

# 2024 Alberta Municipalities Board Elections

Candidate Information and  
Nomination Package



 **Alberta  
Municipalities**  
Strength  
In Members

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## Introduction

The 2024 Alberta Municipalities Board elections will be held during the Association's Annual Convention on Friday, September 27, 2024.

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 (1 position)
- 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 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:

- 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)
- Executive Leadership
- Fostering Diversity
- Human Resources and Compensation
- Indigenous Community Awareness
- Information Technology
- Leadership/Teamwork
- Legal/Regulatory
- Municipal Governance/Operations
- Public Policy
- Risk Management
- 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 Strategic Planning sessions, meetings, Convention, Spring and Summer Municipal Leaders’ Caucuses or education sessions, as required from time to time.

Meeting materials are issued electronically on our board portal system approximately one week prior to each scheduled meeting in order that Board members have adequate time to prepare.

Regular Scheduled Board Meetings	Board meetings are held monthly, except for July. Meetings begin at 9:00 am (allow 5-6 hours per meeting). <b><i>*Please note that the first meeting of the new Board will commence immediately following the close of Convention.</i></b> Minimum 10 meetings per year.
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Board Member Orientation Session	New Board Members are required to attend orientation sessions prior to the October 2024 Board meeting (allow 3 -5 hours).
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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). Minimum 11 meetings per year.
Municipal Governance Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Sustainability and Environment Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Safe and Healthy Communities Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Infrastructure Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Small Communities Committee	Committee meetings are held three times per year and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Economic Strategy Committee	Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Human Resources Committee	Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting). Approximately 3 meetings per year.
Audit and Finance Committee	Committee meetings are held quarterly and begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.
Investment Advisory Committee	Committee will meet a minimum of twice per year. Meetings begin at 9:00 am (allow 4-6 hours per meeting). Approximately 4 meetings per year.

## 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**

All nominees must file a completed nomination paper for each position the nominee wishes to contest and include the corresponding nomination documents.

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., Friday, September 13, 2024.

Your nomination documents must be submitted by email to [ReturningOfficer@abmunis.ca](mailto: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 Crowsnest Pass Diamond Valley Didsbury Drumheller Fort Macleod Hanna High River I.D. No. 9 (Banff National Park) Irricana Magrath Milk River Nanton Nobleford Okotoks Olds Oyen Picture Butte Pincher Creek Raymond Redcliff Redwood Meadows Stavely 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 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 Courtts Cowley Delia Duchess Empress Foremost Glenwood Hill Spring Hussar Kananaskis I.D. Linden Lomond Longview Milo Morrin Munson Rockyford Rosemary Standard Stirling Warner Youngstown
<b>Cities up to 500,000</b>				<b>Cities over 500,000</b>	<b>Summer Villages</b>
Airdrie Beaumont Brooks Camrose Chestermere Cold Lake Fort Saskatchewan Grande Prairie Lacombe Leduc		Lethbridge Lloydminster Mackenzie County Medicine Hat Red Deer Regional Municipality of Wood Buffalo Spruce Grove St. Albert 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>



# Alberta Municipalities Strength In Members

## **Connect**

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