

**ZONE 2
EXECUTIVE
2016 - 2017**

**Representative to
the Board**

Pamela Fettes, CMO,
Dipl. M.A.

Chair

Michelle Dunne

Past Chair

M. Genevieve
Scharback, CMO

1st Vice Chair

Kathy Pearl

2nd Vice Chair

Alison Thomas, CMO

Secretary

Donna Van Wyck,
AMCT

Treasurer

Terri Rau, CMO,
AMCT

Zone Directors

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

For detailed zone
information go to

www.amcto.com

**Zone 2 Fall Meeting
Thursday, October 20, 2016
Centre Dufferin Recreation Complex,
200 Fiddle Park Lane, Shelburne**

1. Welcome and Introductions

Michelle Dunne, Chair, called the meeting to order at 9:00 a.m. and welcomed everyone.

Michelle thanked the speakers, sponsors and Jennifer Willoughby for their participation in today's meeting.

Mayor Ken Bennington brought greetings on behalf of the Town of Shelburne.

2. Zone Business

(a) The Chair introduced members of the Zone 2 Executive.

Members were encouraged to email any items they wish posted to the Zone's Facebook page.

Applications are being accepted until March 1st, 2017 for the Zone 2 Municipal Excellence Award. The winner will be announced at the Spring meeting.

The Spring meeting will be hosted by Huron-Kinloss at the Community Centre in Ripley on May 18, 2017.

(b) Adoption of Spring 2016 Minutes

Moved by Cathy Conrad
Seconded by Jennifer Willoughby

That the minutes of the May 19, 2016 Zone 2 Meeting be adopted as presented.

Carried

ZONE 2

2. Zone Business

(c) Adoption of Treasurer's Report

Moved by Kathy Pearl
Seconded by Pam Fettes

That the Treasurer's Report for the period May 1, 2016 to October 17, 2016 be adopted as presented.

Carried

(d) Recognition of Retirees and First Time Attendees

Retirees and first time attendees were recognized and presented with a chocolate treat.

Barb Schellenberger was recognized for her contributions to Zone 2.

3. Seneca College – Public Administration Graduate Certificate Program

Mr. Mark Leavens, PAD Program Coordinator from Seneca College spoke on the Public Administration Program which is solely focused on the administration of municipal government. The program is an 8-month intensive skill-specific learning experience. Students entering the program have already completed degrees and diplomas in other disciplines. The curriculum focuses on both hard skills and soft skills to develop employment ready individuals.

4. AMCTO Update

Ms. Yvonne Robert, Vice-President and Mr. Rick Johal, Director, Member & Sector Relations, AMCTO provided an update on the following:

- 2017 AMCTO Conference – Deerhurst Resort
- AMCTO Mentorship Program
- AMCTO Research – Municipal Reporting Burden
- 2018 Elections Training and Support



The meeting recessed at 10:05 a.m. and reconvened at 10:20 a.m.

5. **Municipal Election Panel**

Alison Thomas, 2nd Vice Chair introduced the members of the Municipal Election Panel and facilitated the discussion.

Diane Ploss, Ministry of Municipal Affairs outlined the key changes to the Municipal Elections Act:

- Ranked Ballots
- Campaign finance
- Third party advertising
- Compliance & enforcement
- Election calendar
- Voters' list
- Accessibility
- Eligibility

Stephen O'Brien, City Clerk, City of Guelph presented "Guelph Internet Voting – Lessons Learned":

- Guelph's 2014 model
- Guelph's internet voting journey
- Pre-election community survey
- Guelph's internet voting statistics
- Post-election survey
- Costs
- Addressing the concerns

Robert Tremblay, Director of Legislative Services/Clerk, Meaford presented information on Election Compliance Audit Committees:

- Municipal Elections Act
- Rules of Procedure
- Terms of Reference
- Case Study: Meaford
- Joint Committees

The meeting recessed at 12:20 p.m. and reconvened at 1:15 p.m.



6. Records Management Panel

Dylan McMahon introduced the members of the Records Management Panel and facilitated the discussion.

Michelle Jeffrey, TAB Canada

- How to approach finding a solution for your RM needs
- Overview of TAB and the tools that they offer to manage records
- Lifecycle of records – RM program – supplies – active records – inactive records
- Provided three case studies: Grand Valley, Amaranth and East Garafraxa and Dufferin County

Twyla Nicholson, Records and Information Coordinator, Burlington

- How to implement a RM program?
- What is RM?
- Components of a RM program
- Barriers/obstacles to RM program
- Steps in creating an RM program

Rebecca Whelan, Information Management Coordinator, County of Dufferin

- Why RM training is important
- Creating employee engagement
- Types/ways to create training opportunities and materials used

Copies of presentations made at the meeting are available on AMCTO's website under Zone 2 and on Facebook.

7. Open Mic

Past Chair, Genevieve Scharback led the discussion on the following matters of interest:

- Ombudsman – complaints/How is it working?
- Make up on Committees of Council
- Procedure By-laws



8. BDO Canada LLP

Mr. Joe Filippeli, Senior Manager, Consulting Risk Advisory Service and Mr. Thomas DiCarlo, Senior Manager, Account & Assurance Service Area made a presentation on using Reserves and Reserve Fund strategies to meet challenging needs ahead.

The presentation included discussion on:

- Benchmarking
- Reserve program elements
- Linking your Municipal Reserve Program – asset management strategy/strategic plan/long term financial plan/capital budget
- Sources of data/risk management
- Documentation – by-laws/policies/processes
- Communication with stakeholders and key messages – public/Council/staff

9. Wrap Up

Michelle Dunne, Chair, thanked the sponsors of today's meeting, Real Tax, BDO Canada and Seneca College.

Following the meeting a survey will be circulated to all attendees to get comments on the meeting and suggestions for future zone meeting.

The free meeting registration was won by Kendra Reinhart, Municipality of South Bruce.

10. Next Meeting

The Township of Huron-Kinloss will host the Spring 2017 Zone 2 meeting on Thursday, May 18, 2017. The meeting will be advertised on the Zone Facebook page and the Zone page on the AMCTO website.

11. Adjournment

The Zone 2 Fall meeting adjourned at 3:00 p.m.

