

AMCTO Zone 7 – Fall 2018 Meeting Minutes September 13 & 14, 2018  
Hosted by the Town of Mattawa  
Mattawa Legion, Mattawa

Thursday, September 13, 2018

Nicky Kunkel, Chairperson welcomed everyone to the meeting and the area and thanked our host, the Town of Mattawa.

Carol Trainor introduced Angela Morgan, President and Andy Koopmans, Executive Director, AMCTO.

Angela and Andy provided information on:  
The 2017 Annual Conference attendance and participation. Preview of the 2018 Annual Conference Venue.

Results of the Professional Development Survey including costing changes anticipated and CMO maintenance certification.

The floor was then opened for discussion on items that members may wish to bring to their attention.

Carol thanked Angela and Andy.

Kim Sloss introduced Holly Lafontaine from the Resource Productivity and Recovery Authority.

Holly provided an overview of the Waste Free Ontario Act, 2016 and updates on the current waste diversion programs in place, wind up time frames and an outline of what those changes may look like.

The role of the RPRA as an Enforcement and Compliance division was explained. Attendees were given the information required to report issues with collection and collectors for current programs and going forward. Holly expressed appreciation for the candid conversation with attendees, explaining that the people in her office need to receive and understand the information that municipalities have to share on the difficulties and challenges faced with the current programs, wind up initiatives and moving forward.

Holly has agreed to come to a future meeting to discuss the next phase of wind up programs and provide updates.

Kim thanked Holly.

Break – sponsored by Realtax.

Candy Beauvais introduced Andrew Bryanton, Auditor with KPMG.

Andrew provided examples and explained the benefits of multi-year budgeting for all sizes of municipalities. He spoke of the usefulness of maintaining a financial plan for the entire term of Council and the ability to compare the performance in a meaningful way.

Andrew also explained the importance of policies for user fees, budgeting and debt; setting financial goals; exploring financing options and creating a multi-year budget with forecasting, starting early and including public input. It was also suggested to move from a 5 year capital forecast to a 10 year capital forecast going forward.

Candy thanked Andrew for his presentation.

There was some time left before the scheduled lunch.

Nicky Kunkel and Carol Trainor introduced a new session titled "On My Desk" and explained that this was a time to discuss, as a group, the important items on attendees desks at the moment. This provided a lively discussion with participation from all in attendance.

Some topics discussed:

- Contingency plans for the pending postal strike for those using Vote By Mail.
- Election Policies.
- Line Fences Act and the challenges.
- Dog Waste Composter located near a water body.
- Seasonal Roads vs. permanent residences.
- Volunteer Fire Department methods of stipend payments.
- Treaty Claim property and the powers that govern them.
- Residential Tenancy Act implications for municipalities.
- Code of Conduct for Customers and Visitors.
- Permits to take water.
- Budget impacts for Code of Conduct investigations.
- Cyber System Policies and insurance – example given the Municipality of Midland software ransom situation.

Lunch – Sponsored by KPMG.

Business meeting was opened by Chair Nicky Kunkel.

Motion By: Candy Beauvais (Killarney)

Seconded By: Rick Clouthier (Sudbury)

THAT the minutes of the Spring 2018 Zone 7 & 8 Workshop and Spring 2018 Zone 7 Business Meeting held in Sudbury be accepted as circulated. **Carried.**

Motion By: Judy Kosowan (Ryerson)  
Seconded By: Maureen Lang (Powassan)  
THAT the 2018 Spring Financial Report be accepted as presented. **Carried.**

Motion By: Kim Sloss (Sables-Spanish Rivers)  
Seconded By: Carol Trainor (St. Joseph)  
THAT the resignation of Vice-Chair Andrew Farnsworth be accepted. **Carried.**

Motion By: Janet Boucher (Jocelyn)  
Seconded By: Peggy Young-Lovelace (Past Chair)  
THAT Kathryn Scott and Natalie Bray be appointed to the AMCTO Zone 7 Executive as Directors. **Carried.**

Motion By: Rick Clouthier (Sudbury)  
Seconded By: David Williamson (NEMI)  
THAT the 2019 Spring Workshop will be held in Elliot Lake.  
Proposed dates to be determined. **Carried.**

Motion By: Debbie Tonelli (Huron Shores)  
Seconded By: Judy Kosowan (Ryerson)  
THAT the 2018 Fall Meeting be adjourned at: 1:32 p.m. **Carried.**

Katy Scott introduced Greg Thomson, CEO for Workplace Wellbeing

Greg discussed in detail the WCAG 2.1 AA standard for accessible websites and the timeframe for compliance. He also provided some very interesting examples of accessibility issues and how they are actually used by the public.

Greg provided a new prospective for visual impairment difficulties and ideas for accommodation. This included not charging for accessible documents, making a primary entrance accessibly and not the secondary entrance to make people feel more included as well as providing a complaint and suggestion system for accessibility issues and improvements. He also provided Accessibility Design Standards examples to all attendees.

Katy thanked Greg.

Break sponsored by Valin Partners.

Natalie Bray introduced Paul Prospero and Bryan Searle, Municipal Advisors with the Ministry of Municipal Affairs.

Key dates to be aware of in 2019 were reviewed including Code of Conduct – March 1, 2019 and Integrity Commissioner – March 1, 2019. New information on a registry of declarations of pecuniary interest, policy describing staff/council relationships and maternity leave for Council members was presented.

Questions about the upcoming Municipal Elections were taken from attendees. Lame Duck provisions were discussed and explained. How and when to make changes to the PLE were explained as well as the commencement of a new term of office.

Natalie thanked Paul and Bryan.

Peggy Greco introduced Paul Cassan, Senior Associate – Wishart Law and Peggy Young-Lovelace, E4M.

Paul and Peggy provided the topics to include in Council Orientation:

- Municipal Act
- Municipal Conflict of Interest Act
- Ontario Health and Safety Act
- MFIPPA
- Planning Act
- Building Code
- 2019 Budget
- Roles & Responsibilities
- Governance vs. administration/management
- Mandatory vs. Discretionary Services
- Social Media Policy
- CAO Job Description
- Rules of Order, How to Chair a Meeting
- Staff Orientation to a new Council
- Professional Development – the importance of it ongoing

Peggy thanked Paul and Peggy.

Dinner! - sponsored by Jp2g Consultants

Dinner and Entertainment were provided at the Mattawa River Resort. Transportation was also provided.

Friday, September 14, 2018

Carol Trainor introduced Paul Cassan, Senior Associate – Wishart Law.

Paul provided an overview on the process of Provincial Offences, Set Fines and the enforcement of by-laws.

He explained the importance of providing evidence and what wording is important when drafting a by-law. How to go through the different steps for each legal process and included the possible outcomes and items that may not be general knowledge such as a fine may be lowered by a Justice of the Peace if required and that cost recovery for the enforcement of fines is not permitted.

Paul then invited Nuala Kenny, Certified Municipal Law Specialist with Wishart Law Group by Skype to provide detailed information on by-law enforcement with examples.

Attendees were encouraged to ask questions and start conversation on different topics affecting their municipalities.

Carol thanked Paul and Nuala for their presentation.

The Fall 2018 meeting was adjourned with prizes handed out following lunch.  
Lunch – sponsored by Pahapill and Associates.

Respectfully submitted,

Kris Croskery-Hodgins  
AMCTO Zone 7 Secretary-Treasurer