

**Pilon, Janet**

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**Subject:** FW: 2018-2020 AMO Board of Directors Vacancies  
**Attachments:** AMO Board Vacancies - Request for Expressions of Interest.pdf

**From:** AMO Communications <[communicate@amo.on.ca](mailto:communicate@amo.on.ca)>  
**Sent:** December 18, 2018 6:51 PM  
**To:** [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
**Subject:** 2018-2020 AMO Board of Directors Vacancies

**December 18, 2018**

**To: Heads and Members of Municipal Councils**

**Request for Expression of Interest to fill Vacancies on the 2018-2020 AMO Board of Directors**

The recent municipal elections created a number of vacancies for AMO's Board of Directors.

The AMO Bylaw directs that the vacancies be filled for the remainder of the Board's term, until the Annual General Meeting in August 2020.

This communication outlines: i) vacancies and related information, ii) the Board's process, and iii) a form and deadline for conveying an individual's interest. **Deadline to submit completed form is noon, Friday, January 11, 2019.**

If you have any questions, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto:lruder@amo.on.ca).

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of email communications from AMO, please click [here](#).



**To: Heads and Members of Municipal Councils**

The recent municipal elections created a number of vacancies for AMO's Board of Directors. The vacancies have created some disproportion in terms of geographic and gender representation, which the Board will consider when filling the vacancies. The Bylaw directs that the vacancies be filled for the remainder of the Board's term, until the Annual General Meeting in August 2020.

This communication outlines: i) vacancies and related information, ii) the Board's process, and iii) a form and deadline for conveying an individual's interest.

**Where are the caucus vacancies?** The Board is structured on six caucuses and there are vacancies in each.

Caucus	Total Complement	Elected Official Vacancy	Staff Vacancy
Northern Caucus	6	1 (North West)	
Large Urban Caucus	7	2	
Small Urban Caucus	6	2	
Regional and Single Tier Caucus	7	3	
County Caucus	6	0	1
Rural Caucus	6	2	

**Geographic Distribution of remaining members of the Board elected at the 2018 AGM:**

GTA	2
Southwestern Ontario	7
Central Ontario	2
Eastern Ontario	1
Northern Ontario	5

**Female Gender Representation of the remaining members of the Board elected at the 2018 AGM:**

Northern Caucus	1
Large Urban Caucus	2
Small Urban Caucus	0
Regional and Single Tier Caucus	0
County Caucus	1
Rural Caucus	1

***Process for filling the vacancies:*** The approach is two-steps. First is the Call for Expression of Interest followed by the preparation of a roster and a short list.

***Step 1: Call for Expression of Interest – Deadline is Noon, January 11, 2019:***

Individuals can indicate their interest by completing the attached form by the deadline along with a CV. All names will be included in a roster of candidates. A Council resolution of support is not required for this initial step. It should be noted that no Member Municipality may be represented on the AMO Board by more than one Director, either a municipal elected official or a municipal employee.

***Step 2: Short-listing the Roster:*** A panel will review the roster – ensuring the qualifications are met and then consideration of geography and gender to build a short list for the Board's consideration. This will likely occur at its January meeting. Based on its direction, the short listed people will be asked to get a council resolution of support.

The Large Urban, Regional and Single Tier and Rural Caucus have appointed 'interim chairs' and will be reviewing this when the vacancies are filled. Chairs of every caucus form AMO's Executive Committee, which meets monthly.

***What is the Board of Directors role?*** The Caucus structure is how the Board is constructed. It is to represent the different types of municipal government structure, service responsibilities and geography. With 43 members, the Board has a pan-Ontario breadth so that its work reflects the range of its membership as it works to speak on shared interests and a common voice.

Some Board members are also involved in an AMO Task Force. This is not mandatory. A Task Force is a group of elected and staff official volunteers from across the province who want to work on an identified policy or program subject matter that helps support the Board's Strategic Objectives. Task Forces have terms of reference, project timelines and deliverables. A few examples include Task Forces dealing with changes to the land use planning framework, asset management, and legalization of cannabis.

***What is the time commitment?*** The Board meets six times a year, generally the last Friday of the month. It is preceded by a Thursday evening Committee of the Whole and the caucuses meet individually before the Board meeting. The Board participates at the Annual Conference in August. The meeting schedule for 2019 is:

Thursday, January 24, 5:30 – 8:30 p.m. Committee of the Whole  
Friday, January 25 Board, 9:00 a.m. – 1:00 p.m., Board of Directors

Thursday, April 4, 5:30 – 8:30 p.m. Committee of the Whole  
Friday, April 5, 9:00 a.m. – 1:00 p.m., Board of Directors

Thursday, June 20, 5:30 – 8:30 p.m., Committee of the Whole  
Friday, June 21, 8:30 a.m. – 1:30 p.m., Board of Directors

2019 AMO Conference, Ottawa

Saturday, August 17, 2 – 5 p.m., Board of Directors

Sunday, August 18, 10:30 a.m. – 1:30 p.m., Board of Directors

Thursday, September 26, 5:30 – 8:30 p.m., Committee of the Whole

Friday, September 27, 9:00 a.m. – 1:00 p.m., Board of Directors

Thursday, November 28, 5:30 – 8:30 p.m., Committee of the Whole

Thursday, November 29, 9:00 a.m. – 1:00 p.m., Board of Directors

**What are the Bylaw's Qualification Requirements?** The municipality must be an AMO member in good standing. The individual must be eighteen (18) or more years of age and not be an undischarged bankrupt; and not be declared incapable.

***Are the costs of Board meetings covered by AMO?*** No. 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.

**Where do I send my completed Expression of Interest?** Send information by email to AMOElections@amo.on.ca or fax to (416) 971-6191. If you have any questions, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca) or Lorna Ruder, Executive Assistant, ext. 341, email [lruder@amo.on.ca](mailto:lruder@amo.on.ca).

## Expression of Interest to Fill AMO Board Vacancies 2018-2020

Deadline to submit: Noon, Friday, January 11, 2019

Send completed form to:  
Pat Vanini, 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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(Name)

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(Municipal Title)

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(Municipal Address and Postal Code)

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(Email address for contact)

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(Daytime telephone #)

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(Name of Caucus)

- 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?
- Are you prepared to seek a council resolution if shortlisted?
- Have you attached your CV?