



AMCTO

THE MUNICIPAL EXPERTS

2017
ANNUAL REPORT

**ASSOCIATION OF MUNICIPAL MANAGERS,
CLERKS AND TREASURERS OF ONTARIO**

INTRODUCTION

AMCTO is pleased to present this Annual Report, which highlights the many activities undertaken by the Association throughout 2017 for the benefit of our members and customers. 2017 marked a year of transition for the Association as various initiatives laid out in the 2012-2017 Strategic Plan were finalized and thoughts turned to the implementation of the Association's new Strategic Plan for 2018-2022.

Engagement was a key theme for the Association throughout 2017 as the Board of Directors responded to the strong member interest in various aspects of the Board's responsibilities and related recommendations. Recognizing that member and customer engagement is key aspect of the Association's continued efforts to remain effective and relevant into the future, the Association also completed an Engagement Strategy which will guide future engagement activities on a range of key Association initiatives.

As has been noted in past years, AMCTO has always been the envy of many other municipal associations with respect to the active involvement and commitment of our members who volunteer to assist with many Association activities on an annual basis. The many individuals who volunteered their time and expertise to aid the Association in achieving its 2017 objectives, as highlighted in the Volunteer Section of this Annual Report, are to be commended for their commitment and caring.

As will be seen throughout this Annual Report, AMCTO continues to be well-positioned to offer programs and services that are timely and relevant for Ontario's municipal professionals. As these programs and services continue to grow, the Association will also pursue the longer-term strategic goals and priorities set out in ***Toward 2022***, our new Strategic Plan. We are committed to seeing the Association fulfil its stated Mission and strive towards our Vision to be recognized as **the leading organization in fostering, promoting and sustaining excellence in municipal management and administration in Ontario.**

BOARD OF DIRECTORS

Throughout 2017, the AMCTO Board of Directors provided strategic advice and direction on a number of matters focused on meeting the needs of the Association, its members and customers, and the general municipal profession. Through a series of six Board meetings held during the year, the Board members achieved the following key accomplishments:

- Authorized the direct election of the AMCTO Vice-President by the Association membership commencing in 2018 subject to the approval of the membership at the 2017 Annual General Meeting;
- Initiated a Board Governance Review Engagement Working Group to undertake engagement activities with the Association membership regarding the qualification criteria for future candidates for the position of AMCTO Vice-President and the extent of interest in the use of electronic voting technology for elections at the Zone level;
- Adopted a comprehensive Member/Customer Engagement Strategy to guide future Association engagement activities on key initiatives of broad interest to the Association membership and the recipients of the Association's various programs and services;
- Approved the use of electronic voting technology on a trial basis in 2018 for the position of Zone representative on the Board of Directors;
- Established a set of qualification criteria to be met by future potential candidates for the position of AMCTO Vice-President;
- Adopted an Information Technology Strategy and Roadmap for implementation commencing in January 2018;
- Authorized changes to the current slate of Member Affinity programs available through the Association;
- Adopted the Association's new 2018-2022 Strategic Plan

While proud of their achievements throughout 2017, the AMCTO Board of Directors will now turn their focus to implementing key initiatives outlined in the new Strategic Plan and maintaining and improving the current slate of programs and services that the Association has successfully offered in the past.

LEGISLATIVE & POLICY ADVISORY COMMITTEE

The Legislative and Policy Advisory Committee has a mandate *“to assist the Association in developing and maintaining a close liaison with all levels of government through the identification and evaluation of key legislative and regulatory issues affecting the responsibilities of Association members”*.

The Legislative Environment

2017 was a busy year for Ontario’s municipal sector with continued reforms to foundational pieces of legislation. With Bill 181 (Municipal Elections Act) being passed in 2016, the government pushed forward with Bill 68 (amendments to the Municipal Act and Municipal Conflict of Interest Act). With passage of Bill 68, AMCTO and the Committee played an active role toward influencing the government on behalf of our membership.

Throughout the year, the Committee was involved in a suite of activities along with guiding and recommending a series of government submissions/products to support the association’s government relations activity. Several notable outputs included:

- AMCTO developed and submitted its Bill 68 submission that included practitioner based feedback and recommendations for the government to consider. Several recommendations were adopted.
- In follow-up to our submission and internal briefing with Ministry staff; AMCTO presented tactical input around key aspects of the bill. AMCTO was successful in advocating for several key changes during this process as well as making our position known through an evidence based process.
- AMCTO also developed a resource for members through a backgrounder on the new Open Meeting rules.
- The Association prepared a timely Provincial and Federal Budget analysis and update for members. Detailed updates of this were provided to the Committee.
- The Committee worked with staff and heard from external parties regarding the reforms proposed to the OMB and prepared a decision note advising the Board of Directors to not adopt a formal position;
- With direction from the Committee, AMCTO produced an updated list of Integrity Commissioners on our website and coordinated efforts to assist with the collection of Integrity Commissioner decisions from across Ontario.
- The Committee helped inform AMCTO positioning around the Reporting Burden report and guided messaging for a meeting with Ontario’s Provincial Secretary of the Cabinet.

- Additional areas where the Committee provided value included the new Federal Cannabis Legislation, guidance on key professional development areas related to recent legislation and support for informing the next Government Relations and Advocacy Plan that the Board of Directors will review in 2018.

The Legislative and Policy Advisory Committee continues to serve the association as a resource through their collective expertise and input. The work of the Committee enables the Association to have a meaningful venue for legislative and policy discussions while also developing a process for putting forth recommendations to the Board of Directors.

Conclusion

2017 was a productive year for the Committee and their work is improving the Association's collective understanding of government relations in order to help position AMCTO as the voice for municipal professionals. Their efforts this past year have contributed to fulfilling the intent of the Association's Government Relations and Advocacy Plan and making AMCTO a more robust organization in terms of presence and influence.

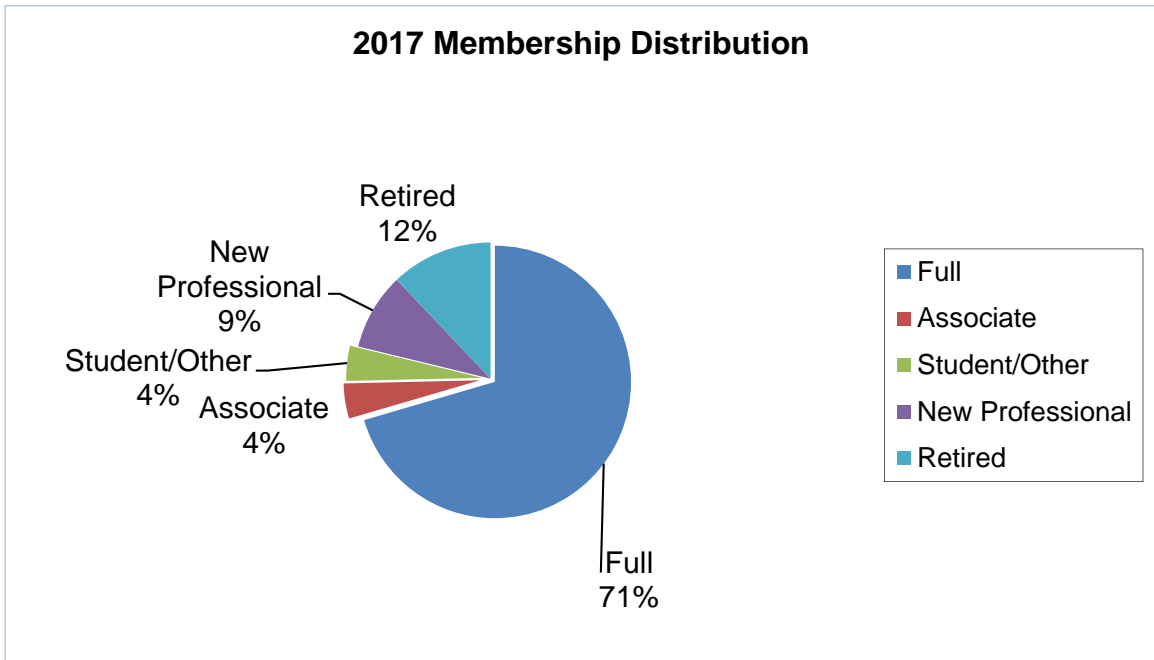
MEMBERSHIP

2017 membership decreased by 52 members over 2016 figures.

2017 totals included:

Full	1,509
Associate	89
Retired	258
New Professional	196
Student	30
Other	59
TOTAL	2,141

There were 58 Members-in-Transition in 2016.



2017

NEW ACCREDITATIONS

2017
Certified Municipal Officers
and
Accredited Municipal Professionals

Certified Municipal Officers

Shellee Fournier CMO
Chief Administrative Officer/Human
Resources
Town of Gananoque

Kerstin Vroom CMO
Deputy Clerk-Treasurer
Township of Mulmur

Donna Teggart CMO
Director of Finance/Treasurer
Municipality of Trent Lakes

Accredited Municipal Professionals

Paul Chudoba AMP
Property Standards Officer
City of Brampton

Kelly Lush AMP
Project Coordinator/Executive Assistant
Township of Huron-Kinloss

Amanda Fusco AMP
Deputy Clerk
Town of Caledon

Sarah Moore AMP
Committee & Accessibility Coordinator
Town of Ajax

Shara Lavallee AMP
Clerk-Deputy Treasurer
Township of Gillies

Tyler Sager AMP
Coordinator of Elections & Licensing
Enforcement
City of Brantford

2017
Accredited Ontario Municipal Clerks

Andrew Brouwer AOMC
City Clerk
City of Oshawa

Elaine Gunnell AOMC, Dipl.M.A.
Clerk
Municipality of Temagami

**Theresa Campbell CMO, AOMC,
Dipl.M.M.**
Municipal Clerk
Township of Perth East

Stephen Huycke AOMC
Director of Legislative Services/ Town Clerk
Town of Richmond Hill

**Michelle Casavecchia-Somers CMO,
AOMC**
Chief Administrative Officer/Clerk
Township of Malahide

Angela Morgan CMO, AOMC
City Clerk
City of Burlington

Jennifer Connor CMO, AOMC
Manager of Legislative Services/Clerk
Township of Ramara

Janet Nyhof CMO, AOMC
Deputy Clerk
City of Orillia

Michael Di Lullo AOMC
City Clerk/Director of Council Services
City of Cambridge

Yvonne Robert CMO, AOMC, AMCT
Administrator-Clerk
Township of Elizabethtown-Kitley

Pamela Fettes CMO, AOMC, Dipl.M.A.
Director, Legislative Services/Municipal
Clerk
Township of Clearview

Ilidia Sa Melo CMO, AOMC, AMCT
Deputy City Clerk/Manager of IM &
Archives
City of Cambridge

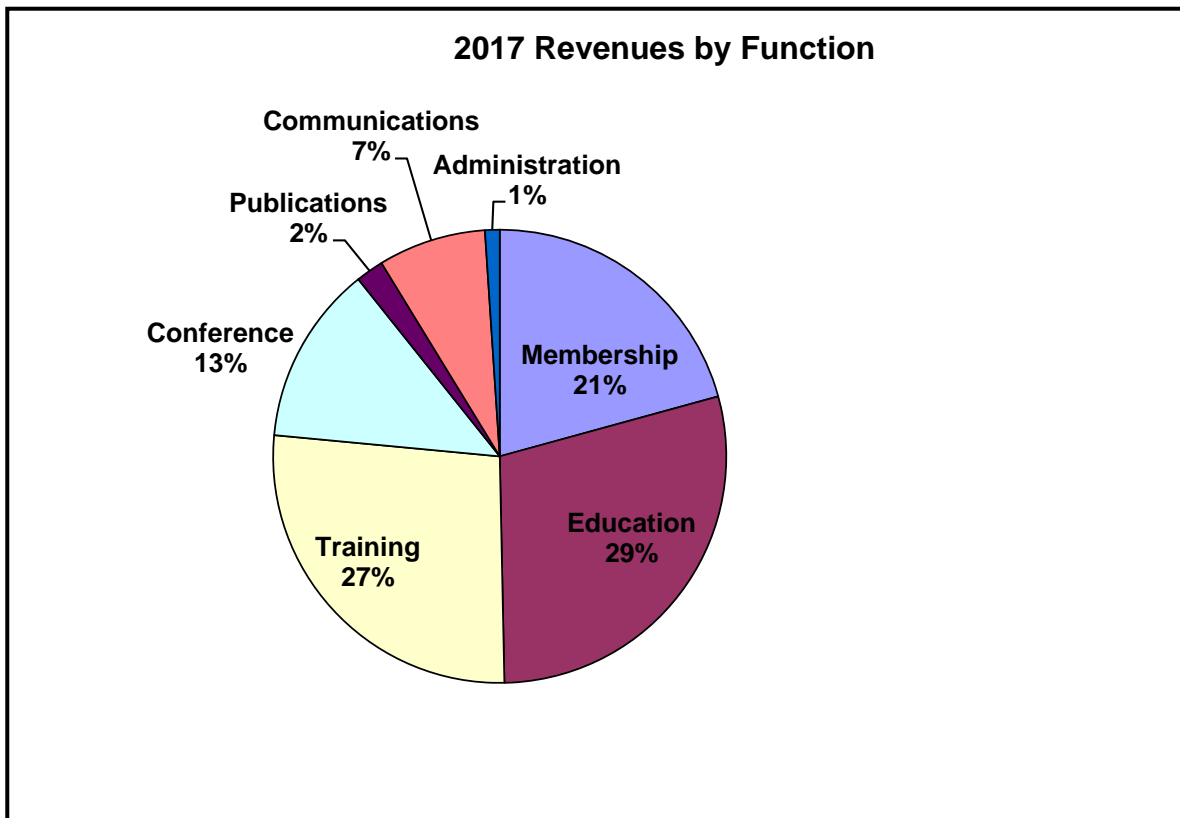
Sharon Goerke CMO, AOMC
Clerk
Town of Severn

Sharon Vokes CMO, AOMC
Retired AMCTO Member

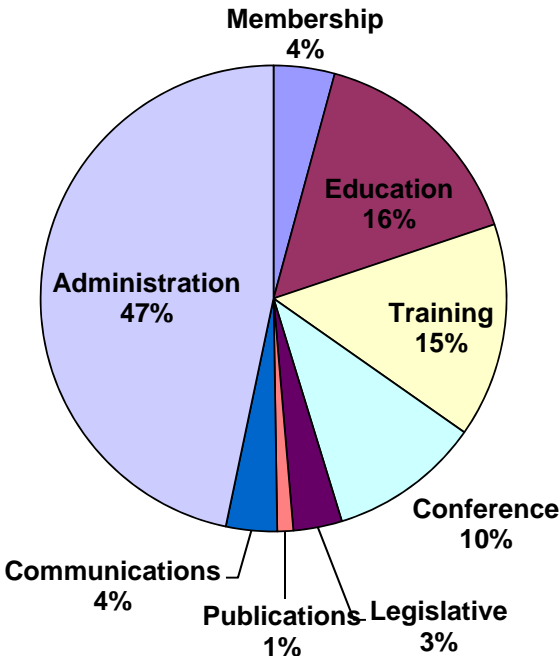
Alison Gray CMO, AOMC
Township Clerk
Township of Tay

FINANCE

- The 2017 revenues from all sources totaled \$3,202,572;
- This represents an increase of \$336,859 or approximately 11.8% as compared to the 2016 totals;
- Expenditures also increased in 2017 to a total of \$3,063,867 for a rise of approximately 13.7% or \$370,255 relative to the 2016 expenditures;
- The audited financial statements disclose an operating surplus for the year of \$138,705 and accumulated net assets totaling \$1,526,501. Allocation of these accumulated net assets, which serve as an indicator of the Association’s financial position, among various restricted and unrestricted reserves is in accordance with the Board’s surplus management policy.
- The attached charts show the distribution of revenues and expenditures among the various functions in which AMCTO is involved.



2017 Expenditures by Function



2017

AUDITED FINANCIAL

STATEMENTS

**Association of Municipal Managers, Clerks
and Treasurers of Ontario**
Financial Statements
For the year ended December 31, 2017

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BDO Canada LLP
1 City Centre Drive, Suite 1700
Mississauga ON L5B 1M2 Canada

Independent Auditor's Report

To the Members of the Association of Municipal Managers, Clerks and Treasurers of Ontario

We have audited the accompanying financial statements of the Association of Municipal Managers, Clerks and Treasurers of Ontario, which comprise the statement of financial position as at December 31, 2017, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association of Municipal Managers, Clerks and Treasurers of Ontario as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Mississauga, Ontario
May 11, 2018

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Financial Position**

December 31 **2017** **2016**

Assets

Current assets

Cash	\$ 225,434	\$ 298,307
Accounts receivable	123,863	56,737
Prepaid expenses	71,171	122,675
	420,468	477,719

Long-term investments (Note 2)	1,691,054	1,421,510
Capital and intangible assets (Note 3)	166,709	207,737
	166,709	207,737

\$ 2,278,231 **\$ 2,106,966**

Liabilities and Net Assets

Current liabilities

Accounts payable and accrued liabilities (Note 4)	\$ 258,601	\$ 229,959
Deferred revenue	449,386	430,887
	707,987	660,846

Deferred lease inducements (Note 5)	43,743	58,324
	43,743	58,324
	751,730	719,170

Net assets

Invested in capital assets	166,710	207,738
Internally restricted funds		
Education and innovations	281,388	205,101
Strategic initiatives	150,495	134,689
Government relations	58,901	38,095
Operations	742,825	722,019
Unrestricted	126,182	80,154
	1,526,501	1,387,796
	1,526,501	1,387,796
	\$ 2,278,231	\$ 2,106,966

On behalf of the Board:

_____ Director

_____ Director

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Operations**

For the year ended December 31	2017	2016
Revenue		
Education	\$ 902,233	\$ 767,597
Training	883,221	668,315
Membership fees	664,131	677,243
Annual meeting	409,523	409,969
Express broadcast service	246,500	245,385
Publications	63,623	57,646
Investment income (Note 2)	33,145	38,909
Other	196	648
	3,202,572	2,865,712
Expenses		
Head office operations	909,648	859,137
Education	469,487	381,000
Training	465,216	376,486
Office administration	444,913	395,214
Annual meeting	322,513	297,695
Membership	147,285	123,016
Legislative review and research	103,614	85,849
Other	85,310	76,538
Amortization of capital and intangible assets	76,673	66,935
Publications	33,859	31,415
Express broadcast service	5,349	327
	3,063,867	2,693,612
Excess of revenue over expenses	\$ 138,705	\$ 172,100

The accompanying notes are an integral part of these financial statements.

Association of Municipal Managers, Clerks and Treasurers of Ontario
Statement of Changes in Net Assets

For the year ended December 31

	2017						2016	
	Invested in capital and intangible assets	Education and innovations fund	Strategic initiatives fund	Government relations fund	Operations fund	Unrestricted	Total	Total
Net assets, beginning of year	\$ 207,738	\$ 205,101	\$ 134,689	\$ 38,095	\$ 722,019	\$ 80,154	\$ 1,387,796	\$ 1,215,696
Excess of revenue over expenses	-	-	-	-	-	138,705	138,705	172,100
Net allocation to (from) reserves	-	-	(5,000)	-	-	5,000	-	-
Purchase of capital and intangible assets	35,645	-	-	-	-	(35,645)	-	-
Amortization of capital and intangible assets	(76,673)	-	-	-	-	76,673	-	-
Fund transfers	-	76,287	20,806	20,806	20,806	(138,705)	-	-
Net assets, end of year	\$ 166,710	\$ 281,388	\$ 150,495	\$ 58,901	\$ 742,825	\$ 126,182	\$ 1,526,501	\$ 1,387,796

The accompanying notes are an integral part of these financial statements.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Cash Flows**

For the year ended December 31	2017	2016
Cash provided by (used in)		
Operations		
Excess of revenue over expenses	\$ 138,705	\$ 172,100
Items not involving cash		
Amortization of deferred lease inducement	(14,581)	(14,581)
Amortization of capital and intangible assets	76,673	66,935
Unrealized loss on investments	11,885	16,381
	<u>212,682</u>	<u>240,835</u>
Changes in non-cash working capital balances		
Accounts receivable	(67,126)	(7,613)
Prepaid expenses	51,504	(41,096)
Accounts payable and accrued liabilities	28,642	33,915
Deferred revenue	18,499	31,871
	<u>244,201</u>	<u>257,912</u>
Investing activities		
Acquisition of capital and intangible assets	(35,645)	(86,711)
Net change in investments	(281,429)	(42,745)
	<u>(317,074)</u>	<u>(129,456)</u>
(Decrease) increase in cash	(72,873)	128,456
Cash, beginning of year	298,307	169,851
Cash, end of year	\$ 225,434	\$ 298,307

The accompanying notes are an integral part of these financial statements.

Association of Municipal Managers, Clerks and Treasurers of Ontario

Notes to Financial Statements

December 31, 2017

1. Nature of Operations and Summary of Significant Accounting Policies

Nature of Organization

The Association of Municipal Managers, Clerks and Treasurers of Ontario (the "Association") is a not-for-profit organization, and is exempt from income taxes provided certain requirements of the Income Tax Act (Canada) are met.

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Basis of Accounting

The Association follows the deferral method of accounting.

Revenue Recognition

Membership fees are recognized as revenue in the fiscal year to which they relate. Fees for education, training, annual meeting, express broadcast service and publications are not considered earned upon receipt and are recorded as deferred revenue until the service is provided.

Investment income on the long-term investments is recorded to the Unrestricted fund when earned. Investment income is recorded as revenue is earned.

Capital and Intangible Assets

Capital and intangible assets are recorded at their cost less accumulated amortization. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer equipment and software	-	25%
Furniture and fixtures	-	10%
Leasehold improvements	-	10%
Website re-design costs	-	25%

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2017

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Deferred Lease Inducement

The Association has a deferred lease inducement related to the reimbursement by the lessor of certain expenditures for leasehold improvements and are being amortized over the term of the lease.

Internally Restricted Funds

Internally restricted funds have been designated by the Directors for the following purposes:

- (a) Education and innovations fund - To provide for the development of new education and training materials or other program innovations;

- (b) Strategic initiatives fund - To provide funding to offset budgetary impact of initiatives or studies undertaken by the Association to advance the attainment of strategic goals set out by the board-approved strategic plan.

- (c) Government relations fund - To provide funding for the acquisition of external government relations consulting assistance for specific issues of major importance to the Association's membership; and

- (d) Operations fund - To provide for future operating contingencies;

Allocations to (from) each of these internally restricted funds are determined as part of the annual budget process with further determinations made following review of the annual financial results.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of capital and intangible assets. Actual results could differ from those estimates.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2017

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, except for long-term investments, which are measured at fair value. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

Transaction costs incurred on the acquisition, sale or issue of financial instruments are expensed for those items re-measured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

2. Long-term Investments

	2017		2016	
	Fair Value	Cost	Fair Value	Cost
Money market	\$ 51,220	\$ 51,220	\$ 33,095	\$ 33,095
Fixed income	1,639,834	1,667,148	1,388,415	1,404,917
	\$ 1,691,054	\$ 1,718,368	\$ 1,421,510	\$ 1,438,012

Included in investment income is \$45,030 of interest income (2016 - \$55,290) and unrealized losses of \$11,885 (2016 - \$16,381). Fixed income is comprised of investments in various fixed income funds.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2017

3. Capital and Intangible Assets

	2017		2016	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Capital Assets				
Computer equipment	\$ 265,039	\$ 213,486	\$ 240,195	\$ 181,593
Furniture and fixtures	111,553	71,632	100,752	61,089
Leasehold improvements	168,498	121,276	168,498	105,724
	545,090	406,394	509,445	348,406
Intangible Asset				
Website development costs	55,439	27,426	55,439	8,741
	\$ 600,529	\$ 433,820	\$ 564,884	\$ 357,147
Net book value		\$ 166,709		\$ 207,737

4. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances of \$50,118 (2016 - \$40,471) which includes amounts payable for payroll related taxes and HST.

5. Deferred Lease Inducement

Deferred lease inducement represents the reimbursement by the lessor of certain expenditures for leasehold improvements made by the Association as inducements to enter into a long-term lease agreement. During fiscal 2017, \$14,581 (2016 - \$14,581), of this inducement has been amortized against rent expense.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2017

6. Lease Commitments

Minimum annual payments payable under the terms of long-term operating leases for photocopiers and office space for the next four years are approximately as follows:

2018	\$ 108,700
2019	110,400
2020	110,400
2021	<u>60,800</u>
	<u>\$ 390,300</u>

APPENDIX 1

2017

AMCTO VOLUNTEERS

**2017 - 2018
AMCTO BOARD OF DIRECTORS**

PRESIDENT

Yvonne Robert CMO, AOMC, AMCT *
Administrator-Clerk
Township of Elizabethtown-Kitley

IMMEDIATE PAST PRESIDENT

Steph Palmateer AMCT *
City Clerk
City of Timmins

VICE PRESIDENT

Angela Morgan CMO, AOMC *
City Clerk
City of Burlington

*** MANAGEMENT COMMITTEE**

DIRECTORS BY ZONE:

ZONE 1

Michelle Casavecchia-Somers CMO, AOMC
Chief Administrative Officer/Clerk
Township of Malahide

ZONE 2

Dylan McMahon
Council Committee Coordinator
City of Guelph

ZONE 3

Angela Morgan CMO *
City Clerk
City of Burlington

ZONE 4

Thom Gettinby CMO
Chief Administrative Officer-Clerk
Township of Brock

DIRECTORS AT LARGE

John Hannam CMO *
City Clerk
City of Thunder Bay

Tatiana Dafoe
Deputy Clerk
City of Stratford

Sandra MacDonald CMO, AMCT
City Clerk
City of Brockville

Michael Wildman CMO, Dipl.M.M.
Chief Administrative Officer
Town of Arnprior

ZONE 5

Elana Arthurs CMO
Clerk
Township of Cavan Monaghan

ZONE 6

Dean Sauriol CMO, Dipl.M.M. *
Chief Administrative Officer/Clerk
Township of Laurentian Valley

ZONE 7

Carol Trainor AMCT
Clerk-Administrator
Township of St. Joseph

ZONE 8

Amy Vickery-Menard CMO
Clerk-Treasurer
Township of Evanturel

ZONE 9

Marcy Vallelunga
Deputy Clerk
Municipality of Sioux Lookout

2017 - 2018
AMCTO LEGISLATIVE & POLICY ADVISORY COMMITTEE

CHAIR/PRESIDENTIAL ALTERNATE

Elana Arthurs CMO
Clerk
Township of Cavan Monaghan

VICE-CHAIR

Stephen O'Brien
City Clerk
City of Guelph

MEMBERS

Michael De Rond
Town Clerk
Town of Aurora

Stephanie Potter
Policy & Research Associate
City of Stratford

Michael Di Lullo AOMC
Director of Council Services/City Clerk
City of Cambridge

Paul Shipway CMO
Chief Administrative Officer/Clerk
Municipality of Bayham

Leslie Donnelly CMO
Corporate Public Policy Advisor
City of Ottawa

David Stewart CMO
Treasurer/Deputy CAO
Municipality of Hastings Highlands

Andrew Farnsworth
Clerk-Administrator
Municipality of Magnetawan

Shayne Turner
Director of Municipal Enforcement
Services
City of Waterloo

Stephen Huycke AOMC
Director of Legislative Services/Town Clerk
Town of Richmond Hill

Madison Zuppa
Environmental Initiatives Coordinator
City of Sault Ste. Marie

Patricia Maxwell CMO, AMCT
CAO/Clerk
Township of Conmee

2017
AMCTO AWARDS REVIEW COMMITTEE

CHAIR

Chris Wray AMCT
CAO/Clerk-Treasurer
Municipality of Wawa

MEMBERS

Jeffrey Abrams
AMCTO Retired Member

Kristine Fletcher AMCT
Director, Council & Administrative
Services/Regional Clerk
Region of Waterloo

Elana Arthurs CMO
Clerk
Township of Cavan Monaghan

Steph Palmateer AMCT
City Clerk
City of Timmins

2017
AMCTO NEW PROFESSIONALS NETWORKING GROUP –
COORDINATING COMMITTEE

Aron Collins

Master's Candidate Public Policy &
Governance
University of Toronto

Becky Jamieson AMP

Deputy Clerk
Township of Brock

Tatiana Dafoe

Deputy Clerk
City of Stratford

Denny Timm

Manager of Legislative Services
Township of King

Alana Del Greco

Policy Advisor
Ministry of Municipal Affairs

Alec Harras

Manager of Legislative Services/Deputy
Clerk
Town of Ajax

**2017 – 2018
AMCTO ZONE EXECUTIVE**

CHAIR

ZONE 1

Paul J. Shipway CMO

Chief Administrative Officer/Clerk
Municipality of Bayham

ZONE 2

Kathryn Pearl

Deputy Clerk
Township of Adjala Tosorontio

ZONE 3

Bonnie Nistico-Dunk CMO

City Clerk
City of St. Catharines

ZONE 4

Sacha Smith

Manager of Legislative Services/Deputy
Clerk
City of Mississauga

ZONE 5

Robin van de Moosdyk CMO, AMCT

Municipal Clerk
Township of Alnwick/Haldimand

ZONE 6

Jannette Amini CMO, Dipl.M.M.

Manager of Legislative Services/Clerk
County of Frontenac

ZONE 7

Nicky Kunkel

Clerk
Village of Burk's Falls

ZONE 8

Veronique Dion CMO

Clerk
Town of Smooth Rock Falls

ZONE 9

Brian MacKinnon

Manager of Corporate Services/Municipal
Clerk
Municipality of Sioux Lookout

SECRETARY-TREASURER

ZONE 1

Mary H. Masse

Town Clerk, Town of Lakeshore

ZONE 2

Donna Van Wyck AMCT

County Clerk, County of Bruce
Terri Rau CMO, AMCT
Director of Finance, Municipality of Central
Huron

ZONE 3

Andrea Zampieri

Elections & Special Projects Coordinator
Town of Oakville

ZONE 4

Tara Lajevardi

Deputy Clerk/Council Support Services,
Town of East Gwillimbury

Evan Read

Manager – Elections & Special Projects,
City of Vaughan

ZONE 5

Jessica Gunby Dipl.M.A.

Clerk, Township of Georgian Bay

Andrea Bull CMO

Deputy Treasurer, County of Haliburton

ZONE 6

Leslie Drynan CMO, Dipl.M.M.

Clerk/Deputy CAO, County of Lanark

ZONE 7

Kristine Croskery-Hodgins

Treasurer/Deputy Clerk, Township of
Nipissing

ZONE 8

Chantal Guillemette

Clerk, Town of Kapuskasing

Thomas Monahan AMCT

Retired Member

ZONE 9

Louise Lees

Deputy Clerk, Town of Marathon

**2017-2018
AMCTO CONFERENCE PLANNING COMMITTEE**

Corinne Cleary CMO
Manager – Human Resources
Municipality of Kincardine

Matt Smith
Clerk/Director of Legislative Services
Municipality of Meaford

John Daly CMO
Manager of Legislative Services & County
Clerk
County of Simcoe

Janette Teeter, CMO, Dipl.M.A.
Supervisor – Clerk’s Services/Deputy
Clerk
Township of Oro-Medonte

Amanda Knight
Deputy Clerk
Township of Guelph/Eramosa

Donna Van Wyck AMCT
County Clerk
County of Bruce

Danielle Manton
Manager of Committee & Election
Services
City of Burlington

Karen Way
Deputy Clerk
Township of Springwater

Heather Morrison
Deputy Clerk & Records Manager
County of Grey

Jennifer Willoughby
Clerk
Town of Shelburne

Darlene Munro AMCT
Accounting Supervisor
Town of Aurora

**2017 – 2018
AMCTO CERTIFIED MUNICIPAL OFFICER (CMO)
ACCREDITATION REVIEW TEAM**

Brianna Coughlin CMO
Legislative Coordinator
Municipality of Leamington

Tracey Pillon-Abbs CMO
Planner
Municipality of Dutton Dunwich

John Daly CMO
Director of Legislative Services/County
Clerk
County of Simcoe

Cathy Ryder CMO
Deputy Clerk/Human Resources
Township of Drummond-North Elmsley

Kris Dubuque CMO
Legislative Specialist
Region of Peel

Paul Shipway CMO
Chief Administrative Officer/Clerk
Municipality of Bayham

Kim Galione CMO, Dipl.M.M.
Senior Manager – Legislative Services
Town of Oakville

Carrie Sykes CMO, Dipl.M.A.
Director of Corporate Services/Clerk
Township of Lake of Bays

Annette Gilchrist CMO, Dipl.M.M.
Clerk-Treasurer
Township of Admaston/Bromley

Michael Wildman CMO, Dipl.M.M.
Chief Administrative Officer
Town of Arnprior

Sheridan Graham CMO
Director – Corporate Projects &
Services
County of Peterborough

2017

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Director of Human Resources
County of Renfrew

Martin Hazell CMO

Sr. Director – Strategic Initiatives,
Planning & Economic Development
City of Hamilton

Brenda Brunt CMO

Director of Corporate Services/Clerk
Municipality of South Dundas

Suzanne Klatt CMO, Dipl.M.A.

CAO/Clerk
Township of Horton

Irene Cook CMO

Retired AMCTO Member

Marsha Paley CMO

AMCTO Member

John Daly CMO

Director Legislative Services/County Clerk
County of Simcoe

Diane Ryan CMO

Senior Manager of Administration
City of Windsor

Michael Galloway CMO

Chief Administrative Officer
Town of Caledon

Michael Wildman CMO, Dipl.M.M.

Chief Administrative Officer
Town of Arnprior

Sharon Goerke CMO, AOMC

Clerk
Township of Severn

Tony Haddad CMO

Chief Administrative Officer
Town of Tecumseh

**2017 – 2018
AMCTO ACCREDITED MUNICIPAL PROFESSIONAL (AMP)
ACCREDITATION REVIEW TEAM**

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City of Stratford

Becky Jamieson AMP
Deputy Clerk
Township of Brock

Andy Drouillard
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City of Windsor

Sarah Moore AMP
Committee & Accessibility Coordinator
Town of Ajax

Sheena Earl Dipl.M.A.
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United Counties of Leeds & Grenville

Cathy Ryder CMO
Deputy Clerk/Human Resources
Township of Drummond/North Elmsley

Kim Galione CMO, Dipl.M.M.
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Town of Oakville

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Township of Admaston/Bromley

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Township of Lake of Bays

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City of Burlington

2017-2018
AMCTO CMO/AMP PROGRAM ADVISORY GROUP

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City Clerk
City of Vaughan

Amanda Fusco AMP
Deputy Clerk
Town of Caledon

Robert Tremblay CMO, Dipl.M.A.
Chief Administrative Officer/Clerk
Township of Whitewater Region

Joanne Hyde AMP
Clerk
Township of Southgate

Michael Wildman CMO, Dipl.M.M.
(presidential alternate)
Chief Administrative Officer
Town of Arnprior

Suzanne Klatt CMO, Dipl.M.A.
CAO/Clerk
Township of Horton

2017-2018
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Evan Read
Manager of Elections & Special Projects
City of Vaughan

Sheena Earl Dipl.M.A.
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United Counties of Leeds & Grenville

Sharon Vokes CMO, AOMC
Retired AMCTO Member

Manon Levesque CMO
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City of Cornwall

**Michelle Casavecchia-Somers CMO,
AOMC**
(presidential alternate)
Chief Administrative Officer/ Clerk
Township of Malahide

2017
AMCTO BOARD GOVERNANCE REVIEW
ENGAGEMENT WORKING GROUP

Nathan Hyde
Chief Administrative Officer
Town of Erin

Michael Wildman CMO, Dipl.M.M.
Chief Administrative Officer
Town of Arnprior

Devanne Kripp
Legislative Coordinator
City of Cambridge

Sandra Zwiers
Director of Financial Services/Treasurer
County of Essex

Angela Morgan CMO, AOMC
City Clerk
City of Burlington

2017
AMCTO ETHICS ADVISORY GROUP

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Superintendent – Administration, Bus
Operations Planning
METROLINX

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CAO/Clerk
Municipality of West Elgin

Andrew Brouwer AOMC
City Clerk
City of Oshawa

Dr. David Siegel
Interim Dean, Faculty of Education
Brock University

David Cribbs
Chief Administrative Officer
Norfolk County

Marcy Vallelunga (Presidential Alternate)
Deputy Clerk
Municipality of Sioux Lookout

Rick O'Connor CMO
City Clerk & Solicitor
City of Ottawa

2017
AMCTO MUNICIPAL ELECTIONS FOCUS GROUP

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County of Brant

Joanne Hyde AMP
Clerk
Township of Southgate

Sarah Corman
Manager – Licensing & Elections
City of London

Debra Kincaid
City Clerk
City of Dryden

Tyler Cox Dipl.M.A.
Manager – Legislative Services
City of Ottawa

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City of Brockville

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Municipal Clerk
Municipality of Clarington

Mary MacKenzie CMO
Retired AMCTO Member

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CAO/Deputy Clerk
Township of Assinack

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Manager of Committee & Election Services
City of Burlington

Lorna Hudder CMO, Dipl.M.M.
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards

Barbara McEwan CMO
City Clerk
City of Vaughan

Valrie Hummel CMO, AMCT
Director of Council & Information
Services/Clerk
Township of Woolwich

Hazel Soady-Easton CMO
Town Clerk
Town of Grimsby

Amy Humphries
City Clerk
City of Woodstock

Brigitte Sobush
Manager of Clerks' Services, Deputy City
Clerk
City of Greater Sudbury

Wendi Hunter Dipl.M.M.
Clerk/Director of Legislative Services
Township of Georgian Bluffs

2017
AMCTO MUNICIPAL ACT ADVISORY GROUP

CHAIR

Jeffrey Abrams

Retired AMCTO Member

MEMBERS

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Director of Financial Services/Treasurer
United Counties of Stormont, Dundas &
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City Clerk
City of Burlington