

Zone 1 - The Great Southwest

Agenda - Fall Meeting
Municipality of Chatham-Kent
315 King Street West, Chatham, ON N7M 5K8
Wednesday, May 8, 2024

Registration Online Via Square Payments

<https://square.link/u/q0JDigzK>

**Fee: \$75.00 In-Person per registrant (includes lunch) or
\$65 Virtual per registrant (no lunch)**

1. Doors Open – Registrations 8:30-9:00

2. Call to Order and Land Acknowledgement 9:00-9:30

The Chair will call the meeting to order.

[Insert Land Acknowledgement].

3. Introductions

The Chair will lead introductions of Zone 1 Executive Members,
and roundtable introductions of those in attendance.

4. Correspondence

a) AMCTO Memorandum

Logistics for Nomination/Voting for 2024 Vice-
President and Other Board Members, February 23,
2024, from David Arbuckle, Executive Director,
AMCTO

Zone 1 Executive - 2024

Representative to the Board
Chair
Vice Chair
Past Chair
Secretary-Treasurer
Zone Directors

James Hutson
Jennifer Alexander
Amanda Gubbels
Mandi Pearson
Katherine Hebert
Brianna Coughlin, Brenda Percy, Jennifer Turk

5. Zone Business

9:30-9:45

- a) **Minutes of the 2023 Fall Zone 1 Meeting, dated October 11, 2023**

Moved By:

Seconded By:

That the Minutes of the 2023 Fall Zone 1 Meeting, dated 2023-10-11, be received and approved.

[Carried/Defeated]

- b) **Treasurer's Report**

Katherine Hebert, Secretary Treasurer, to provide a summary financial report for Zone 1 (Prepared by Jennifer Alexander and attached hereto.)

Moved By:

Seconded By:

That the Treasurer's Report dated 2024-05-08 for Zone 1, be received and approved.

[Carried/Defeated]

- c) **Zone Executive Election**

Attached are the current Zone 1 Roles

Nomination Forms and Verbal Nominations from Members Shall be Accepted.

Moved By:

Seconded By:

That the membership approve the appointment of Zone Director, [Name], Secretary-Treasurer, [Name], and Chair, [Name], each for a three year term ending in May of 2027.

[Carried/Defeated]

6. AMCTO Presentation

9:45-10:15

Stephen O'Brien, President - AMCTO Board of Directors, and David Arbuckle, Executive Director to provide an update on the activities of the association.

7. Municipal Property Assessment Corporation (MPAC)

10:15-11:00

Tracy Pringle and Brenda Slater, MPAC to provide a presentation regarding the status of municipal property assessments

- | | | |
|------------|---|--------------------|
| 8. | Professional Development Session | 11:00-12:00 |
| | <p>James Cox, to provide a professional development presentation regarding Policy Development</p> | |
| 9. | Lunch and Refreshments | 12:00-12:30 |
| | <p>Networking</p> | |
| 10. | Presentation | 12:30-12:45 |
| | <p>Clerks On Call, Michelle Casavecchia-Somers, Michelle Smibert, Principal</p> | |
| 11. | Ministry of Municipal Affairs and Housing | 12:45-1:15 |
| | <p>Diane Gould-Brown, Municipal Advisor dianne.gould-brown@ontario.ca and Spencer Fitzpatrick, Municipal Advisor spencer.fitzpatrick@ontario.ca to bring forward a presentation on behalf of the MMAH</p> | |
| 12. | Break | 1:15-1:30 |
| 13. | Panel Discussion – Emerging Trends In Municipalities: Alternative Work Arrangements and Hybrid Meetings | 1:30-3:30 |
| | <p>Guest Panelists to give a brief background on their experience in municipal environments. Each will then speak about the pros and cons of the various alternative work arrangements featuring hybrid, remote work and four-day work weeks in municipalities, followed by a Q & A with the membership. Amanda Gubbels, will moderate the session.</p> | |
| 14. | Roundtable Discussion | 3:30-4:00 |
| | <p>Discussion led by Zone Executive</p> | |
| 15. | Adjournment | 4:00 |
| | <p>The next meeting of the AMCTO Zone 1 – The Great Southwest, is scheduled to take place in the fall.</p> | |



AMCTO MEMORANDUM

TO: AMCTO Board of Directors and AMCTO Zone Executive
(Chair and Secretary) for Zones 1,3,5,7, and 9

RE: Logistics for Nomination/Voting for 2024 AMCTO Vice-
President and Other Board Members

FROM: David Arbuckle, MPA Executive Director

DATE: February 23, 2024

The purpose of this memorandum is to provide you with some details regarding the logistics for nomination and voting for the 2024 AMCTO Vice-President, Zone Board Representative for Zones 1,3,5,7, and 9 and two (2) Director at Large positions.

We have mapped out the specific dates for nominations/elections in 2024 as outlined in the table below:

2024 Dates	Activity to be Undertaken
February 5	AMCTO Express – Call for Nominations (fillable form available on the AMCTO website)
February 28 + March 18	AMCTO Express – Reminder Call for Nominations
March 21	Deadline for receipt of Nominations (following this deadline all nominees will be advised of nominations received and asked to confirm if they wish to let their names stand)
March 25	AMCTO Express – Notice of Results of Nomination Call (advising if individuals are acclaimed or if election will be required.)
April 3	Deadline for Candidate Submission of Bios to be posted on AMCTO Website (upon request, candidates will be provided with electronic copy of eligible voting membership list for the Association or their Zone)
April 9	AMCTO Express – Notification to Members that Bios are Available on Website



2024 Dates	Activity to be Undertaken
May 16 to May 23	Projected Election Period for all Positions (exact election timing to be confirmed with third-party provider)
May 23	Notification to Candidates of Election Results (or immediately following close of elections where possible)
May 24	AMCTO Express – Notification to Members of Election Results
June 13	Confirmation of Election Results by Membership at Annual General Meeting
June 13	Successful candidates take office on Board of Directors (1 st Board meeting on final day of annual conference)

Please feel free to share this information with other Zone Executive members and with any other individuals who you think might have an interest.

Zone 1 - The Great Southwest

**Minutes - Fall Meeting
Municipality of Chatham-Kent
315 King Street West, Chatham, ON N7M 5K8
Wednesday, October 11, 2023**

1. Doors Open – Registrations

2. Call to Order and Land Acknowledgement

The Chair called the meeting to order.

Judy Smith, offered the Indigenous Land Acknowledgement for the lands on which the meeting was taking place.

3. Introductions

The Chair led introductions of Zone 1 Executive Members, and proceeded with roundtable introductions of those in attendance.

4. Zone Business

- a) Minutes of the 2023 Spring Zone 1 Meeting, dated May 12, 2023 (Appendix A)

Moved By: Amanda Gubbels

Seconded By: James Hutson

That the Minutes of the 2023 Spring Zone 1 Meeting, dated 2023-05-12, be received and approved.

Carried

- b) Treasurer's Report (Appendix B)

Jennifer Alexander, Secretary Treasurer, provided a summary financial report for Zone 1

Moved By: Jen Turk

Seconded By: Katherine

That the Treasurer's Report dated 2023-09-15 for Zone 1, be received and approved.

Carried

Zone 1 Executive

Representative to the Board
Chair
Vice Chair
Past Chair
Secretary-Treasurer
Zone Directors

James Hutson
Jennifer Alexander
Amanda Gubbels
Mandi Pearson
Katherine Hebert
Brenda Percy, Brianna Coughlin, Jennifer Turk

c) Zone Executive Realignment of Roles and Election for Vacancies

Discussion took place with regard to the proposed realignment of roles of the Zone 1 Executive, resultant from Paul Shipway's election to the Vice-President's role of the AMCTO Board.

Nomination Forms and Verbal Nominations from Members Shall be Accepted

Amanda Gubbels was nominated for the role of Vice Chair, and will stand.

Brenda Percy and Brianna Coughlin were nominated for the role of Zone Director, and will stand.

There were no other nominations.

Moved By: Ron Reymer

Seconded By: Judy Smith

That the membership approve the proposed mid-term realignments to the Zone 1 Executive and the election of new members as follows:

- Board Representative – James Hutson (Term ending 2024)
- Chair - Jennifer Alexander (Term ending 2024)
- Vice Chair - Amanda Gubbels (Term ending 2026)
- Past Chair – Mandi Pearson
- Secretary-Treasurer – Katherine Hebert (Term ending 2024)
- Zone Directors - Brianna Coughlin (Term ending 2026)

Brenda Percy (Term ending 2026)

Jennifer Turk (Term ending 2024)

Carried

d) New Business

There was no new business raised.

5. AMCTO Presentation

David Arbuckle, Executive Director, AMCTO and Paul Shipway, Vice President, AMCTO Board, provided a presentation to the Zone 1 Members regarding Association advocacy and red-tape reduction.

6. Ministry of Municipal Affairs and Housing

Reed Waldick, Municipal Advisor reed.waldick@ontario.ca and Spencer Fitzpatrick, Municipal Advisor spencer.fitzpatrick@ontario.ca brought forward a presentation on behalf of the MMAH.

7. Real Tax – Success Rates for Tax Sales

Jeff Oberman, President – Real Tax, provided a presentation to the membership regarding tax sale engagement rates and strategies for success.

8. Elections Ontario

Julia Whither, Municipal Services Coordinator, Register Division, Elections Ontario provided a presentation to the membership regarding Elections Ontario changes and the retirement of Voter Look-up platform.

9. Lunch and Refreshments

Networking

10. Local Government Expert Panel

Amanda Gubbels introduced the Local Government Expert Guest Speakers and acted as the moderator for the panel discussion. The Expert Panelists participating were as follows:

- Hilda MacDonald, Warden - County of Essex and Mayor – Municipality of Leamington
- Michelle Smibert – From Municipal Administration (Retired) to Elected Official
- Ron Reymer – Seasoned Administrator, Chief Administrative Officer, Township of Lucan

Panelists provided members with a brief background on their municipal experiences, mentorship experiences and opportunities that have been presented to them or that they have sought out in their formative years and throughout their municipal journeys.

The Panelists spoke about strategies for maintaining high service levels, during times of difficulty. They also shared experiences and suggestions for continuous learning.

Panelists spoke about the evolution of their roles in local government over the course of their service and

employment, and also about the evolution of municipal government in general, as it relates to public engagement and perception of operations as we enter a time of political unrest and economic downturn.

Members participated in a question and answer period with the Panelists. Amanda then closed out the session.

11. Roundtable Discussion

Local Government Week Successes and Idea Workshop led by Zone Executive

Members brought forward suggestions and ideas for promoting Local Government Week. Some ideas brought forward were as follows:

- Invite municipal staff who don't usually attend Council, to attend a meeting
- Hold a job fair for municipality
- Hold an employee appreciation day
- Job shadowing among staff
- Mayor for a day with local school children
- Council in the classroom – host a class of kids and go through an agenda of business
- Volunteer with local school, to teach about municipal fiscal responsibility. Use the \$100 principle, and have the students come up with ideas on how to spend it wisely in a mock budget process.

12. Sitting Next to Greatness: The Benefits of Being or Having a Mentor! Michael Lewis

Michael Lewis provided a presentation about the benefits of being, or having a mentor.

13. Western University Presentation

Matter deferred.

14. Adjournment

The Chair called for the meeting to be adjourned.

Moved By: Mary Birch

Seconded By: James Hutson

That the AMCTO Zone 1 Fall Meeting, be adjourned at 4:00PM.

Carried

AMCTO - Zone 1

Treasurer's Report

Revenue

Registrations for Fall meeting	\$2,426.00
Realtax	\$350.00
Total Credits	\$2,776.00

Balance	\$2,776.00
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Expenses

TD Bank Charges up to Januay 2024	\$12.00
Maple City Bakery - Fall meeting	\$820.56
Michael Lewis - Presenter Fall meeting	\$395.00
Tim Hortons - coffee for Zone 1 Fall meeting	\$45.18
Total Disbursements	\$1,272.74

Balance per records as of February 29,2024	\$2,406.80
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AMCTO Zone 1 - The Great Southwest

Executive Members

Representative to the Board

James Hutson (Term ending 2026)

Chair

Jennifer Alexander (Term ending 2024)

Vice Chair

Amanda Gubbels (Term ending 2026)

Past Chair

Mandi Pearson

Secretary-Treasurer

Katherine Hebert (Term ending 2024)

Zone Directors

Brianna Coughlin (Term ending 2026)

Brenda Percy (Term ending 2026)

Jennifer Turk (Term ending 2024)

AMCTO Zone 1 - The Great Southwest

Zone Executive Election Nomination Form

Nominations:

Chair

Name of Nominee:

Municipality:

Secretary-Treasurer

Name of Nominee:

Municipality:

Zone Director

Name of Nominee:

Municipality:

Nominated by:

Email Address of Nominator:

Municipality:

Will you be attending the Zone 1 Spring Meeting? Yes ☐ No ☐

***Please email completed Nomination Forms to the Zone 1 Executive
– Secretary/Treasurer khebert@countyofessex.ca***