

**The THIRD Meeting
Of the 2024-2025 AMCTO Board of Directors
Friday, November 29, 2024 – 10:00 AM
Hilton Garden Inn Airport – 3311 Caroga Drive,
Mississauga (Virtual Option Available)**

Members Present:

Paul Shipway, CMO, AOMC, Dipl.M.A., General Manager of Strategic Initiatives & Innovation, Middlesex County, President

Danielle Manton, AOMC, Dipl.M.M., City Clerk, City of Cambridge, Vice-President

Stephen O'Brien, AOMC, General Manager – City Clerk's Office/City Clerk, City of Guelph, Immediate Past-President

Joey Anderson, AMP, Legal Services Operations Analyst, City of Ottawa

Todd Coles, City Clerk, City of Vaughan

Amanda Fusco, CMO, AOMC, Dipl. M.A., Director of Legislated Services/City Clerk, City of Kitchener

Annette Gilchrist, CMO, AOMC, Dipl.M.M., CAO/Clerk/Treasurer, Township of Bonnechere Valley

Chantal Guillemette, AOMC, Clerk/Greffière, Town of/Ville de Kapuskasing

Jonathan Hall, AOMC, CAO/Clerk, Township of Terrace Bay

James Hutson, AOMC, Clerk, Municipality of Middlesex Centre

Dylan McMahon, AOMC, Manager of Legislative Services/Deputy City Clerk, City of Guelph

Kyle Pratt, MPA, CMM III, CHRL, CMO, Dipl.M.A., Chief Administrative Officer, Town of Tillsonburg

Kathryn Scott, CAO/Clerk, Town of Blind River

Kayla Thibeault, AOMC, Director of Legislative Services / Clerk Town of Gravenhurst

Madison Zuppa, CMO, Dipl.M.A., Deputy City Clerk, City of Sault Ste. Marie

Regrets:

Tyler Cox, CMO, Dipl.M.A., Manager, Legislative Services, City of Ottawa

Guests:

Dipal Damani, Founder and President, D&D Inclusion Consulting

Garrett Meades, City of Guelph, Zone 2

Jaclyn Grossi, Town of Ajax, Zone 4

Tonia Bennett, Zone 5

Belinda Ketchabaw, Town of Nairn and Hyman, Zone 7

Heather Pihulak, Town of Kenora, Zone 9

Kelli Campeau – South Glengarry – Board Discovery

Stephanie Egleton – London Board of Health - Board Discovery

Kelly Picken – North Kawartha - Board Discovery

Tanya Daniels – Town of Tillsonburg - Board Discovery

Staff:

David Arbuckle, MPA, Executive Director

Dan Nguyen, CPA, CGA, Manager, Finance & Administration

Alana Del Greco, Manager, Policy and Government Relations

Jacqueline Folville, Manager, Communications and Marketing

Alex Gibson, Manager, Professional Development

Ya-Yin Ko, Manager of Education

Devon Lobo, Policy Advisor

Helen Morrison, Administrative Assistant

25-24-25 Acknowledgement and President's Opening Remarks

P. Shipway welcomed those in attendance and provided a land acknowledgement. P. Shipway introduced our Board Discovery attendants joining us virtually and briefed the Board on all activities and highlights of the Association and Executive.

26-24-25 Declarations of Interest

None.

27-24-25 Identification of Matters of New Business

None.

28-24-25 Presentation/Discussion – Dipal Damani, Founder and President, D&D Inclusion Consulting

Dipal Damani presented to our Board (virtually) the results and recommendations from the AMCTO Diversity, Equity, Inclusion and Accessibility Audit.

P. Shipway referenced Report 33-24-25i on the agenda and requested in be advance for discussion

P. Shipway suggested that receive the report and refer it back to staff to develop and report back in the spring with an implementation plan. He also thanked the DEIA Working Group for their contributions to this report.

It was moved D.Manton and seconded by M.Zuppa:

“THAT the AMCTO Diversity, Equity, Inclusion and Accessibility Audit be received and referred back to staff to develop an implementation plan”

RECEIVED

D.Damani left the meeting

29-24-25 Board and Committee Reports

- i) Report of the September 13, 2024 Legislative & Policy Advisory Committee Meeting
- ii) Report of the September 27, 2024 Board of Directors Meeting
- iii) Report of the October 25, 2024 Management Committee Meeting (Pg 21-24 attached)

In reference to 29-24-25 ii, T.Cox, via email, put forth the following amendment “The revision to read “AMCTO to consider publishing an annual local government week material in both English and French as it may provide a bigger uptake”.

It was moved by K. Thibeault and seconded by A. Gilchrist

“THAT the items under 29-24-25-Board and Committee Reports be approved as amended”

CARRIED

30-24-25 Zone Reports

- i) Reports from Zone Chairs (or Designates) Regarding Zone Activities, Issues, etc. (verbal)
- ii) Annual Zone Reports

All zone representatives provided a verbal update regarding zone activity in 2024.

It was moved by A. Fusco and seconded by M. Zuppa

“THAT the Zone Reports under item 30-24-25 be approved”

CARRIED

31-24-25 Financial Reports

- i) Unaudited Financial Statements for the Ten-Month Period ending October 31, 2024

D. Nguyen provided an overview of the Association’s financial position through October 31, 2024. Our long-term investment balance is higher than last year and is on the heels of strong registration in the education portfolio.

The Statement of Operations indicates a stronger surplus compared to last year.

It was moved by J. Hall and seconded K.Scott:

“THAT the report of Unaudited Financial Statements for the Ten-Month Period ending October 31, 2024 be received”

RECEIVED

- ii) Proposed 2025-2027 Operating Budget/Highlights of Proposed 2025 Operating Budget

D. Nguyen provided a detailed report of the highlights from the 2025- 2027 proposed operating budget.

D. Nguyen provided highlights across various portfolios and touched on items that were not in the report but were reflected in the budget and explained some items for next year.

D. Nguyen provided portfolio details for membership, education, conference and communications and marketing.

Some staff discussion related to estimated registrations for 2025 conference and capacity for programs..

Y. Ko clarifies education’s use of “Turn it In” software and that it is

being used to identify and investigate potential cases of academic misconduct and not being used to detect AI.

P. Shipway complemented AMCTO staff on their hard work.

It was moved by K. Thibeault and seconded C. Guillemette:

“THAT the report of Proposed 2025-2027 Operating Budget/Highlights of Proposed 2025 Operating Budget be approved”

CARRIED

32-24-25 Membership and Accreditation Reports

i) New Accreditation Certification

It was moved by J. Hutson and seconded J. Anderson:

“THAT the New Accreditation Certification be approved”

CARRIED

33-24-25 Government Relations and Policy Reports

i) AMO Healthy Democracy Project – Request on Demographic Insight into Municipal Councils

A.Del Greco provided an outline of the AMO Healthy Democracy Project and AMO’s request to have demographic information gathered related to 2026 election candidates.

AMO’s proposing a voluntary poll conducted by a third party provider and publicized through candidate guides produced by municipalities.

It was moved by D.McMahon and seconded by K.Pratt:

“THAT the Request on Demographic Insight into Municipal Councils report be approved”

CARRIED

ii) Provincial Offenses Act Advocacy

D. Lobo updated the Board on the POA and the financial burden and

challenges that have been placed on municipalities.

It was moved by J. Hall and seconded by D. McMahon

“THAT the Provincial Offenses Act Advocacy Report be approved”

CARRIED

iii) CAO Research Update (verbal)

D. Lobo briefed the Board on some of the findings of the international scan on the role of CAO’s and the variety of independence that the CAO might have in various jurisdictions.

D. Arbuckle thanked D. Lobo for all her hard work with LPAC and the Association.

34-24-25 Organizational Reports

i) Equity, Diversity, Inclusion and Accessibility Assessment

Report received as part of agenda item 28-24-25

ii) Annual Risk Assessment

D. Arbuckle explained to our members the new IMIS system, which is a major upgrade as the only potential risk item.

D. Arbuckle briefed on other categories including sustainability, more stability in sponsorship and changing the investment portfolio.

It was moved by A.Gilchrst and seconded by S.O’Brien:

“THAT the Annual Risk Assessment report be approved”

CARRIED

iii) Executive Director’s Update

D. Arbuckle provided an overview of operational activities since the last meeting and commented to the Board members that the Association has seen great progress with the strategic initiatives as identified by the Board.

It was moved by M. Zuppa and seconded by J. Hall

“THAT the Executive Director’s Report be received”

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35-24-25 Other Business

i) Correspondence-OMAA

P. Shipway advised the Board that AMCTO approached a recent meeting with OMAA. AMCTO was looking at options to better align our efforts and address challenges.

The meeting highlighted significant differences in perspective and approach. Although AMCTO recognizes the potential for meaningful collaboration to support the sector, it was apparent that OMAA was not willing or prepared to engage in addressing overlapping areas of interest/focus between the associations.

AMCTO remains committed to advancing our mission and serving the sector and will continue to move forward.

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ii) Future Zone Chair/Board meeting date (verbal)

D. Arbuckle mentions to members that AMCTO has six board meetings every year, four are in person and two are virtual. The idea was brought forward about shifting the Zone Chair Reports to February. This would require a small change in the Terms of Reference.

M. Zuppa suggests testing the waters and questions the weather/travel challenges. D. Arbuckle explains that a virtual option is always available.

Staff took direction to move the Zone Chairs reports to February going forward.

P. Shipway thanked our guests and staff for attending and their work.

36-24-25 In Camera

i) Issue related to a confidential partnership agreement (included under separate cover)

It was moved by A. Gilchrist and seconded by J. Hall

“THAT the AMCTO Board go into a closed session to discuss a confidential proprietary partnership agreement related to the association”

CARRIED

It was moved by D. McMahon and seconded by K. Pratt

“THAT the AMCTO Board move into open session”

CARRIED

37-24-25 Date for Next Meeting

**Friday, February 21, 2025 –
10:00 AM Virtual (Zoom)**

38-24-25 Adjournment

It was moved by T. Coles and seconded by M.Zuppa:

“THAT the THIRD Meeting of the November 29, 2024 AMCTO Board of Directors be adjourned”

CARRIED