

**ZONE 2
EXECUTIVE
2020 - 2021**

**Representative to
the Board**

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Chair

Donna Tremblay,
Dipl. M.M.

Past Chair

Jennifer Willoughby

1st Vice Chair

John Daly, CMO

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Patty Sinnamon,
Dipl. M.M.

Secretary

Donna Van Wyck,
AMCT

Treasurer

Lisa Campion,
Dipl.M.A., CRA

Zone Directors

Nadeem Dean
Laura Aston, AMP
Carolina Khan, MPA

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information go to

www.amcto.com

**ANNUAL FINANCIAL REPORT TO THE BOARD
Zone 2**

To: Members of the AMCTO Board of Directors

From: Donna Tremblay, Chair, Zone 2

Meeting Date: November 26, 2021

Subject: Annual Financial Report to the Board for Zone 2

In accordance with the Terms of Reference, below please find the financial report from Zone 2 for the period December 31, 2020 to September 30, 2021 which outlines the financial transactions of the Zone 2 Executive.

Highlights

Revenue:

Zone 2 generates revenue from registrations received by Zone members who choose to attend zone meetings. The registration fee associated to attend meetings is \$50 for current members and \$20 for retirees. Zone meetings include full day educational and training sessions, lunch is provided. Zone 2 members and host municipalities are required to obtain sponsorship funding to help cover costs associated with hosting meetings which allows the Executive to maintain the registration fee at \$50.00.

In light of the COVID-19 pandemic, Spring and Fall meetings have been held virtually, with registration fees waived due to the virtual platform. The Spring meeting was hosted by the City of Guelph, with the Fall meeting hosted by AMCTO head office, no revenues for meeting attendance was collected. Attendance at virtual meetings has been higher than in-person attendance ranging between 60 to 80 attendees.

Prior to the Spring 2022 Zone meeting the Zone Executive will consider, based on government capacity restrictions, whether to resume in-person meetings and whether virtual meeting fees will continue to be waived.

Surplus Funds:

As of September 30, 2021, the current surplus for Zone 2 is \$6,541.22.

Due to COVID-19, it is recognized that surplus funds have not been allocated as in previous years, the Zone Executive will review and consider surplus fund allocations for 2022 as follows:

- Annual Conference Donation

Zone 2 normally donates \$500 to the annual AMCTO Conference. If the conference is held in Zone 2, \$1,000 is donated. As the 2021 AMCTO Conference was held virtually, the Zone provided a \$500 donation. The Zone Executive will review and consider donations for the 2022 AMCTO Conference.

- Zone 2 Municipal Excellence Award

The Zone 2 Municipal Excellence Award was created to recognize and acknowledge one-time achievements that have a notable impact on a program, a project, or an individual activity that contributes to the vision and pursuit of excellence within municipal government. The recipient receives a glass award which is given at the annual Spring meeting. The recipient of the 2021 award Karen Landry, Clerk, Town of Orangeville was recognized at the Spring Zone 2 virtual meeting.

- Charitable Contributions

Zone 2 donates to a local charity in lieu of providing a gift to our speakers and presenters that attend and present at a Zone meeting. The host municipality chooses the local organization that will receive the donation. As the zone meetings have been held virtually no donations have been made in 2021. Prior to the Spring 2022 Zone meeting, subject to resuming in-person meetings and collection of fees, the Zone Executive will give consideration to donations being made.



- Membership Training

The Zone Executive endeavors to provide subsidized training for members. For example, our Fall 2021 Zone 2 meeting hosted an AMCTO Election Primer Workshop. Zone 2 subsidized and offset costs for members to attend by providing a discounted attendance fee.

Zone Meeting Attendance Initiative

Zone 2 holds a draw at each Zone meeting for those in attendance to win a free registration to a future Zone meeting. 2 draws are made, gift certificates valued at \$50 each are given to each winner. As fees have been waived for virtual zone meetings, draws have not been made for the Spring or Fall meetings. Prior to the Spring 2022 Zone meeting and subject to resuming in-person meetings, the Zone Executive will consider whether free registration draws will be provided.

The surplus balance will continue to be used to offset the costs associated with holding Spring and Fall meetings and for educational opportunities for members of Zone 2.

The Executive strives to provide high quality, interactive, relevant educational topics and presentations at our meetings in accordance with our budget parameters.

Respectfully submitted,

Donna Tremblay
AMCTO Zone 2 Chair
donna.tremblay@guelph.ca



**AMCTO Zone 2 - Treasurer's Report
May 31st 2021 to September 30th 2021**

Opening Balance 7,042.47

		<i>Revenues</i>	<i>Expenses</i>
31-May-21	No financial Activity		\$ -
6-Mar-21	AMCTO Conference Donation		\$ 500
30-Jun-21	Service Charge		\$ 1.25
30-Jul-21	No financial Activity		\$ -
31-Aug-21	No financial Activity		\$ -
30-Sep-21	No financial Activity		\$ -
Total Revenue and Expenses		\$ -	\$ 501.25
Bank Balance			\$ 6,541.22

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ZONE 2