

**ZONE 2
EXECUTIVE
2021 - 2022**

**Representative to
the Board**

Dylan McMahon

Chair

Donna Tremblay

Past Chair

Jennifer Willoughby

1st Vice Chair

John Daly, CMO

2nd Vice Chair

Patty Sinnamon,
Dipl. M.M.

Secretary

Donna Van Wyck,
AMCT

Treasurer

Lisa Campion, Dipl.
M.A., CRA

Zone Directors

Laura Aston, AMP
Nadeem Dean, MBA,
CPA, CMA, CPFA
Carolina Khan, MPA

For detailed zone
information go to

www.amcto.com

Virtual Zone 2 Fall Meeting

Friday, May 7, 2021

1. Welcome and Introductions

Donna Tremblay, Chair, called the meeting to order at 9:05 a.m. and welcomed everyone to the meeting.

Regrets from Executive:

Patty Sinnamon
Donna Van Wyck
Nadeem Dean

The AMCTO Board Director at Large Elections for two positions will take place from May 27 to June 2, 2021.

The following candidates were present to speak/campaign:

Kyle Pratt – CEO Tilsonburg Zone 3
Nina Lecic - Manager of Legislative/Legal services Milton Zone 3

2. AMCTO Update

Robert Tremblay, President, provided an update on the following:

Rest of the year will be virtual we want to improve participation and services. There has been significant work done in our sector and planned for the year ahead as we pivoted to a virtual environment.

Great participation taking advantage of the zone meetings and networking opportunities. There has been very little drop off with enrolment and participation – very robust this spring. Disappointing cancellation last year – but this year's conference is becoming very full.

AMCTO remains closed to the public.
Significant revenue obstacles but 2020 was a balanced budget due to funding opportunities from the Provincial Government and internal changes with expenditures.
Board and staff continue to be on target with strategic plan although slowed.
Retaining and attracting membership is influential as well as enhancing services and plans for inclusion and diversity.
We want to leverage partnerships and sustainability.
Dave Arbuckle joined AMCTO in January and comes with 11 years in Peel / Caledon in a leadership role. With lower, upper tier experience and Provincial experience.
Vote for directors at large – get out and vote!
Zone review update is forthcoming.
Board will be in next 18 months getting in touch to engage on next direction.

Dave Arbuckle new Executive Director provided an update on the following:

Retained membership through pandemic. Working on membership survey every 2 years – 2021 fall survey coming out.
The survey will focus on supporting diversity, inequity and inclusion to understand our members and decision making.
Engage representation in zones – for focused membership promotion with membership opportunity for growth. Defining the value proposition.
Provincial legislation – AMCTO has provide a voice and change in the sector
Different topics AMCTO policy is working on, or has worked on:

- Asset management planning –
- Electronic paperwork w/ elections



- MFIPPA – continuing to provide recommendations for change
- Reducing the municipal burden continues – the government is making some progress – but mostly in the provincial sector and not the municipal sector.
- Formulation of provincial election documents and where our priorities are.
- Online voting standards – access to members for feedback
- Municipal Elections Calendar – very popular – and will support in this area.
- Municipal code of conduct legislation / consultation – members looking for more information

Currently we are preparing for AMO conference. Education transition to virtual – very positive – still want to improve.

Updating content for education, for relevancy, and new learning management system to be rolled out in the fall. Asking for new instructors/markers – asking for recent experience in municipal sector – and representing our membership.

Tons of professional development continues – with relevant programming – showing that membership is responding by reaching capacity on these workshops. Conference is over 70% sold out – and a head of where we normally are for in person conference.

Fall we are expecting a Forum and Election Training with flexibility for training at various points of the election process.

In person 2022 conference is the plan.

June 14 – 16 virtual conference 2021. Conference materials will be available 6 months after the conference.



Tik Tok – looking to increase fun social media content
MMHA – Continued submission requesting lists of what municipalities have to report to MMHA

3. Ministry of Municipal Affairs and Housing Update

Sav Johal, Municipal Advisor for Central Region, Jane Parnell, Municipal Advisor for Western Region and Caitlin Reddick, Municipal Advisor for Western Region provided an update on the following:

- MSO – geographic regions – how we work and connect and assist with municipalities and ministries.
- Compliance – Municipalities play a crucial role in enforcement and reopening – ROA is not mandatory.
- Multi-ministry teams – are educational and enforcement based
- Ontario Vaccine Rollout – Municipalities work with public health units for sites and echo messaging and support vaccination of LT care homes and logistics.
- Local Government – operating cost supports – 2 supports (1) safe restart funding in 2 phases (2) Provincial COVID recovery funding w/ two instalments with the second before Nov 1, 21 – requiring a report before second instalment with template report provided.
- Municipal modernization program – intake 2 - closed on March 15, 2021 – applications under review and successful applicants will be notified shortly. Audit and Accountability fund – intake 2
- Elections – province has made changes in past year – listing the bills that have incorporated these changes
 - Bill 204 – amendments – Chief Electoral Officer
 - Elections Ontario house the list – after 2024 and municipal election 2026



- MPAC will still be responsible for providing the list of electors – and school board support
 - Clerks can get these lists
 - Bill 218 – municipalities are **not** allowed to use ranked ballots for 2022
 - Bill 254 – Electronic filing and third party advertisers is up to the clerk’s discretion.
- Finance –
 - Ontario Municipal Partnership Fund – 2021 Allocation Objectives to recognize the challenges of rural and northern municipalities and assist with year over year funding changes.
Allocations are based on the most recent data available – submit your tax rate bylaws and FIRs asap MMAH.
If you don’t submit your reporting obligations your payments are withheld
 - Ontario Community Infrastructure Fund 2021 – small municipalities (under 100,000) rural and northern municipalities for roads, water, waste/water infrastructure. Reporting requirements to receive the grant.
 - Asset Management Regulation Requirements – revised timelines – Phase 2 new due date July 1, 2022 – for core infrastructure, level of service and cost of service
Phase 3 new due date July 1, 2024 – builds on phase 2 to include all assets
Phase 4 new due date July 1, 2025 – life cycle management, financial strategy

4. **Zone 2 Business**

(a) **Adoption of Fall 2020 Minutes**

Moved by Lisa Champion
Seconded by Laura Aston

That the minutes of the October 16, 2020 Zone 2 Meeting be adopted as presented.

Carried



(b) Adoption of Zone 2 Treasurer’s Report

Moved by Jennifer Willoughby
Seconded by Carolina Khan

That the Zone 2 Treasurer’s Report for the period December 1, 2020 to April 12, 2021 be adopted as presented.

Carried

(c) Donation to 2021 AMCTO Conference

Moved by Laura Aston
Seconded by Jennifer Willoughby

That Zone 2 provide a \$500.00 donation to the 2021 AMCTO Conference.

Carried

(d) Recognition of Retirees and First Time Attendees

The following retired members were recognized:

Barbara Black, AMCT, Administrative Assistant / Deputy Clerk,
Township of North Huron

Jeffrey A. Brydges, Former Treasurer, Township of Essa

Mick Caldwell, Retired, Platoon Chief City of Barrie

The Chair welcomed first time attendees to the meeting.

(e) Annual Financial Report to the Board

The November 2020 Annual Financial Report to the Board was received for information and is posted on the website.



(f) Zone 2 Elections

Moved by Laura Aston
Seconded by Carolina Khan

That an election of the Zone 2 executive be held at the 2022 Spring Zone 2 meeting; and

That the Zone 2 executive appointed at the October 16, 2020 meeting namely:

Chair – Donna Tremblay
1st Vice-Chair – John Daly
2nd Vice-Chair Patty Sinnamon
Secretary – Donna Van Wyck
Treasurer – Lisa Champion
Directors – Laura Aston, Nadeem Dean and Carolina Khan

continue until successors are appointed.

Carried

(h) Zone 2 Municipal Excellence Program Award

Karen Landry, Clerk, Town of Orangeville is the 2021 recipient of the Zone 2 Municipal Excellence Award.

Carolina Khan introduced Karen Landry. Karen Landry has worked in a variety of municipalities in her career – CAO/Clerk Puslinch and now Clerk in the Town of Orangeville. She is a mentor of our next municipal professionals and encourages others to grow and continue educational development. She has worked on master plans, on the development of corporate policies, has numerous elections under her belt and puts people first making them feel valued.

The Town of Orangeville was the first in Ontario to move to electronic meetings. She sets the example and contributes to the community. She is a benchmark for leadership.

Karen Landry expressed her appreciation for the award and was grateful, honored and privileged to work with great staff.



5. Modernizing of Services During COVID 19

(A) City of Guelph 2021 Digital Budget

Tara Baker, General Manager of Finance/Treasurer, City of Guelph

The multi-year budget transformation took place overtime by building trust with council. It started in 2017. Don't be scared with this taking time.

First suggestion is to simplify the budget. It is an enabler of the strategic plan, and allows for separating council to govern, create policy and strategize – not operate.

Think of your citizens – how do they consume the budget? Is it easy to read and understand?

The previous printed budget was a bulky paper process, there were AODA challenges and requirements to meet. A digital budget reduces these inefficiencies and errors and Guelph embraced the timing of COVID to become more digital.

The web based version of the budget was remapped to mirror the strategic plan. Thinking of the end user and their wants/needs.

A better understanding of the budget meant reduced presentations and approval nights.

Instead of multiple links on the website to parts of the budget it is separate webpages strictly about the budget.

Digitizing the budget was a new way to connect with users/citizens and we had to teach them, and staff, and council how to navigate the website, virtual town halls, and podcasts.

Challenges of course would be technology issues. Finance was no longer the driving force of the budget and needed to work as a team to coordinate with of IT, Clerks Department, Communications Department, etc.

Website statistics show there is increased community access of the budget. Willingness was needed from senior leadership and the budget is now aligned with the strategic plan.

Overall, you need your team and people, you need to go slow and allow for change management.

People + Process + Technology = Success!



(B) Hybrid Meeting Solutions

John Daly moderated the round table discussion on hybrid meeting solutions.

- Multi-platform and internet challenges due to rural connectivity issues - Internet was not required – in Town of Erin for phone / conference only with Webex and provided a link to a public meeting to see how that worked. Procedural bylaw was amended to ensure all votes were then recorded votes.

https://pub-erin.escribemeetings.com/Players/ISISStandAlonePlayer.aspx?ClientId=erin&FileName=New%20Encoder_Public%20Meeting_2020-12-16-06-56.mp4

If people have more questions to about phone conferencing speak with Lisa Champion. If anyone has questions on hardware and linking the encoders to pcs etc. Phil from Record Tel is their contact who assisted them in their transition to hybrid meetings. Phil McCulloch can be contacted at phil@recordtel.com

- Cayla Reimer – Township of Clearview, looking for tips and tricks moving from Zoom to eScribe.
- Danette Beare – Township of North Perth uses eScribe and WebEx via posting to YouTube – IT helps stream it to YouTube.
- Jennifer Willoughby - Shelburne uses the same process and North Perth.
- Fred Simpson – iCompass has an add on function that allows integration with YouTube streaming.
- Sara Almas/Becky Dahl – iCompass linked with agenda and video with video on YouTube – Zoom is the connection.
- Yvonne Aubichon – Oro–Medonte - uses Zoom Webinar and users get a unique link.



- Donna Tremblay – uses WebEx to Facebook to livestream

How are individuals handling delegations – are they using video, are they sharing screens? Moving through their own powerpoints

- Yvonne – Zoom webinar participants are screened with forms to be completed beforehand, similar to delegations they get a link. Clerk and IT have a copy of who is being allowed into the meeting.
- John Daly – Zoom meeting has a waiting room feature for a host to let them in. Delegations sit in the waiting room until they are allowed into the meeting they can show their own slide deck but the Clerk can ultimately take control/assist. Zoom polls allows participants to vote so staff need to exit so only council could vote. And staff would watch on YouTube.
- Raylene Martell – participants can share, Clerk can control the Zoom webinar. A registration page is used and is on all agendas and have multiple options. They become attendees and then are promoted to panelist to speak / share – and then become attendees afterwards. Polls here are also for panelists – but instead of leaving you can change staff to attendees to allow only Council to vote. Requests for participants go to a specific email, and can be set to auto-approve as an attendee.

(C) Remote Commissioning of Documents

Lisa Champion moderated the round table discussion on remote commissioning of documents.

Simcoe County showed us a demonstration of what and how they commission documents virtually – Karen Ball / Zarah Walpole Director of Legal Services

The Province did put in place regulations to allow for remote commissioning – very specific

4 – parties need to see, hear, communicate in real time.

3 – they need to confirm their identity

2 – they need to confirm deponents understanding of the document



1 – maintain a record of the remote commissioning

Checklist was produced and a copy of it completed is kept as a record that it was followed. So far there has been no issues with technology with clients.

- (1) All forms are sent in advance
- (2) Identification front and back are put to the screen
- (3) The deponent also holds up the printed document to the screen to ensure that it is not changed
- (4) The deponent reads the document allowed
- (5) They swear verbally that the content is true and sign
- (6) They scan the document to the Clerk
- (7) They sign it and scan it to the deponent

Karen Ball to provide a copy of the checklist.

Question – is the process recorded – or only the checklist? – Answer - it can be, but is not required.

Question – are electronic signatures permitted? – Answer Yes

Question – Does the County have a policy in place in regards to remote commissioning? – Answer – no – just following the O. Reg 431/20

Question – could you use DocuSign? – Answer – we don't know enough about DocuSign – as we are dealing with the public who may not have access to this software on their end.

Please use the resources available on LSO – Law Society of Ontario – website on remote commissioning – guidelines checklists, etc.

6. Other Business

Feedback is always appreciated for future roundtable discussions and how we did today. Please forward any comments to Donna.Tremblay@Guelph.ca



7. Next Meeting

The next meeting of Zone 2 will be held virtually on Friday, October 29, 2021.

8. Adjournment

Moved by Lisa Champion
Seconded by Jennifer Willoughby

The meeting adjourned at 11:49 a.m.

Carried

