

## Zone 1 - The Great Southwest

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**Agenda - Fall Meeting  
Municipality of Chatham-Kent  
315 King Street West, Chatham, ON N7M 5K8  
Friday, November 1, 2024**

**Registration Online Via Square Payments**

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



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

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

Refreshments will be served.

**2. Call to Order and Land Acknowledgement 9:00**

The Chair will call the meeting to order.

We acknowledge that we are on the lands of the Anishnaabeg Nation. This spot where we gather is the traditional land of the Three Fires Confederacy: the Odawa, Potawatami and Ojibwe. We also recognize that this land is now home to the Delaware Nation. This land was settled through the McKee Purchase Treaty of 1790 and we, as beneficiaries of the treaty, must recognize our responsibilities including our collective responsibilities to the land and water.

**3. Introductions**

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

**4. Correspondence**

There are no items of correspondence for November 1, 2024.

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### 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, Kendra Kettler, Jana Nethercott, Brenda Percy,  
Jennifer Turk

**5. Zone Business**

**-9:15**

- a) Minutes of the 2024 Spring Zone 1 Meeting, dated May 8, 2024**

**Moved By:**

**Seconded By:**

That the Minutes of the 2024 Spring Zone 1 Meeting, dated 2024-05-08, be received and approved.

***[Carried/Defeated]***

- b) Treasurer's Report**

Katherine Hebert, Secretary Treasurer, to provide a summary financial report for Zone 1

**Moved By:**

**Seconded By:**

That the Treasurer's Report dated 2024-09-30 for Zone 1, be received and approved.

***[Carried/Defeated]***

**6. Municipal Property Assessment Corporation (MPAC)**

**9:15-9:45**

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

**7. AMCTO Presentation**

**9:45-10:15**

Danielle Manton, AOMC, Dipl.M.M., Vice President - AMCTO Board of Directors, and David Arbuckle, Executive Director to provide an update on the activities of the association.

**8. Ministry of Municipal Affairs and Housing**

**10:15 - 10:45**

Sebastien Haley, Municipal Advisor [sebastien.haley@ontario.ca](mailto:sebastien.haley@ontario.ca) and Diane Gould-Brown, Municipal Advisor [diane.gould-brown@ontario.ca](mailto:diane.gould-brown@ontario.ca) to bring forward a presentation on behalf of the MMAH

**9. eScribe**

**10:45-11:45**

Mike Bird, Senior Customer Success Manager to provide a demonstration of eScribe 6 the upcoming new user interface for their meeting management software.

**10. Lunch Break**

**11:45-12:30**

Lunch will be provided to those who attend in-person.

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|--|-------------------|
| <b>11. Clerks On Call</b>  | <b>12:30-2:00</b> |
| <p>Clerks On Call, Michelle Casavecchia-Somers, Michelle Smibert, Principal</p>  |                   |
| <b>12. AMO – LAS Presentation</b>  | <b>2:00-2:30</b>  |
| <p>Shannon Devane, AMO LAS – The Evolving and Wide Scope of Risk Management in the Municipal Environment</p>   |                   |
| <b>13. University of Western Presentation</b>  | <b>2:30-3:30</b>  |
| <p>Rachel Yantha, MPA Candidate to make a presentation pertaining to their research report 'Exploring Factors Contributing to Cyber Resiliency in Local Government'.</p>   |                   |
| <b>14. Ontario Association of Committees of Adjustment</b>   | <b>3:30-4:00</b>  |
| <p>OACA to provide a presentation, regarding best practices and strategies for public participation related to public meetings for Committee of Adjustment and to address the uncertainty that arises during contentious sessions.</p> |                   |
| <b>15. Roundtable Discussion</b>   | <b>4:00-4:30</b>  |
| <p>Discussion led by Zone Executive</p>  |                   |
| <b>16. Adjournment</b>   | <b>4:30</b>       |
| <p>The next meeting of the AMCTO Zone 1 – The Great Southwest, is scheduled to take place on May 2, 2025.</p>  |                   |

## Zone 1 - The Great Southwest

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**Minutes - Spring Meeting  
Municipality of Chatham-Kent  
315 King Street West, Chatham, ON N7M 5K8  
Wednesday, May 8, 2024**

**1. Doors Open – Registrations**

**2. Call to Order and Land Acknowledgement**

The Vice Chair called the meeting to order.

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

We acknowledge that we are on the lands of the Anishnaabeg Nation. This spot where we gather is the traditional land of the Three Fires Confederacy: the Odawa, Potawatami and Ojibwe. We also recognize that this land is now home to the Delaware Nation. This land was settled through the McKee Purchase Treaty of 1790 and we, as beneficiaries of the treaty, must recognize our responsibilities including our collective responsibilities to the land and water

**3. Introductions**

The Vice Chair led introductions of Zone 1 Executive Members, and proceeded with 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

**Moved By:** James Hutson

**Seconded By:** Crystal Sylvestre

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### 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, Kendra Kettler, Jana Nethercott and  
Jennifer Turk

That the correspondence listed on the May 8, 2024  
AMCTO Zone 1 Spring Meeting Agenda be received.

***Carried***

**5. Zone Business**

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

**Moved By: James Hutson**

**Seconded By: Jen Turk**

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

***Carried***

- b) Treasurer's Report

Katherine Hebert, Secretary Treasurer, provided a summary  
financial report for Zone 1

**Moved By: Brianna Coughlin**

**Seconded By: James Hutson**

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

***Carried***

- c) Zone Executive Election

The Vice Chair called for nomination forms and verbal nominations  
from Members.

Are there any nominations for the role of Chair?

Jen Alexander was nominated for the role of Chair, by Katherine  
Hebert.

The Vice Chair called three times for any other nominations for Zone  
Chair. None were noted.

Jen Alexander confirmed prior to her absence that she would stand.

Are there any nominations for the role of Secretary/Treasurer?

Katherine Hebert was nominated for the role of Zone  
Secretary/Treasurer, by Jennifer Turk.

The Vice Chair called three times for any other nominations for Zone  
Secretary/Treasurer. None were noted.

The Vice Chair asked the nominee if they would stand for the role of Zone 1 Secretary/Treasurer, and Katherine Hebert confirmed she would stand.

The Vice Chair then called for nominations for the role of Zone Director, noting that there is no limit for number of Directors who can participate?

Jana Nethercott was nominated for the role of Zone Director by James Hutson

Jen Turk was nominated for the role of Zone Director, by Crystal Sylvestre

Kendra Kettler was nominated for the role of Zone Director, by James Hutson

The Vice Chair called three times for any other nominations for Zone Director. None were noted.

The Vice Chair called upon nominees to confirm whether they would stand for the role of Zone Directors. They confirmed.

**Moved By: James Hutson**

**Seconded By: Ron Reymer**

That the membership approves the election and appointment of the Zone 1 Executive Members as follows:

- Chair – Jennifer Alexander (Term ending 2026)
- Secretary-Treasurer – Katherine Hebert (Term ending 2026)
- Zone Directors – Jen Turk, Jana Nethercott and Kendra Kettler (Term ending 2026)

***Carried***

## **6. AMCTO Presentation**

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

Stephen provided several organizational updates, accomplishments and initiatives to look for in the coming months. Members were invited to participate actively in their membership with AMCTO, to get involved in the Zone and with the organization in some capacity. There are several options available for those who have an interest in participating.

Discussion took place regarding the upcoming AMCTO Conference in Blue Mountain ON, and it was noted that the 2025 Conference is scheduled to take place in Zone 1 – in Windsor.

The Vice Chair asked the members if there were any questions for the delegates from AMCTO. There were none.

Discussion took place regarding the AMCTO new accreditation system.

The Vice Chair then called for approval of the 2024 Conference Sponsorship.

**Moved By: Kevin Fox**

**Seconded By: James Hutson**

That the membership approves the sponsorship of the 2024 AMCTO Conference, in the amount of \$500.00.

***Carried***

**7. Municipal Property Assessment Corporation (MPAC)**

Tracy Pringle and Brenda Slater, MPAC provided a presentation regarding the activities and updates as they pertain to MPAC.

**8. Professional Development Session**

James Cox, joined the meeting virtually and provided a professional development presentation regarding Policy Development.

**9. Lunch and Refreshments**

Networking

**10. Presentation - Clerks On Call**

Michelle Casavecchia-Somers, Michelle Smibert, Principal provided a presentation and overview of the Clerks On Call service. They further provided information to members on their experience in the sector and how those experiences shaped their vision for the Clerks On Call model.

**11. Ministry of Municipal Affairs and Housing**

Spencer Fitzpatrick, Municipal Advisor [spencer.fitzpatrick@ontario.ca](mailto:spencer.fitzpatrick@ontario.ca) joined the session virtually, to bring forward a presentation on behalf of the MMAH. Information was provided on several subjects including the new MMAH Housing Guides which are available online.

**12. Break**

**13. Panel Discussion – Emerging Trends In Municipalities: Alternative Work Arrangements and Hybrid Meetings**

Guest Panelists joined the meeting both in person, and virtually. The Panelists provided brief background information on their experience in municipal environments.

The Expert Panelists:

- Dawn Mugford-Guay, Human Resources Coordinator, Township of Algonquin Highlands
- Don MacLeod, CAO Township of Zorra
- Don McArthur, Councillor, Town of Amherstburg and member of County of Essex Administration

The moderator for the session was Amanda Gubbels, Vice Chair.

The session provided members with information regarding the planning strategies, trial periods, implementation process and uptake of the programs for each of the municipalities. It also provided an opportunity for members to gain insights into the positive and negative results from the various programs.

**14. Roundtable Discussion**

Discussion took place among members, led by Zone 1 Executive.

A question regarding whether the use of AI in municipalities has prompted anyone to draft a policy on permitted uses? It was noted that during the Zone 4 Spring Meeting, the City of Toronto Clerk, John Elvridge made a presentation about an AI Risk Scoring Model. That presentation would be shared.

A question was raised regarding the location of the Fall Zone 1 Meeting, returning to Chatham-Kent. There were no objections to returning to Chatham-Kent, which seems to be central for most members.

**15. Adjournment**

The Chair called for the meeting to be adjourned. The next meeting of the AMCTO Zone 1 – The Great Southwest, is scheduled to take place in the fall in Chatham-Kent.

**Moved By: David Sundin**



**Seconded By: Brianna Coughlin**

That the AMCTO Zone 1 Fall Meeting, be adjourned at 3:05 PM.

***Carried***

**Association of Municipal Managers, Clerks and Treasurers of Ontario**

**Zone 1**

**Treasurer's Report**

**January 1, 2024 to September 30, 2024**

<b>Revenue</b>	
Income from Registrations	\$ 2,148.33
Sponsorships	\$ -
<b>Total Revenue</b>	<b>\$ 2,148.33</b>
<b>Expenditures</b>	.
Bank Charges	\$ 17.55
2024 Spring Meeting Expenses (Speakers, Refreshments)	\$ 838.76
Zone 1 Conference Session Expenses (Printing Fees, Prizes, Swag)	\$ 299.83
AMCTO Conference Sponsorship	\$ 500.00
<b>Total Expenditures</b>	<b>\$ 1,656.14</b>
<b>Bank Balance</b>	
September 30, 2024 TD Bank - Community Plan	\$ 2,902.89
<b>Outstanding Cheques</b>	
Mama Maria's (Catering from Spring Meeting 2024)	\$ 1,220.40
<b>Available Balance</b>	
September 30, 2024 Bank Account minus outstanding	\$ 1,682.49