

**ZONE 2  
EXECUTIVE  
2019 - 2020**

**Representative to  
the Board**

Dylan McMahon

**Chair**

Donna Tremblay

**Past Chair**

Jennifer Willoughby

**1<sup>st</sup> Vice Chair**

John Daly, CMO

**2<sup>nd</sup> Vice Chair**

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

For detailed zone  
information go to

[www.amcto.com](http://www.amcto.com)

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

To: Members of the AMCTO Board of Directors  
From: Jennifer Willoughby, Chair, Zone 2  
Meeting Date: November 27, 2020  
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, 2019 to October 1, 2020 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.

As the Spring meeting was cancelled due to COVID-19 restrictions and the Fall meeting was held virtually, 2020 registration fees were waived and no revenues were collected. Prior to the Spring 2021 Zone meeting the Zone Executive will consider whether fees will be collected for virtual meetings.

**Surplus Funds:**

As of October 1, 2020, the current surplus for Zone 2 is \$6,745.63.

Due to COVID-19, it is recognized that surplus fund have not been allocated as in previous years, the Zone Executive will review and consider surplus fund allocations for 2021 as follows:

- Annual Conference Donation

Zone 2 normally donates \$500 to the annual AMCTO conference. If the conference is held in Zone 2, \$1000 is donated. As the 2020 AMCTO conference was cancelled due to COVID-19 restrictions no annual conference donation was provided in 2020. The Zone executive will review and consider donations for the 2021 AMCTO Virtual 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. As the Spring meeting was cancelled due to COVID-19, the recipient of the 2020 award Michelle Dunne, Deputy Clerk, County of Dufferin was recognized at the Fall 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 meeting was held virtually no donation was made in 2020. Prior to the Spring 2021 Zone meeting, the Executive will consider whether donations will be made.

- Membership Training

The Zone Executive endeavours to provide subsidized training for members. As opportunities become available, the Zone Executive will consider to continue to 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. Prior to the Spring 2021 Zone meeting and subject to whether fees will be collected for virtual 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](mailto:donna.tremblay@guelph.ca)

AMCTO Zone 2 - Treasurer's Report				
December 31st, 2019 to October 1, 2020				
Opening Balance				7,186.34
			Revenues	Expenses
10-Jan-20		Registrations - Zone 2 Fall meeting	\$1,600.00	
31-Jan-20		Service Charge		\$ 1.25
31-Jan-20		Cash Deposit Fee		\$ 0.25
31-Jan-20		Items Deposit Fee		\$ 3.96
25-Feb-20		Fall 2020 Presentation Deposit		\$ 2,034.00
28-Feb-20		Service Charge		\$ 1.25
31-Mar-20		No Financial Activity		\$ -
30-Apr-20		No Financial Activity		\$ -
31-May-20		No Financial Activity		\$ -
30-Jun-20		No Financial Activity		\$ -
31-Jul-20		No Financial Activity		\$ -
31-Aug-20		No Financial Activity		\$ -
30-Sep-20				\$ -
1-Oct-20		No Financial Activity		\$ -
<b>Total Revenue and Expenses</b>			<b>\$ 1,600.00</b>	<b>\$ 2,040.71</b>
<b>Bank Balance</b>				<b>\$ 6,745.63</b>



**ZONE 2**