

Zone 1 - The Great Southwest

**Agenda - Fall Meeting
Municipality of Chatham-Kent
315 King Street West, Chatham, ON N7M 5K8
Thursday, October 30, 2025**

Registration Online Via Square Payments <https://square.link/u/y40GM0LT>



Fee: \$50.00 In-Person per registrant (lunch) or \$25 Virtual per registrant (no lunch)

1. Doors Open – Registrations and Networking 9:00

Refreshments will be served.

2. Call to Order and Land Acknowledgement 9:30

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.

Zone 1 Executive

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

Amanda Gubbels
Jennifer Alexander
Jennifer Turk
Katherine Hebert
Shelley Brown, Brianna Coughlin, Kendra Kettler, Jana Nethercott,
Brenda Percy, Angela Toole

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 April 30, 2025.

5. Zone Business

a) Minutes of the 2025 Spring Zone 1 Meeting, dated April 30, 2025

Moved By:

Seconded By:

That the Minutes of the 2025 Spring Zone 1 Meeting, dated April 30, 2025, 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 Zone 1 Treasurer's Report dated 2025-09-30 for Q3 of 2025, be received and approved.

[Carried/Defeated]

6. AMCTO Presentation

10:00 AM

Kyle Pratt, Vice President - AMCTO Board of Directors, and David Arbuckle, Executive Director AMCTO to provide an update on the activities of the association.

7. Introducing CAN/DGSI 111-1 Standard for Online Voting in Canadian Municipal Elections

10:30 AM

Eduardo Robles, CTO; Rob Herold, VP Sales North America, [Digital Governance Standards Institute \(DGS\)](#) to provide a presentation regarding an Introduction to CAN/DGSI 111-1 Standard for Online Voting in Canadian Municipal Elections.

This session will introduce the CAN/DGSI 111-1 standards through a workshop exercise, followed by a demonstration of the first online voting system to receive independent certification by the Canadian Digital Governance Council.

8. Sponsor Introductions 12:00 PM

The Chair will introduce the Zone 1 Fall Meeting Sponsors

9. Lunch Break 12:15 PM

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

10. Networking Session

11. Alternative Voting Methods – Panel Discussion 1:00 PM

- Judy Smith, Director, Municipal Governance/Clerk – Municipality of Chatham-Kent
- Terry Knight Lepain, Manager of Records & Elections, FOI Coordinator- City of Windsor
- Shrishma Davé, Clerk - Municipality of Port Hope

Amanda Gubbels will moderate the session. Knowledgeable panelists discuss their experience with municipal elections, and applying the use of alternative voting methods during elections.

12. 2026 Budget Implications for Municipalities with Strong Mayors 2:30 PM

- Steve Vlachodimos City Clerk/Licence Commissioner – City of Windsor
- Dylan McMahon General Manager City Clerk's Office/City Clerk – City of Guelph
- Michael Schulthess. City Clerk – City of London
- Rebecca Clothier, Director of Finance/Treasurer – Municipality of Lambton Shores
- Ministry of Municipal Affairs and Housing

Brianna Coughlin will moderate the session. Experienced municipal professionals provide insights into consideration for budget preparation and the factors affecting the budget process in municipalities with Strong Mayors.

13. Roundtable Discussion 3:30 PM

Discussion led by Zone Executive

14. Adjournment

The next meeting of the AMCTO Zone 1 – The Great Southwest, is scheduled to take place.

Moved By:

Seconded By:

That the AMCTO Zone 1 Fall Meeting for October 30, 2025 be adjourned.

[Carried/Defeated]

Thank You!
Zone 1 Spring Meeting Sponsor

Qualigraf

<https://qualigraf.com/>

Blair MacDonald, Managing Director

(416) 738-6366 blair@qualigraf.com



The Managed Municipality (TMM)

<https://www.tmm.works/>

Silvanus Santhosh, Business Development
Manager

1894 Lasalle Blvd, Sudbury, ON P3A 2A4

705.525.0558 x112

Consider visiting the sponsor booths on the day of the meeting, or reaching out directly.

Zone 1 - The Great Southwest

**Minutes - Spring Meeting
Municipality of Chatham-Kent
315 King Street West, Chatham, ON N7M 5K8
Wednesday, April 30, 2025**

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.

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

4. Correspondence

There are no items of correspondence for April 30, 2025.

5. Zone Business

a) Minutes of the 2024 Fall Zone 1 Meeting, dated November 1, 2024

Moved By: Jana Nethercott

Seconded By: Kevin Fox

That the Minutes of the 2024 Fall Zone 1 Meeting, dated November 1, 2024, be received and approved.

Zone 1 Executive

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

Amanda Gubbels
Jennifer Alexander
Jennifer Turk
Katherine Hebert
Shelley Brown, Brianna Coughlin, Kendra Kettler, Jana Nethercott,
Brenda Percy and Angela Toole

Carried

b) Treasurer's Report

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

Moved By: Jen Turk

Seconded By: Brenda Percy

That the Treasurer's Reports dated 2024-12-31 for Q4 of 2024 and 2025-03-31 for Q1 of 2015 for Zone 1, be received and approved.

Carried

Moved By: Kendra Kettler

Seconded By: Brianna Coughlin

That the Zone 1 approve a \$500.00 sponsorship contribution for the AMCTO Conference 2025.

Carried

c) AMCTO Zone 1 Board Representation and Executive Election

The Chair called for a nomination to the AMCTO Board, for Amanda Gubbels, Zone 1 Vice Chair to fill the vacancy for the remainder of the term, who was put forward by the Zone Executive on February 24, 2025.

Moved By: Jen Turk

Seconded By: Kendra Kettler

That Amanda Gubbels, be appointed to the AMCTO Board for as a representative of Zone 1, for the remainder of the term.

Carried

The Chair called for nominations for individuals to fill the vacancy in the role of Vice Chair for Zone 1.

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

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

Moved By: Katherine Hebert

Seconded By: Brenda Percy

That Jen Turk be approved by the membership as Zone 1 Vice-Chair, effective immediately, and for the term commencing June 10, 2025.

Carried

The Chair then called for nominations for Zone 1 Directors three of which were for the term ending June 11, 2027, and noted that one was for the remainder of the term ending on June 11, 2026, (vacated by Jen Turk) there were two nominations received by form for Shelley Brown and Angela Toole.

Brenda Percy and Brianna Coughlin were nominated from the floor.

The Chair called three times for any further 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. All nominees confirmed.

Moved By: Amanda Gubbels

Seconded By: Jana Nethercott

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

- Zone Director with term ending on June 11, 2027 Brianna Coughlin, Brenda Percy and Angela Toole
- Zone Director with term ending on June 11, 2026 Shelley Brown

Carried

6. AMCTO Presentation

Paul Shipway, President - AMCTO Board of Directors, and David Arbuckle, Executive Director provided an update on the activities of the association.

Discussion took place regarding the upcoming AMCTO Conference scheduled to take place in Zone 1 – in Windsor.

The Chair called on the members for any questions for the delegates from AMCTO. There were none.

7. Administrative Monetary Penalties System – Panel Discussion

The Chair moderated the Panel of municipal professionals, namely, Angela Toole, Acting Manager of Municipal Governance and Clerk- Town of Kingsville and Michael Kralt, Director, Automated Enforcement & Court Administration - City of Brampton.

The presentation included information regarding their experience with establishing and maintaining a municipal Administrative Monetary Penalty System (AMPS). AMPS is a municipally administered system that replaces the court system for by-law infractions, offering a faster, more flexible, and customer-focused adjudication process.

8. Lunch and Refreshments

Lunch was provided to those who attend in-person.

9. Networking Session

10. Ministry of Municipal Affairs and Housing

Spencer Fitzpatrick, Municipal Advisor
spencer.fitzpatrick@ontario.ca provided a presentation on behalf of the MMAH.

11. Ministry of Transportation

Caitlin Holm, Regional Relations Specialist – Regional Services and Relationships, West Operations and Frank Hochstenbach, Manager for Regional Services and Relationships provided an update on Ministry matters on behalf of MTO

12. Elections Ontario

Ximena Morris, Manager of Stakeholder Relations, provided a presentation regarding lessons learned from the Provincial Election, ongoing data maintenance tasks and updates on preparing for 2026

13. Roundtable Discussion

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

A question was raised regarding the location of the Fall Zone 1 Meeting, returning to Chatham-Kent or taking the meeting to other locations and including an activity or social outing outside of the meeting. There were no objections to returning to Chatham-Kent, and there was support for having an activity provided that there was still an opportunity to have the meeting held with hybrid capabilities.

14. 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 at a location to be announced later this year.

The Chair thanked the meeting sponsor Qualigraf and encouraged members to visit Blair MacDonald, Managing Director at his booth, or to contact Qualigraf following the meeting with any questions they may have.

Moved By: Amanda Gubbels

Seconded By: Jana Nethercott

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, 2025 to September 30, 2025

Bank Balance	
January 1, 2025 Bank Account - TD Bank - Community Plan	\$ 1,950.72
Revenue	
Income from Registrations (Spring)	\$ 2,618.16
Income from Registrations (Fall)	
Sponsorships (Note: \$200 Cash Sponsorship)	\$ 200.00
Total Revenue	\$ 2,618.16
Expenditures	
Bank Charges	-\$ 17.55
Outstanding 2024 Cheques	-\$ 176.00
2025 Spring Meeting Expenses (Speakers, Refreshments)	-\$ 771.64
Zone 1 Conference Session Expenses (Printing Fees, Prizes, Swag)	
AMCTO Conference Sponsorship	-\$ 500.00
2025 Fall Meeting Expense (Speakers, Refreshments)	
Total Expenditures	-\$ 1,465.19
Closing Balance	
September 30, 2025 Bank Account - TD Bank - Community Plan	\$ 3,103.69



AMCTO
THE MUNICIPAL EXPERTS

2025 Fall Zone Presentation

Association Updates & Discussion



Presentation Agenda

AMCTO Organizational Updates

- Membership
- Accreditation
- Legislative and Advocacy

Hot Topics

- Harassment and Incivility Survey Results

Upcoming Activity/Events

- Strategic Plan/Rebranding Discovery Consultation
- In-Person Municipal Elections Training
- AMCTO Townhalls

Questions/Comment/Kudos

Organizational Update - Membership

Membership Category	Active Members (August 31, 2023)	Active Members (August 31, 2024)	Active Members (August 31, 2025)
Full	1489	1542	1551
Associate	57	76	71
New Professional	217	229	228
Retired	259	264	240
Member In Transition	24	26	31
Honourary	12	15	22
Student	94	102	143
Total	2152	2254	2286

Organizational Update - Accreditation

Accreditation	June 2022 – April 2023		June 2023 – April 2024		June 2024 – April 2025	
	Applicants	Designations	Applicants	Designations	Applicants	Designations
CMO	35	3	31	6	24	5
AMP	18	5	17	3	23	9
AOMC	23	13	12	9	10	4
Total	76	21	60	18	57	18

Want to know more about AMCTO accreditations?
Contact Nathalie Plourde at accreditation@amcto.com

Organizational Update – Legislation and Advocacy

Recent Activity

- Met successfully with Minister of Municipal Affairs & Housing, Rob Flack, during AMCTO Conference to discuss:
 - Updates to the *Municipal Elections Act*
 - Bill 9: *Municipal Accountability Act* and the need to make improvements to the accountability and transparency framework
 - Ask for his support at the Cabinet table for MFIPPA reform
 - Workplace culture and recruitment and retention issues because of strong mayor powers
- Letter sent to MMAH requesting clarity on identified legislative gaps and lack of clarity with regards to strong mayor legislation.
- President delegated to standing committee on Bill 9: *Municipal Accountability Act* on July 3 and written submission to standing committee submitted on August 13.
- AMO delegations - President and staff met with Minister Crawford (MPBSDP) on MFIPPA reform and Minister Cho (MSAA) on accessibility related matters during the AMO Conference.

Upcoming/Ongoing

- Gathering information and data on *Provincial Offences Act* (POA)-related issues and monitoring and participating in consultation (TBC) on POA fine collection as announced in provincial budget.
- Gathering information on automated speed enforcement (ASE)-related issues and having initial conversations with other associations about a collective advocacy strategy (related to above noted POA work).
- Tracking and analysis regarding role of CAO and staff in strong mayor systems with phased collection and release of data for strong mayor scan resource.
- Ongoing support for strong mayor expansion transition including shared resource centre and drop-in meetings.
- Ongoing review of the *Municipal Act* with member-based working group.

Hot Topics – Harassment and Incivility Survey Results

- In May 2025, AMCTO released a harassment and incivility survey
 - We received 264 responses to the survey
- Key findings:
 - 85% of respondents experienced harassment from the public at least every six months
 - Rate increased to 94% for those experiencing incivility
 - 66% of respondents experienced harassment from members of council, with 78% experiencing it at least every six months
 - 77% reported to have experienced incivility, with 86% experiencing incivility at least every 6 months from council members
 - Overall rates of harassment and incivility higher for women and equity-deserving communities
- AMCTO will be using these results to help provide data to support future programming as well as advocacy

Upcoming Activity: Strategic Plan/Rebranding Discovery Consultations

- AMCTO will be looking to renew its organizational Strategic Plan for the 2027-2030 period
 - In addition, AMCTO will be looking to gather information related to our overall brand to help inform future Board decisions related to rebranding
- As an association built on the success of its membership, your input will be central to AMCTO's future direction
- Stay tuned in the late 2025/early 2026 for your chance to contribute to the strategic planning/rebranding discovery work

Upcoming Events:

In-Person Municipal Elections Training Sessions

- AMCTO staff, working with the 2026 Municipal Elections Training Working Group, are planning for the in-person training component of the program
- Training will be held in conjunction with the spring 2026 Zone meetings
- We would like to hear more from you about what you want to get from the in-person training sessions
- Use the QR code or the direct link:
<https://form.jotform.com/AMCTO/AMETP26-inperson-training>



Upcoming Events: AMCTO Town Halls

- AMCTO will be facilitating three virtual member ‘town hall’ sessions
- Each town hall - organized by municipality size - will be driven by members, for members
- Town halls will provide an informal opportunity for members to discuss current issues, ask questions, and meet other members
- Keep an eye out for dates and registration information

Questions/Comments/Kudos

Thank you