

**ZONE 2
EXECUTIVE
2016 - 2017**

**Representative to
the Board**

Pamela Fettes, CMO,
Dipl.M.A.

Chair

Michelle Dunne,
Dipl. M.M.

Past Chair

Genevieve
Scharback, CMO

1st Vice Chair

Kathy Pearl

2nd Vice Chair

Alison Gray, CMO

Secretary

Donna Van Wyck,
AMCT

Treasurer

Terri Rau, CMO

Zone Directors

Dylan McMahon
Sonya Watson, CMO,
Dipl. M.M.
Jennifer Willoughby

For detailed zone
information go to

www.amcto.com

**Zone 2 Spring Meeting
Thursday, May 18, 2017
Ripley-Huron Community Centre,
17 Queen Street, Ripley**

1. Welcome and Introductions

Michelle Dunne, Chair, called the meeting to order at 9:30 a.m. and welcomed everyone. Michelle thanked Real Tax, Miller Thomson and Mosey and Mosey for sponsoring today's meeting. Huron-Kinloss was thanked for hosting the meeting.

Deputy Mayor Wilf Gamble brought greetings on behalf of the Township of Huron-Kinloss.

2. Zone 2 Municipal Excellence Award Presentation

The Zone 2 Municipal Excellence Award was created to recognize and reward one-time achievements that have a notable impact on a program, to a project, or an individual activity that contributes to the vision and to the pursuit of excellence within municipal government.

The recipient of this year's award is Deb Roth, CAO/Clerk for the Municipality of Brockton. In 2015 Debra initiated the Municipal Service Review (MSR) to define core services and suggest future improvements and to review the services provided to the municipality. In 2016 Debra completed the Operational/Organizational Review with the assistance of Strategy Corp. Finally, Debra will be completing a Pay Equity Review and Strategic Planning to tie everything together. The culmination of all these activities will bring the Strategic Alignment of the Municipality together to guide staff and Council towards a progressive future.

Congratulations Deb Roth on receiving this Award of Excellence, it is well deserved.

3. Zone Business

- (a) The Chair introduced members of the Executive Committee. AMCTO is offering lots of training, workshops, email blast, blogs and webinars on all the legislative changes that are coming and Michelle encouraged people to take advantage of those.

(b) **Adoption of Fall 2016 Minutes**

Moved by Dylan McMahon
Seconded by Jennifer Willoughby

That the minutes of the October 16, 2016 Zone 2 Meeting be adopted as presented.

Carried

(c) **Donation to 2017 AMCTO Annual Conference**

Moved by Barb Schellenberger
Seconded by Deb Roth

That Zone 2 donate \$500.00 to the 2017 AMCTO Annual Conference.

Carried

(d) **Adoption of Treasurer's Report**

Moved by Kathy Pearl
Seconded by Alison Gray

That the Treasurer's Report for the period October 1, 2016 to April 30, 2017 be adopted as presented.

Carried



(e) Zone 2 Elections

Past Chair, Gen Scharback conducted elections for the positions of Representative to the Board, Chair, 1st Vice Chair, 2nd Vice Chair, Secretary, Treasurer and 3 Director positions for the 2017-2018 term.

Zone Chair

There was no response to the call for additional nominations for the position of Zone Chair.

Kathy Pearl was declared elected as Zone Chair.

1st Vice Chair

There was no response to the call for additional nominations for the position of 1st Vice Chair.

Alison Gray was declared elected as 1st Vice Chair.

2nd Vice Chair

There was no response to the call for additional nominations for 2nd Vice Chair.

Jennifer Willoughby was declared elected as 2nd Vice Chair.

Secretary

There was no response to the call for additional nominations for Secretary.

Donna Van Wyck was declared elected as Secretary.

Treasurer

There was no response to the call for additional nominations for Treasurer.

Terri Rau was declared elected as Treasurer.



Directors

There was no response to the call for additional nominations for Directors.

Sonya Watson, Margaret Wilton-Siegel and Joanne Hyde were declared elected as Directors.

Representative to the Board – 2017-2019

There was no response to the call for additional nominations for Representative to the Board.

Dylan McMahon was declared elected as Representative to the Board for 2017-2019.

(f) Recognition of First Time Attendees

First time attendees were recognized and presented with a chocolate treat.

4. AMCTO Update

Mr. Steph Palmateer, President and Mr. Craig Wellington, Director, Programs and Services, AMCTO provided an update on the following:

- 2017 AMCTO Conference
- Highlighted key AMCTO recommendations on Bill 68
- AMCTO Strategic Plan and Member/Customer Engagement Strategy
- Seeking input on the potential qualifications for AMCTO Vice President Candidates
- Seeking input on the use of technology for Zone Elections

The meeting recessed at 10:40 and reconvened at 11:00 a.m.



5. Ombudsman

Deb Roth, CAO/Clerk Municipality of Brockton provided an overview of their recent Ombudsman investigation into alleged closed meetings held by the Walkerton Business Improvement Area and the Municipality of Brockton and an information meeting held by an Engineer under the Drainage Act.

Jean-Frederic Hubsch, Counsel with the Office of the Ombudsman presented "What to Expect if the Ombudsman Calls".

The meeting recessed at 12:30 and reconvened at 1:20 p.m.

6. Ministry of Municipal Affairs and Housing Update

Maureen Beatty, Spencer Sandor and Michael Schnare, Municipal Advisors from the Ministry of Municipal Affairs provided updates on the following:

Modernizing Ontario's Municipal Legislation Act, 2016 (Municipal Act, City of Toronto Act and Conflict of Interest Act) (Bill 68-MOMLA)

- Has been ordered to Third Reading but date not yet scheduled
http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=4374

OMB Review Update

- <https://news.ontario.ca/mma/en/2017/05/giving-communities-a-stronger-voice-in-development.html>

Aggregate Resources and Mining Modernization Act, 2017

- http://www.ontla.on.ca/bills/bills-files/41_Parliament/Session2/b039ra_e.pdf

FIR Filing Deadline

- FIRs are due on May 31, 2017 through the Smart FIR system
- Financial Statements and Audit Questionnaires are still sent by email to FIR.MAH@Ontario.ca or to the MSO.



AMO Delegation Requests

- The delegation request form for the AMO Conference 2017 is up on the Ministry's website
- The deadline for delegation requests is June 28, 2017.
- <http://www.mah.gov.on.ca/Page15321.aspx>

Excess Soil Management – Comments Due June 23, 2017

- <https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyMzMw&statusId=MjAwOTA2&language=en>

Development Charge Exemption for Second Units in New Homes Under the Development Charges Act – Comments Due June 9, 2017

- <http://www.ontariocanada.com/registry/view.do?postingId=24104&language=en>

Proposed Regulation for the establishment of requirements and standards with respect to secondary residential units – Comments Due June 5, 2017

- <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMxNjMz&statusId=MTk5NjYz&language=en>

Rural Education Strategy – Comments Due June 9, 2017

- <https://www.ontario.ca/page/consultation-ontarios-rural-education-strategy>

Provincial Nuclear Emergency Response Plan

- <http://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTMyNjAx&statusId=MjAxNDEx&language=en>

New Rural Ontario Institute Resources

- [Municipal Councillor Profile](#) – explores the demographic characteristics of municipal councils across Ontario, using a province wide survey of municipal councillors and the analysis of 2014 Ontario municipal election data.
- [Youth Civic Engagement Showcase](#) – A practical resource rural communities used to help attract and motivate youth to engage in the community.



- [Small Area Data Guide](#) - A resource rural communities can use to help them to find the data they need.

New Western University Local Government Program Cost Savings Guide

- The Guide includes 14 case studies of municipal cost savings initiatives initiated in Ontario as a result of Council and staff initiatives or Municipal Service Delivery Reviews.
- The Guide also provides an inventory of every cost saving recommendation from an MSDR over the past five years.
- <http://ir.lib.uwo.ca/urbancentre-reports/1/>

7. Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Jennifer Slater, Manager of Information & Privacy, City of Guelph presented on Privacy Breaches: How to plan, What to do and Who to call. Jennifer's presentation included the following:

- Be proactive and prepared
- Is it a breach?
- Contacting the IPC
- Contain and investigate
- Notify and remediate
- Implications of a breach
- Email as a record
- Lessons learned

Mr. Steve O'Melia, Miller Thomson provided an overview of the Municipal Freedom of Information and Protection of Privacy Act:

- Key Legal Considerations
- What is a Record
- Most common exemptions
- Employee advice
- Law enforcement
- Third party information
- Solicitor-client privilege
- Personal information
- Ability to charge fees



8. Open Mic

There was discussion on how to increase awareness with the Province on resolutions. An option is to use the services of AMO however, there is a fee.

9. Presentations

Copies of presentations made at the meeting will be available on AMCTO's website under Zone 2 with a link to the presentations being provided through the Zone 2 Facebook page.

10. Door Prizes and Wrap Up

Michelle Dunne, Chair, thanked everyone for attending and Huron-Kinloss for hosting.

Genevieve Scharback was thanked for her participation on the Zone 2 Executive and presented with a token of appreciation.

Real Tax, Miller Thomson and Mosey and Mosey were thanked again for their generosity in sponsoring today's meeting.

Sharon Chambers (Township of North Huron) and Lindsey Watson (Brockton) won the free registrations to a Zone 2 meeting.

11. Next Meeting

Wellington North will host the Fall 2017 Zone 2 meeting on Thursday, October 19, 2017.

12. Adjournment

The Zone 2 Spring meeting adjourned at 3:05 p.m.

