



Zone 5 Spring Meeting – Minutes

April 25 + 26, 2024

Christie's Mill Inn & Spa – 263 Port Severn Rd. N, Port Severn
Township of Georgian Bay – District of Muskoka

Zone 5 Executives:

Tracey McKenzie	Chair	Martina Chait-Hartwig	Director
Tonia Bennett	Vice Chair	Cindy Page	Director
Celine Anderson	Treasurer	Kari Stevenson	Director
Cathy Bradley	Director	Joel Watts	Director
Kayla Thibeault	Secretary, Representative to the Board	Karen Way	Director

Absent

Daphne Livingstone	Director	Maddison Mather	Director
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Day One: Thursday April 24, 2024, at 1:00 p.m.

1. Welcome & Call to Order

Tracey McKenzie called day one of the 2024 Zone 5 Spring meeting to order. Kayla Thibeault recited the District of Muskoka Land Acknowledgement Statement.

2. MPAC Updates – What's New, What You Should Know

Kaitlyn Potts, Account Manager and Sarah Groves, Account Manager, provided MPAC updates to the Zone regarding modernization initiatives, building related assessment growth, use of the assessment roll books, school board registration portal, homeownership hub and auditor requests.

Members asked questions regarding timelines for Provincial reviews, communication tools for the school board registration portal, and process for updating data due to ward boundary reviews.

3. Dealing with FOIs When You're Overwhelmed

Justin Petrillo from FOI Assist provided tips and tools to assist with processing FOIs including:

- Clarifying and narrowing requests

- Updating changes in writing
- Use of the interim fee estimate tools
- Streamlining the request forms
- Promotion of alternate disclosures

4. Transforming the Production of Council Meetings

Jonathan Gilston from the Town of Gravenhurst and Martin van der kley from MVI Audio Visual presented a case study of the Town of Gravenhurst's Council Chambers renovation project including the enhancements of AV equipment. They included information regarding the value of production, budgeting, early involvement of the Clerk's office and support from the organization.

5. Emergency Management

Diane Ploss, Field Officer with Emergency Management Ontario, provided information regarding the various ministry changes, emergency cycle in Ontario, resources for supporting the community (self, provincial and federal), alerts, duty officer roles and various regional field services.

The meeting adjourned at 4:30 p.m., to reconvene on Friday April 26, 2024 at 9:00 a.m.

Day Two: Friday April 26, 2024 at 9:00 a.m.

6. Day Two Welcome + Greetings

Tracey McKenzie, Chair of Zone 5, reconvened the meeting at 9:00 a.m. Karen Way recited the Township of Georgian Bay's Land Acknowledgement Statement.

7. Sponsor Presentation – Pinchin

Troy Gordon, Senior Client Manager from Pinchin provided an overview of his firms services.

8. Municipal Greetings

Jeff Lehman, Chair of the District of Muskoka and Peter Koetsier, Mayor of the Township of Georgian Bay provided greetings from the municipalities and thanked the Clerks and Treasurers for the work they do for their communities.

9. Zone Business

Tracey McKenzie recognized the new members, retirements and those members who had obtained their AOMC and CMO designations since the Fall 2023 meeting.

a. Receive Minutes from 2023 Zone 5 Fall Meeting

Moved by K. Stevenson, Seconded by J. Watts

THAT the 2023 Zone 5 Fall meeting minutes be approved.

CARRIED

b. Financial Statements – December 31, 2023 + Treasurer's Report

Celine Anderson, Treasurer, provided a review of the financial statements as of December 31, 2023.

Moved by C. Sykes, Seconded by K. Thibeault

THAT the Financial Statements dated December 31, 2023 be received.

CARRIED

c. Zone 5 Representative Elections – 2024-2025 Term

Moved by E. Arthurs, Seconded by K. Lepik

THAT the following appointments be confirmed:

Tonia Bennett, Chair

Joel Watts, Vice Chair

Tracey McKenzie, Past-Chair

Maddison Mather, Treasurer

Kayla Thibeault, Secretary

Celine Anderson, Cathy Bradley, Martina Chait-Hartwig, Daphne

Livingstone, Kari Stevenson, Karen Way, Brandi Teeple - Director

CARRIED

d. Donation to AMCTO for 2024 Conference

Moved by C. Sykes, Seconded by C. Anderson

THAT Zone 5 donate \$500 to sponsor the 2024 AMCTO conference.

CARRIED

10. AMCTO Updates

Elana Arthurs, Immediate Past President of AMCTO and Ya-Yin Ko, AMCTO Manager of Education Services provided updates on the:

- latest policy initiatives
- financials and membership numbers
- website upgrades including Zone connections

Members requested information regarding years of service certificates, policy advocacy for the Line Fences Act and central options for the circulation of Ontario wide resolutions.

11. Conduct at Council Meetings – The Good & The Bad

John Pappas, legal counsel from Aird & Berlis, provided case law updates related to the behaviours of the public at Council meetings or around municipal administration facilities and provided information regarding enforcing decorum and strategies to deal with difficult people.

12. Protect Your Municipality – Practical Risk Management Techniques

Jolene Ingribelli from BFL provided information on how municipalities could lower their risk including reviewing claims – current and historical, updated policies and procedures, insurance for third-party and community groups, and staff roles in risk management.

13. Sponsor Presentation – The Managed Municipality

Silvanus Santhosh, from the Managed Municipality, provided an overview of his firm's services including a demonstration on the cemetery management platform.

14. Multi-Year Budgeting & Pre-Tendering

Jennifer Stover from the County of Peterborough provided a presentation regarding long-range financial planning including planning post-terms, holistic financial planning, stabilizing tax levy increases and the impact of assessment growth. Information was provided regarding pre-tendering including human resources planning, reserve and debt strategies, and general planning ideologies.

15. Lights, Camera, Action – Hollywood in Your Backyard

Andrew Sorlie from Stature Films provided information regarding the film industry's production and site location process highlighting the value of a fulsome inventory of known municipal sites, barriers of support infrastructure including accommodations and opportunities for collaboration with willing municipalities for future film productions in their communities.

16. Adjournment

The meeting adjourned at 3:00 p.m.

The 2024 Zone 5 Fall Meeting will be held in Peterborough.