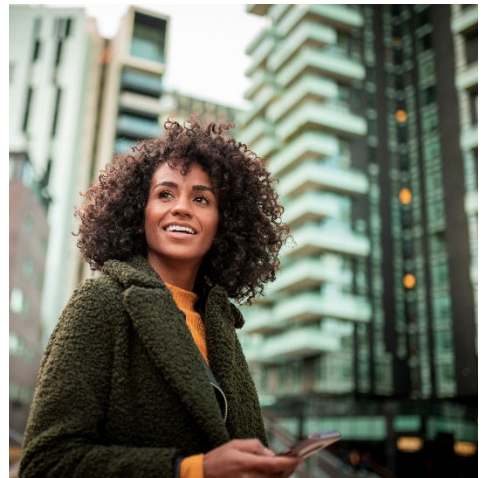


2022 Alberta Municipalities Board Election

Candidate Information and
Nomination Package



 **Alberta
Municipalities**
Strength
In Members

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Introduction

The 2022 Alberta Municipalities Board elections will be held during the Association's Annual Convention on Friday, September 23, 2022.

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 [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:

- Director, Cities up to 500,000 – two-year term
- Director, Towns West – two-year term
- Director, Towns South – two-year term
- Director, Villages East – two-year term
- Director, Villages West – 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 Association programs, policies and initiatives. Each Board member is responsible for advancing the interests of the Association, 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 Association’s Election Procedures Handbook; 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

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:

- 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 a 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 July. Meetings begin at 9:00 am (allow 5-6 hours per meeting). <i>*Please note that the first meeting of the new Board will commence immediately following the close of Convention</i>
Board Member Orientation Session	New Board Members are required to attend orientation sessions prior to the December 2021 Board meeting (allow 3 -5 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 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).
Economic Strategy Committee	Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting).

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.

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 Association business in accordance with Association 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 15, 2022.

Your nomination documents must be submitted by email to ReturningOfficer@abmunis.ca

Appendix A – Electoral Zones

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

PART A – Nomination Paper for Board of Directors

We, the undersigned, duly nominate _____ of
NAME

MUNICIPALITY POSITION ON COUNCIL

as a candidate in the election to be held for a two-year term for the office of:

- Cities up to 500,000 Directors (one to be elected by Cities up to 500,000 voting delegates)
- Towns West Director (one to be elected by Towns West voting delegates)
- Towns South Director (one to be elected by the Towns South voting delegates)
- Villages East Director (one to be elected by Villages East voting delegates)
- Villages West Director (one to be elected by Villages West voting delegates)

NOMINATORS

To be signed by two (2) elected officials from Association member municipalities of the relevant classification. Should the signatories not be elected officials from Association 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 15, 2022
Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
_____	_____	_____
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL

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 Association Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association Bylaws, and
4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association website and Weekly Digest.

Please check one of the following:

I will be attending the Convention in-person

I will be attending the Convention virtually

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
_____	_____	_____
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL

By signing this form, I declare that:

1. I am eligible to be elected to the office,
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4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association website and Weekly Digest.

Please check one of the following:

I will be attending the Convention in-person

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Alberta Municipalities Strength In Members

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