

2023 Alberta Municipalities Board Elections

Candidate Information and
Nomination Package



 **Alberta
Municipalities**
Strength
In Members

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Introduction

The 2023 Alberta Municipalities Board elections will be held during the Association's Annual Convention on Friday, September 29, 2023.

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:

- President – two-year term
- Director, Cities up to 500,000 – two-year term (2 positions)
- Director, Towns East – two-year term
- Director, Villages South – two-year term
- Director, Villages West – one-year term (By-election)
- 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

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'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.

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.

Boards members are encouraged to visit their zone members during their two-year term and email their zone members twice per year.

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 October 2023 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).
Economic Strategy Committee	Committee will meet a minimum of twice per year. Meetings 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).

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.

Boards members are encouraged to visit their zone members during their two-year term and email their zone members twice per year.

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 on Association’s business in accordance with the Association’s policy. Board members also receive an allowance for professional development.

Nomination Papers

Nomination Papers for each Board position are provided in Appendices B, C and D.

Nomination Deadline

The deadline for receipt of nomination documents is 11:59 p.m., Thursday, September 21, 2023.

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 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 Crossnest 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 Halkirk 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 Caroline Clive 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 Cremona Delia Duchess Empress Foremost Glenwood Hill Spring Hussar Kananaskis Improvement District Linden Lomond Longview Milo Morrin Munson Rockyford Rosemary Standard Stirling Warner Youngstown
Cities up to 500,000				Cities over 500,000	Summer Villages
Airdrie Beaumont Brooks Camrose Chestermere Cold Lake Fort Saskatchewan Grande Prairie Lacombe Leduc		Lethbridge Lloydminster Medicine Hat MD of Mackenzie No. 23 Red Deer Regional Municipality of Wood Buffalo St. Albert Spruce Grove Strathcona County Wetaskiwin		Calgary Edmonton	<i>All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages</i>

Appendix B

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

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

- 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 p.m., Thursday, September 21, 2023

Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca.

Appendix B

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none">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 the Association’s Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association’s Bylaws, and4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association’s website and The Weekly.		

Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually

Appendix C

Part A – Nomination Paper for President

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 President.

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

APPROVED BY MOTION 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)

The nomination deadline is 11:59 p.m., Thursday, September 21, 2023
 Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca.

Appendix C

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL
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Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually

Appendix D

Part A – Nomination Paper for Vice-President

We, the undersigned, duly nominate _____ of
NAME

_____ of
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

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

APPROVED BY MOTION 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)

The nomination deadline is 11:59 p.m., Thursday, September 21, 2023
Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca.

Appendix D

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none">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 the Association’s Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association’s Bylaws, and4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association’s website and The Weekly.		

Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually



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