

**ZONE 2  
EXECUTIVE  
2019 - 2020**

**Representative to  
the Board**

Dylan McMahon

**Chair**

Jennifer Willoughby

**Past Chair**

Alison Gray, BAH,  
CMO, AOMC

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

Vacant

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

Donna-Lynn  
Tremblay

**Secretary**

Donna Van Wyck,  
AMCT

**Treasurer**

Lisa Campion

**Zone Director**

John Daly, CMO  
Raylene Martell,  
Dipl.M.M., Dipl. M.A.  
Patty Sinnamon,  
Dipl.M.M.

For detailed zone  
information go to

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

**Virtual Zone 2 Fall Meeting**

**Friday, October 16, 2020**

**1. Welcome and Introductions**

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

**2. Zone 2 Business**

**(a) Adoption of Fall 2019 Minutes**

Moved by Dylan McMahon  
Seconded by Patty Sinnamon

That the minutes of the October 18, 2019 Zone 2 Meeting be adopted as presented.

Carried

**(b) Adoption of Zone 2 Treasurer's Report**

Moved by Lisa Campion  
Seconded by Donna Tremblay

That the Zone 2 Treasurer's Report for the period January to Oct 2020 be adopted as presented.

Carried

## 2. Zone 2 Business

### (c) Membership Service Awards

The following were acknowledged for their years of membership with AMCTO:

**Ten** – Anne Donaldson; Lisa Albright; Jeffrey Brydges; Michael Humble; Edward Henley; Rebecca Clothier; Tara Warder; Leisl McDill; Donna Bryce; Cheryl Swan; David Kennedy; Carolyn Marx and Karen Gill

**Twenty** – Karen Davidson-Lock and Patty Sinnamon

**Thirty** – Lori Koughan; Robin Dunn; Charlotte Martindale; Susan Shannon; Mark Becker; Norma Bryant; Donna MacDougall

**Forty** – Michael Wood; Nancy Michie and Ron Shaw

### (d) AMCTO Zone 2 Award

Michelle Dunne, Deputy Clerk, County of Dufferin was the 2020 recipient of the Zone Award.

Michelle was a dedicated zone executive member for many years, eventually working her way up to Zone Chair. She has shown leadership and dedication by mentoring and recruiting current and new zone members.

Michelle provided consistent commitment to excellence with strong leadership skills during her tenure with the zone.

Although Michelle no longer sits as a zone executive member, she remains in constant contact to provide assistance, ideas and guidance when needed.

### (e) Zone 2 Elections

Moved by Raylene Martell  
Seconded by John Daly

That nominations for the Zone 2 Executive are now closed and that the following members be appointed to the Zone 2 Executive:



**ZONE 2**

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

Carried

**3. Team at a Distance – Work in a time of COVID**

Andrea Johnston from the Centre for Applied Human Dynamics presented a workshop on “Teams at a Distance – Work in a time of COVID”.

**4. AMCTO Update**

Dean Sauriol, Past President provided an update on the following:

**Fall 2020 Programs**

The AMCTO Express Communications outlines the full slate of education and professional development programming being offered this Fall through webinars, workshops and forums and provides insights from top professionals. The programming covers a wide range of technical and management focused topics. Although offering many events this Fall certain annual events are not available such as the Municipal Information Access & Privacy Forum, Municipal Finance Forum and Municipal Clerks Institute – Level 2. The Municipal Clerk Institute – Level 1 program is being offered in person with a smaller group of participants in a safe and secure venue. This event is also serving as a test case for planning events in 2021.

**Spring 2021 Programs**

As AMCTO focuses on 2021 they are looking to deliver programming that is as close as possible to what members would expect based on previous years. They will be delivering a suite of webinars, workshops and forums, along with regular education programs, that focus on current topics. AMCTO is looking at a mix of fully virtual and hybrid



events that take into account gathering restrictions that are in place and the value of an in-person experience.

## **2021 Annual Conference**

Since AMCTO does not expect that a return to indoor events for 400-500 people will be an option for the foreseeable future, the Association has concluded that they will not be able to return to the usual in-person conference format for 2021. As a result, they have examined the options and costs for a hybrid or fully virtual conference and have concluded that it will be best for the Association to proceed with planning for a 100% virtual conference in 2021.

## **AMCTO Office**

Since mid-March the AMCTO office has been closed and all Association staff have been working from home. With the commitment to maintaining the health and safety of staff. The AMCTO Office will remain closed until the end of October following which staff will be returning to the office in November/December on a staggered basis with no more than 50% of the staff in the office on any given day. The office will also remain closed to visitors until the end of the year.

Subject to future public health directives, AMCTO is planning to return to normal office operations effective January 2<sup>nd</sup>, 2021.

## **New AMCTO Organizational Structure**

In mid 2019, the Board of Directors initiated an externally led comprehensive review of the Association's current organization structure.

This review was initiated to:

- Ensure that AMCTO was positioned and structured to operate in a municipal environment that had changed substantially since the last internal review was conducted in 2014; and
- Capitalize on existing staff resources and capabilities/skill sets; and
- Prepare for the future retirement of the Executive Director



In early May the AMCTO Board of Directors approved a series of recommendations regarding a new organizational structure and several other related compensation, performance evaluation, training and team building matters. These various recommendations took into account the initial objectives noted earlier plus the more recent ongoing impacts of COVID-19 on AMCTO's ongoing annual operations.

The new organizational structure, which will be fully implemented by the end of 2021 or early 2022, subject to budget availability, key elements of the new approved organization structure include:

- A move from two divisions to four smaller Manager-led teams that can focus more specifically on the delivery of our core programs and services: and
- The creation of a small team to provide focus and direction to all of the Association's publication, communication and marketing activities.

In addition, while not shown on the organization chart, the Association has also created an internally resourced 12-18-month IT Project Manager position to facilitate the Association's ongoing transition to expanded on-line programs and services plus streamlined service delivery.

The Board is confident that this new structure and the changes that have resulted will contribute to the continued short-term and long-term health and growth of the Association as we proceed into the years ahead.

With the implementation of the new organization structure, the Association embarked on recruitment processes to fill the various new Manager roles that have been created. Since May, AMCTO has welcomed Alana Del Greco, Manager, Policy & Government Relations and Jacquelyn Folville, Program Manager, communications & Marketing. The recruitment process has started for the Manager of Education & Professional Development.

The Association has commenced a recruitment search for the next AMCTO Executive Director.

### **Policy File Updates**



After telling delegates at the AMO Conference in August that the province would have “more to say soon”, Minister Clark introduced legislation on September 17<sup>th</sup> to establish a Single Register of Electors which will be administered by Elections Ontario. While this Register will not be in place for the 2022 municipal elections, the introduction of the legislation is an important step and a significant win for AMCTO.

AMCO continues to gather and share information with the province on opportunities to reduce the current municipal reporting burden. Unfortunately, despite numerous requests, we have not yet seen the official provincial list of the reports that have been eliminated as per earlier provincial announcements.

The Association made a written submission to the Ministry of Municipal Affairs in early September recommending a number of technical amendments to the Municipal Elections Act. While we do not have any guarantees that these requested amendments will be accepted, we believe that their focus on continuous improvement, public health promotion and protection and efficiency will resonate with the province in today’s operating environment.

AMCTO has continued to pursue a longstanding request to the Minister for a reinstatement of the Municipal Internship Program and most recently, raised the subject with Minister Clark during the AMO conference. Although there is support for the value of internship programs, to date there has not been a commitment to any funding should such a program be implemented again.

## **5. Strategy Corp. – Zone Structure and Mandate Review**

Mr. John Matheson, Principal, Strategy Corp presented the zone structure and mandate review project. The objective is to ensure that the zone structure, mandate and purpose is relevant, current and reflective of changing trends in the municipal sector and among the membership.

The last review was completed in 2010 and since that time:

- AMCTO’s membership demographics are changing as new professionals enter the sector and seasoned public servants retire



- Municipal operating environments are constrained to do more with less
- Some zones are facing declining participation

This review puts engagement of members front and centre seeking to:

- Engage members who are active in the Zones and those who are not
- Engage members across demographics and geographies

Mr. Matheson spoke to the strengths, opportunities, weaknesses and threats of Zone structures.

Discussion Questions:

1. Besides the Zone functions earlier identified, are there other “unofficial” functions of the zones? If so, what are they?
2. What works well within the Zones and should be continued if not enhanced? How do you know what’s working well? Conversely, what doesn’t work well, and should either be revised or discontinued?
3. Are there any challenges or issues with the current Zone structure? If yes, what are they and how would you address them?
4. Are there any lessons or opportunities arising from the pandemic experience?
5. Do you have any suggestions on how to improve the working of the Zones?
6. Do the boundaries and size of the Zones have an impact on how well the Zones function?
7. Do you have any other questions or comments we should discuss?

If any members have additional thoughts, particularly on boundary issues, they are encouraged to contact John Matheson.

## **6. Video Captioning and AODA Requirements**

Ms. Jennifer Marshall, Legislative Coordinator, County of Simcoe presented information regarding Video Captioning and AODA Requirements.

Jennifer highlighted that the Integrated Accessibility Standards Regulation requires by January 1, 2021, all internet websites and web content must conform with WCAG 2.0 Level AA.



Jennifer provided details on the County of Simcoe experience with closed captioning of their meetings describing the process on how they have tried to address closed captioning.

## 7. Ministry of Municipal Affairs and Housing Update

Charlotte Caza, Mustufa Ghani, Heather Gushulak and Savroop Johal provided a provincial update on the following:

### Local Government Updates

- Safe Restart Agreement
- Municipal Modernization Program  
In March 2019 the Ministry of Municipal Affairs and Housing announced a one-time payment to support staff and rural municipalities' efforts to become more efficient and reduce expenditure growth in the long term
- Bill 197, COVID-19 Economic Recovery Act, 2020
  - Electronic Meetings
  - Proxy Voting
  - Development Charges  
Changes to the Development Charges Act expands the list of eligible services funded through development charges to provide cost certainty and maintain municipal revenues
  - Community Benefit Charges  
Community Benefit Charge provisions have been amended under the Planning Act in order to increase cost certainty and provide municipalities with the flexibility to enable growth to pay for growth
  - Building Code Act, EMZO's,
  - Provincial Land Development Facilitator  
The office of the Provincial Land and Development Facilitator has been permanently established in legislation. The essential role is unchanged.
- Bill 204, Update: Single Register of Electors  
The amendments provide the Chief Electoral Officer with authority and responsibility to create and maintain a single register of electors for both provincial and municipal elections
- Finance Updates
  - Financial Indicator Review  
On an annual basis, MMAH calculates and reviews select financial indicators for each municipality. 7 indicators are





produced from data points in the Financial Information Return.

- **Asset Management Regulation**  
The municipal asset management planning regulation (O.Reg.588/17) was approved under the Infrastructure for Jobs and Prosperity Act, 2015, effective January 1, 2018. July 1, 2021 is the date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service
- **Ontario Municipal Partnership Fund (OMPF)**  
The OMPF is the Province's main transfer payment to municipalities. It is a formula-based funding that focuses on small, rural and northern municipalities. This program is administered by the Ministry of Finance. The Government announced in January 2020 that it will maintain the OMPF funding envelope at \$500 million for 2021.

#### Housing Updates

- **Supportive Housing Consultations**  
In January 2020 the Minister of Municipal Affairs and Housing announced that it would be undertaking regional stakeholder and partner engagement in spring 2020 to seek feedback on improving Ontario's supportive housing system. As a result of COVID-19, this engagement was placed on hold.

The Ministry has restarted the engagement process which will focus on:

- How can we protect, grow and improve the supply of supportive housing and community housing?
  - How can we make it easier for people to be matched to the right housing and supports?
  - How can we use our current resources more efficiently to maximize their positive impact?
  - How can we better support people with needs that require supports from multiple service systems?
- **Bill 184, Protecting Tenants and Strengthening Community Housing Act, 2020**



On July 22, 2020 Bill 184 received Royal Assent. The Act contains amendments to the Housing Services Act, Residential Tenancies Act and the Building Code Act.

- Housing Supply Action Plan & The More Homes, More Choices Act, 2019

ON May 2, 2019 the Minister of Municipal Affairs and Housing released More Homes, More Choice: Ontario's Housing Supply Action Plan, intended to tackle Ontario's housing crisis and help to build more homes across the province.

Other Updates

- Local Government Week – October 18-24, 2020

## **8. Other Business**

Today's meeting was recorded and will be available on the Zone 2 page on the AMCTO website

## **9. Next Meeting**

The next meeting of Zone 2 is tentatively scheduled for Friday, May 7, 2021, Cutten Fields, City of Guelph.

## **10. Adjournment**

The meeting adjourned at 12:55 p.m.

