmore	Clyde	Big Valley	Beiseker
Bruderheim	Devon	Cardston	Consort	Bittern Lake	Carbon
Castor	Drayton Valley	Carstairs	Chauvin	Breton	Carmangay
Coronation	Eckville	Claresholm	Chipman	Caroline	Cereal
Daysland	Edson	Coaldale	Czar	Clive	Champion
Elk Point	Fairview	Coalhurst	Dewberry	Delburne	Coutts
Gibbons	Falher	Cochrane	Edgerton	Donalda	Cowley
Hardisty	Fox Creek	Crossfield	Forestburg	Donnelly	Cremona
Innisfail	Grimshaw	Crowsnest Pass	Glendon	Edberg	Delia
Killam	High Level	Didsbury	Halkirk	Elnora	Duchess
		•		Girouxville	
Lac La Biche County	High Prairie	Drumheller	Heisler		Empress
Lamont	Hinton	Fort Macleod	Holden	Hay Lakes	Foremost
Legal	Jasper	Hanna	Hughenden	Hines Creek	Glenwood
Millet	Manning	High River	Innisfree	Hythe	Hill Spring
Morinville	Mayerthorpe	Improvement	Irma	Nampa	Hussar
Mundare	McLennan	District No. 9 (Banff	Kitscoty	Rosalind	Linden
Ponoka	Onoway	National Park)	Lougheed	Rycroft	Lomond
Provost	Peace River	Irricana	Mannville	Spring Lake	Longview
Redwater	Penhold	Magrath	Marwayne	Wabamun	Milo
Sedgewick	Rainbow Lake	Milk River	Myrnam	Warburg	Morrin
Smoky Lake	Rimbey	Nanton	Paradise Valley		Munson
Stettler	Rocky Mountain	Nobleford	Ryley		Rockyford
St. Paul	House	Okotoks	Veteran		Rosemary
Tofield	Sexsmith	Olds	Vilna		Standard
Trochu	Slave Lake	Oyen	Waskatenau		Stirling
Two Hills	Spirit River	Picture Butte			Warner
Vegreville	Stony Plain	Pincher Creek			Youngstown
Vermilion	Swan Hills	Raymond			
Viking	Sylvan Lake	Redcliff			
Wainwright	Thorsby	Redwood Meadows			
	Valleyview	Stavely			
	Wembley	Strathmore			
	Westlock	Sundre			
	Whitecourt	Taber			
	Willecourt	Three Hills			
		Turner Valley			
		Vauxhall Vulcan			
<b>5</b> '' . <b>5</b> 00.00		vuican			6 100
Cities up to 500,00	0			Cities over 500,000	Summer Villages
Airdrie		Lethbridge		Calgary	All Summer Villages
Beaumont		Lloydminster		Edmonton	vote for the Summer
Brooks		Medicine Hat			Village Director and
Camrose		MD of Mackenzie No. 23			for the Vice-President
Chestermere		Red Deer	-		Villages and Summer
Cold Lake		Regional Municipality	of Wood Buffalo		Villages
Fort Saskatchewan		St. Albert	C. WOOG BUILD		Villages
Grande Prairie		Spruce Grove			
Lacombe		Strathcona County			
Leduc		Wetaskiwin			

# Appendix B - Nomination Paper for Board of Directors

# PART A – Nomination Paper for Board of Directors

We, the undersigned, duly nominate of NAME			
MUNICIPALITY	POSI	TION ON COUNCIL	
as a candidate in the election to be held for a two-year term for the office of:			
<ul> <li>□ Cities up to 500,000 Directors (one to be elected by Cities up to 500,000 voting delegates)</li> <li>□ Towns West Director (one to be elected by Towns West voting delegates)</li> <li>□ Towns South Director (one to be elected by Towns East voting delegates)</li> <li>□ Villages East Director (one to be elected by Villages East voting delegates)</li> <li>□ Villages West Director (one to be elected by Villages West voting delegates) *</li> </ul>			
	NOMINATORS		
To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.			
PRINT NAME	SIGNATURE	MUNICIPALITY	
PRINT NAME	SIGNATURE	MUNICIPALITY	
☐ The candidate's biography is included with this Nomination Paper (please check)			

The nomination deadline is 11:59 pm Thursday, September 17, 2020 Completed nomination documents are to be submitted by email to ReturningOfficer@auma.ca.



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# Appendix B - Candidate's Acceptance

# PART B – Candidate's Acceptance

limited to, the AUMA website and Weekly Digest.

CANDIDATE'S ACCEPTANCE			
CANDIDATE'S NAME	CANDIDATE'S SIGNATURE	CANDIDATE'S EMAIL	
By signing this form, I declare tha	t:		
<ol> <li>I am eligible to be elected</li> </ol>	I to the office,		
2. I will carry out the duties	and responsibilities of the office if elec	cted,	
3. I will be bound by AUMA Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of			
Interest and the disclosur	e provisions of Articles 8 and 9 of the	AUMA Bylaws, and	
4 Lauthorize the ALIMA to	nublish my biography in ALIMA nu	blications including but not	



## Appendix C - Nomination Paper for Vice-President

# PART A – Nomination Paper for Vice-President

We, the undersigned, duly nominate		AME	
MUNICIPALITY	MUNICIPALITY POSITION ON COUNCIL		
as a candidate in the election to be held for a one-year term of:  Vice-President, Cities up to 500,000  Vice President, Towns  Vice-President, Villages and Summer Villages			
	NOMINATO	RS	
To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.			
PRINT NAME	SIGNATURE	MUNICIPALITY	
PRINT NAME	SIGNATURE	MUNICIPALITY	
API	PROVED BY MOTION	I OF COUNCIL	
To be signed by the City Clerk/Municipal Secretary of the candidate's municipality confirming, through checking the minutes of Council, that the candidate's nomination has been approved.			
COUNCIL MEETING DATE	MUNICIPALITY	CITY CLERK/MUNICIPAL SECRETARY SIGNATURE	
☐ The candidate's biography is included with this Nomination Paper (please check)			
		7	

The nomination deadline is 11:59 pm Thursday, September 17, 2020 Completed nomination documents are to be submitted by email to ReturningOfficer@auma.ca.



## Appendix C - Candidate's Acceptance

## PART B - Candidate's Acceptance

CANDIDATE'S ACCEPTANCE			
CANDIDATE'S NAME	CANDIDATE'S SIGNATURE	CANDIDATE'S FMAII	
C/ ((VDID/() E 3 TV/ (IVIE	CANDIDATE S SIGNATORE	CANDIDATE S EMAGE	

By signing this form, I declare that:

- 1. I am eligible to be elected to the office,
- 2. I will carry out the duties and responsibilities of the office if elected,
- 3. I will be bound by AUMA Policy BD010 Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the AUMA Bylaws, and
- 4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest.

