

**2022 – 2024  
AMO BOARD OF DIRECTORS  
Call for Nominations**

**April 26, 2022**

**Tuesday April 26, 2022**

**To: Head and Members of Council**  
**From: Gary Dyke, Secretary-Treasurer, AMO**

Please be advised that in accordance with the Association's governing by-law, the Secretary-Treasurer is requesting nominations to the 2022 – 2024 AMO Board of Directors. Candidates reflecting Ontario's diversity are encouraged to seek election to the AMO Board.

Attached please find:

- A summary of the qualifications to serve on the Board of Directors;
- A summary of the offices for which elections will be held at the 2022 Annual Meeting;
- 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
- Nomination Form

### **Submission**

A completed Nomination Form and supporting material (i.e., Council resolution of support) must be received no later than 12:00 p.m. (noon) on Monday, June 27, 2022. Nominations will not be accepted beyond that date. AMO's Chief Returning Officer, Peter Fay, will certify the nomination. A Nominations Report will be issued to the membership no later than Friday, July 22, 2022.

Please forward a completed Nomination 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 nominations and at that time will receive further information on the election process.

If you have any questions regarding this information, please contact Brian Rosborough, Executive Director at (416) 971-9856, ext. 362, e-mail [brosborough@amo.on.ca](mailto:brosborough@amo.on.ca) or Adam Garcia, Manager, Executive Office, ext. 356, email [agarcia@amo.on.ca](mailto:agarcia@amo.on.ca).

### **Qualifications**

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Board. 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.

Qualified Nominees must obtain a Council resolution of support which must specify the Caucus or position for which the individual is being nominated. 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. See AMO By-Law No.2 Section 3.4(e).

**Notice of Elections for Vacant Offices:**

Elections will be held for the 2022 -2024 AMO Board of Directors consistent with the AMO By-law No. 2. Vacant offices include:

<b>Board Composition</b>	<b>Vacancies for 2022-2024</b>
President	One (1) municipal elected official to be elected by the membership
Secretary-Treasurer	One (1) municipal employee to be elected by the membership
<u>County Caucus</u> Four (4) Directors Chair, Eastern Ontario Wardens’ Caucus (EOWC) Chair, Western Ontario Wardens’ Caucus (WOWC)	Three (3) municipal elected officials; and One (1) municipal employee to be elected by the County Caucus constituency
<u>Large Urban Caucus</u> Six (6) Directors Chair, Ontario Big City Mayors (OBCM)	Five (5) municipal elected officials; and One (1) municipal employee to be elected by the Large Urban Caucus constituency
<u>Northern Caucus</u> Four (4) Directors Chair, Federation of Northern Ontario Municipalities (FONOM) Chair, Northern Ontario Municipal Association (NOMA)	Two (2) municipal elected officials from Northeastern Ontario; and Two (2) municipal elected officials from Northwestern Ontario to be elected by the Northern Caucus constituency
<u>Regional and Single Tier Caucus</u> Six (6) Directors Chair, Mayors and Regional Chairs of Ontario’s Single Tier Cities and Regions (MARCO)	Six (6) municipal elected officials to be elected by the Regional and Single Tier Caucus constituency
<u>Rural Caucus</u> Five (5) Directors Chair, Rural Ontario Municipal Association (ROMA)	Four (4) municipal elected officials; and One (1) municipal employee to be elected by the Rural Caucus constituency
<u>Small Urban Caucus</u> Five (5) Directors Chair, Ontario Small Urban Municipalities (OSUM)	Four (4) municipal elected officials; and One (1) municipal employee to be elected by the Small Urban Caucus constituency

Each of the above elected caucus members shall serve a two-year term.

Conference delegates from member municipalities will self-declare their affiliation with one caucus as part of the conference registration process. Conference delegates may only vote in their self-declared caucus constituency elections.

In the event the conference is held virtually due to public health restrictions, conference delegates will vote through electronic means.

**Time Commitment:**

Board of Directors

The Board meets six times a year, generally the last Friday of the month in September, October, November, January, March, and June and on the Saturday and Sunday in advance of the AMO Annual Conference in August. The June meeting is normally held in the President’s or Secretary-Treasurer’s home municipality. It is preceded by a Thursday Committee of the Whole meeting, and the caucuses meet individually before the Board meeting as members’ schedules allow. Board members may also participate in AMO Task Forces or other meetings, depending on interest.

Board Meetings:	6 days (approximately 6 hours each, plus approximately 3 hours for Committee of the Whole meetings)
AMO Conference:	3 days
Other Commitments: (task forces, other meetings)	Depending on interest

Executive Committee

Each Caucus will elect a Chair from among their members. The President, Secretary-Treasurer, Past-President, Past Secretary-Treasurer and the Caucus Chairs form the Executive Committee. The Executive Committee meets ten times a year, on the Thursday preceding Board meetings and on the fourth Thursday of the month when there is no Board meeting. The Executive Committee also participates in [AMO-Province of Ontario Memorandum of Understanding](#) (MOU) meetings. There are approximately ten (MOU) meetings throughout the year, scheduled with the Ministry of Municipal Affairs and Housing. Additional meetings are required from time to time.

Executive Committee Meetings:	10 days (approximately 2-4 hours each)
Memorandum of Understanding Meetings: (Executive Committee only)	10 days (approximately 2-3 hours each)

***Are Board member expenses covered by AMO?*** No, except as described in the policy that follows. The municipality covers the costs of travel and any needed accommodations. The AMO Board provides the opportunity to be part of a broader policy development team as well as providing interaction that benefits the municipality and the sector.

**AMO Board/Executive/Volunteer Expense Reimbursement Policy**

This policy applies to members of the Executive and Board as it relates to Executive Committee meetings (including MOU meetings) and Board of Directors meetings.

***Travel Expense:***

AMO will reimburse travel expenses in excess of \$300.00 per meeting for AMO Board of Directors, AMO Executive Committee meetings, and MOU meetings, which are generally held in the City of Toronto or the President or Secretary-Treasurer’s municipality. Travel expenses refer to airfare, train fare, car mileage, public transit, and parking costs, and shall not apply to AMO Board of Directors/Executive meetings that are held prior to or following the AMO Annual Conference or Symposiums. Members are expected to make the most efficient and cost-effective travel arrangements.

***Mileage Rates:***

Automobile travel allowance rates are

- \$0.61 for the first 5,000 kilometers, and
- \$0.55 for each additional kilometer.

AMO's mileage rate is based on Revenue Canada's current "Automobile Deduction Limits and Expense Benefit Rates for Business" and is adjusted annually to reflect any changes.

***Accommodation/Meals:***

There is no provision for the reimbursement of accommodation and meals.

***Northern Ontario Exception:***

Northern Ontario Executive Committee and Board members are expected to take advantage of airfare savings and make the most efficient and cost-effective travel arrangements. As some Northern Ontario board/executive members have connecting flights making it impossible to complete their travel without incurring accommodation and meal expenses, AMO will reimburse a maximum of three days accommodation and meal expenses.

**NOMINATION FORM**  
**2022 – 2024 AMO Board of Directors**

Please note:

- Candidates reflecting Ontario’s diversity are encouraged to seek election to the AMO Board.
- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Nominations will be accepted no later than **12:00 p.m. (noon) Monday, June 27, 2022.**
- Council Resolution of support must accompany the form and must specify the Board position the candidate is nominated for.

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, as it is to appear on the ballot

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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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Municipality and Postal Code, if different from municipal mailing address

Nominated for the Office of (check one only):

President

Secretary-Treasurer

Director County Caucus

Director Large Urban Caucus

Director Northern Caucus

Director Regional & Single Tier Caucus

Director Rural Caucus

Director Small Urban Caucus

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*A Council Resolution confirming Board Office Nomination and Council support for the Nomination is ATTACHED*

**Consent of Nominee and Statement of Qualification:**

I, the Nominee mentioned in this Nomination Form do hereby consent to such Nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

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Signature of Nominee and date

**Certificate of AMO's Chief Returning Officer:**

I, Peter Fay, the Chief Returning Officer, appointed by the Association of Municipalities of Ontario, to officiate over these elections, do hereby certify that I have examined the Nomination Form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

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Signature of Chief Returning Officer and date

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Date Nomination Form received in AMO Office