

**2022 – 2024  
AMO BOARD OF DIRECTORS  
Call for Applications to fill  
Caucus Vacancies**

**November 29, 2022**

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**Tuesday, November 29, 2022**

AMO is soliciting applications from qualified candidates for the 2022-2024 AMO Board of Directors. The vacancies remain following the AMO Board Elections held in August 2022 and the recent municipal elections. AMO's By-Law No. 2 and Caucus Vacancy Policy Process govern the filling of vacancies for the remainder of the 2022 – 2024 Board term.

Representing almost all of Ontario's municipalities, AMO is one of the leading public policy voices in Ontario. Through AMO, Ontario's municipalities work together to achieve shared goals and meet common challenges. AMO's Board of Directors is the governing body of the Association. With 43 elected and non-elected municipal representatives, the Board has a pan-Ontario breadth so that AMO's work reflects its membership as it provides direction and oversight to AMO's advocacy, policy development, cost-saving programs, and conferences and training opportunities. Participation on the AMO Board is an important contribution to Ontario's growth and prosperity.

Attached please find:

- A summary of current vacancies for which expressions of interest will be received;
- A summary of the qualifications to serve on the Board of Directors;
- An overview of the process for filling the vacancies;
- An estimate of the annual time commitment required to serve on the AMO Board of Directors and for those who will then serve on the AMO Executive Committee; and
- The application form.

### **Submission**

A completed application and supporting material must be received no later than 12:00 p.m. (noon) Friday, February 10, 2023. Late or incomplete submissions will not be accepted beyond that time and date.

Please forward a completed Application Form to the Association via email [amoelections@amo.on.ca](mailto:amoelections@amo.on.ca) or fax at (416) 971-6191 or mail to the attention of Brian Rosborough, Executive Director. Scans and photographic images of documents are acceptable.

All candidates will be contacted to confirm receipt of their submission.

If you have any questions regarding this information, please contact either:

- Brian Rosborough, Executive Director at 416-971-9856, ext. 362, e-mail [brosborough@amo.on.ca](mailto:brosborough@amo.on.ca);
- Adam Garcia, Manager, Executive Office, 416-971-9856, ext. 356, email [agarcia@amo.on.ca](mailto:agarcia@amo.on.ca)

### **Current Vacancies:**

Expressions of Interest will be considered for the following vacancies with terms ending August 2024:

- County Caucus: Two (2) vacant municipal elected official positions; One (1) vacant municipal staff position
- Regional & Single Tier Caucus: Two (2) vacant municipal elected official positions
- Rural Caucus: One (1) vacant municipal elected official position
- Small Urban Caucus: One (1) vacant municipal staff position

*Note that members of the AMO Rural Caucus are also appointed to the Board of the Rural Ontario Municipal Association (ROMA), which meets 8-9 times a year.*

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## Qualifications

From the [AMO By-Law No. 2](#) Part 3, Directors shall:

- be an individual of eighteen (18) or more years of age;
- be an elected official of a Member Municipality or an employee of a Member Municipality of the Corporation;
- not be an undischarged bankrupt; and
- not be declared incapable.

Please note the following:

- To provide the broadest representation possible, AMO By-law No. 2 stipulates that a member municipality can only have one representative on the Board unless another representative is on the Board as an appointed official from a municipal group. Please see the [AMO Board](#) webpage for a current list of Board members and their municipality.
- In filling any vacancy, the Board and Caucuses are required to be mindful of the need for broad geographic representation and gender representation.

## Process to Fill the Vacancies

Step 1: Interested applicants to submit Expression of Interest (*Submission deadline is 12:00 p.m. (noon), Friday, February 10*)

Individuals may indicate their interest by completing and submitting the form below and attaching a CV; late or incomplete submissions will not be reviewed for consideration. All names will be included in a roster of candidates. A Council resolution of support is not required for this initial step.

Step 2: Short-listing the roster of candidates (*February 2023*)

A panel will review the roster of candidates, ensuring the qualifications are met and will consider geographic and gender representation to build a short list for the Board's consideration. Short-listed candidates will be asked to get a resolution of support from their Council or Committee of the Whole. Qualified applicants may be interviewed by a panel of Caucus Directors or their delegates.

Step 3: Board appointment of Caucus Nominee (*March 2023*)

Each Caucus seeking to fill a vacancy will make a recommendation for appointment for the AMO Board's consideration at its March 2023 Board meeting. Newly appointed Board members will complete an Orientation and attend future Board meetings until term end in August 2024.

## Time Commitment and Board Expenses:

### Time Commitment

The Board meets six times a year, usually the last week of September, November, January, March, June, and August. Board Meetings are usually preceded by a Thursday Committee of the Whole meeting, and the caucuses meet individually before the Board meeting as members' schedules allow.

\*June meetings are normally held in the President's or Secretary-Treasurer's home municipality.

\*August meetings are held in the host municipality of the AMO Annual Conference & General Meeting.

Board members may also participate in AMO Task Forces or other meetings, depending on interest.

Please find below scheduled 2023 meetings and events that Board members will be expected to attend. 2024 dates will be shared in Fall 2023.

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Board Meetings

Scheduled 2023 Board Meetings (approximately 5-6 hours each, plus approximately 2-3 hours for Committee of the Whole meetings):

- Thursday January 26 and Friday January 27
- Thursday March 23 and Friday March 24
- Thursday June 22 and Friday June 23
- Saturday August 19 and Sunday August 20
- Thursday September 28 and Friday September 29
- Thursday November 23 and Friday November 24

AMO Conference

Sunday, August 20 – Wednesday, August 23

Board Expenses

Board member expenses are not reimbursed except as described in AMO’s Board-approved Expense Reimbursement Policy. The municipality will primarily cover the costs of travel and any needed accommodation. AMO may reimburse travel expenses in excess of \$300.00 per meeting, with the exception of meetings held directly prior to or following the AMO Annual Conference. There are additional reimbursement provisions for Board members from Northern Ontario. AMO’s Expense Reimbursement Policy can be provided upon request after submission of an application.

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**Expression of Interest**  
**2022 – 2024 AMO Board of Directors**

Please note:

- Candidates reflecting Ontario’s diversity are encouraged to submit their application to serve on the AMO Board.
- It is the responsibility of the applicant to submit a complete and accurate form.
- Submissions will be accepted no later than **12:00 p.m. (noon) Friday, February 10, 2023.**
- A current curriculum vitae (CV) and response to the below questions must accompany the submission.

Send completed forms to:

Brian Rosborough, Executive Director  
Association of Municipalities of Ontario  
200 University Avenue, Suite 801  
Toronto, ON M5H 3C6  
Email: [amoelections@amo.on.ca](mailto:amoelections@amo.on.ca)  
Fax: 416-971-6191

**Please type or print clearly:**

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Nominee’s Name

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Nominee’s Municipal Position Title

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Nominee’s Municipality

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Nominee’s Email address and Phone Number

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Mailing address, if different from municipal mailing address

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Applying for the Office of (check one only):

- Director County Caucus (Member of Council)
  - Director County Caucus (Municipal Employee)
  - Director Regional & Single Tier Caucus (Member of Council)
  - Director Rural Caucus (Member of Council)
  - Director Small Urban Caucus (Municipal Employee)
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- I have attached a current CV.
- I have attached a separate document, responding to the following:
  - Why do you wish to be considered for a position on AMO’s Board?
  - What experience, municipal or other, will you bring to the Board?
- I am prepared to seek a Council or Committee of the Whole resolution confirming Council support for the Nomination upon request.