



Zone 5 Spring Meeting – Minutes

October 24 + 25, 2024

The Canadian Canoe Museum – 2077 Ashburnham Dr, Peterborough
County of Peterborough

Zone 5 Executives:

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

Absent

Daphne Livingstone Director

Day One: Thursday October 24, 2024 at 1:00 p.m.

1. Welcome & Call to Order

Tonia Bennett, Chair, called day one of the 2024 Zone 5 Fall meeting to order.

Sherry Senis, Deputy Warden of Peterborough County shared a video of the Land Acknowledgement Statement and thanked the staff, guests and organizers for the opportunity to share the space.

2. Zone 5 Business

Tonia Bennett, Chair, recognized the new members, retirements and those members who had obtained their AOMC and CMO designations since the Spring 2024 meeting.

a. Receive Minutes from 2024 Zone 5 Spring Meeting

Moved by R. van de Moosdyk, Seconded by M. Chait-Hartwig
THAT the 2024 Zone 5 Spring meeting minutes be approved.
CARRIED

b. Financial Statements – September 30, 2024 + Treasurer's Report

Maddison Mather, Treasurer, provided a review of the financial statements as of September 30, 2024.

Moved by C. Bradley, Seconded by K. Way

THAT the Financial Statements dated September 30, 2024 be received.

CARRIED

3. AMCTO Updates

Stephen O'Brien, Immediate Past President of AMCTO and David Arbuckle, AMCTO Executive Director provided updates on the:

- Change in office space location
- Development of career development, board discovery and leadership hub programs
- Membership growth
- 2025 budget

Members requested information regarding format of the access, information and privacy forum, growth of specialty forums and status of advocacy on issues including the Public Sector Disclosure Act and strength of Integrity Commissioners.

4. The Municipal Role in Liquor Licensing

Rebecca Castillo, Senior Manager of Liquor Eligibility from the Alcohol & Gaming Commission of Ontario, provided a presentation regarding the municipal role in liquor licensing. Highlights included the history of the program, special occasion permits, designated public special events, tailgate procedures, and collaborative permitting processes.

5. Process Mapping with Prime

Jennifer Stover from the County of Peterborough and Brenda Stonehouse from the City of Kawartha Lakes provided an overview of the Process Mapping program, a software solution from Prime Business Management. The presentation included information on process redesign, journey mapping and creating more value out of work. Each speaker provided examples of cost and human resources savings found in their organization when applying these techniques and methodologies.

6. Canadian Canoe Museum

Peter Vooy, Programs Manager, provided a history of the development and unique features of the Canadian Canoe Museum including the curated displays and volume of water units. Members were invited to participate in a tour of the facility.

The meeting adjourned at 4:30 p.m., to reconvene on Friday October 25, 2024 at 9:00 a.m.

Day Two: Friday October 25, 2024 at 9:00 a.m.

7. Day Two Welcome + Greetings

Tonia Bennett, Chair of Zone 5, reconvened the meeting at 9:00 a.m.

Jeff Leal, Mayor of the City of Peterborough recited the City's Land Acknowledgement Statement and brought greetings to those in attendance.

8. Reading Between the Lines – An Overview of the Land Survey: What a Survey Can (and Can't) Do and When to Consult

Sasa Krcmar from Protect your Boundaries, provided a presentation on the history of land surveys and land descriptions, review of legislation and legal descriptions for properties, importance of an impartial opinion on a boundary disputes and provided techniques to read and understand the elements of a land survey.

9. Integrating Accessibility into your Corporate Governance Structure

Mandi Malott from Fiddleleaf Accessibility, provided a history of the Accessibility for Ontarians with Disabilities Act, lifecycle of digital accessibility standards, and forming an accessibility governance model including roles, responsibilities, compliance targets and endorsement.

10. Municipal Trends + Infor Management Integration with Microsoft 365

Nina Carter from Information Professionals, provided a presentation on municipal records management trends, overview of various electronic document records management software solutions, implementing records management strategies, and the value of a formal integrated records classification system.

11. Understanding the Many Heritage Act Updates

Emily Turner from the City of Kawartha Lakes provided a detailed overview of the legislative changes in heritage protection. She further provided examples of strategies for heritage conservation including proceeding without owner's consent for the initiation of designations to commercial properties, expediting high-risk properties and consensus building with the community and Councils.

12. Human Resources Updates + Succession Planning

Amanda Blodgett from SHRP provided information on the importance of a succession planning strategy, differences between emergency and planned succession, how to initiate the process, leadership development, organizational mind and cultural shifts, and applying these principles in a unionized environment.

13. Adjournment

The meeting adjourned at 3:15 p.m.