

Zone 1 - The Great Southwest

**Agenda - Spring Meeting
Virtual Attendance Only
Thursday, March 26, 2026**

Registration Online Via Square Payments

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



\$50 per person

1. Meeting Online – Welcome 9:00

2. Call to Order and Land Acknowledgement

The Chair will call the meeting to order.

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 March 26, 2026.

Zone 1 Executive - 2026

Representative to the Board

Amanda Gubbels

Chair

Jennifer Alexander

Vice Chair

Jennifer Turk

Secretary-Treasurer

Katherine Hebert

Zone Directors Shelley Brown, Brianna Coughlin, Kendra Kettler, Jana Nethercott, Brenda Percy, Angela Toole

5. Zone Business

a) Minutes of the 2025 Fall Zone 1 Meeting, dated October 30, 2025

Moved By:

Seconded By:

That the Minutes of the October 30, 2025 Zone 1 Fall Meeting, be received and approved.

[Carried/Defeated]

b) Treasurer's Report

Katherine Hebert, Secretary Treasurer, to provide a 2025 Year-end summary financial report for Zone 1

Moved By:

Seconded By:

That the Zone 1 Treasurer's Report dated December 31, 2025, be received and approved.

[Carried/Defeated]

Moved By:

Seconded By:

That the Zone 1 approve a \$500.00 sponsorship contribution for the AMCTO Conference 2026.

[Carried/Defeated]

c) Division of Roles

Proposal to divide the Zone 1 Executive role of Secretary/Treasurer into two roles, being:

- Secretary
- Treasurer

The resultant extra position would result in a reduction of one Zone Director role.

Moved By:

Seconded By:

That the Zone 1 be divided into two roles, being 1) Secretary, and 2) Treasurer; and that the number of Zone Directors be reduced by one.

[Carried/Defeated]

d) AMCTO Zone 1 Executive Election

- Position of Zone 1 Chair

[Nominations shall be read.]

Moved By:

Seconded By:

That [Name of Nominee] be approved by the membership as Zone 1 Vice-Chair, effective immediately, and for the 2 Year term commencing in June 2026.

[Carried/Defeated]

- Position of Treasurer

[Nominations shall be read.]

Moved By:

Seconded By:

That [Name of Nominee] be approved by the membership as Zone 1 Secretary, effective immediately, and for the 2 Year term commencing in June 2026.

[Carried/Defeated]

- Position of Secretary

[Nominations shall be read.]

Moved By:

Seconded By:

That [Name of Nominee] be approved by the membership as Zone 1 Treasurer, effective immediately, and for the 2 Year term commencing in June 2026.

[Carried/Defeated]

- Position of Zone Director

There are 2 Zone Director terms expiring in June 2026.

The Chair will call for a nominations for Zone 1 Directors for a 2 year term commencing June 2026.

[Nominations shall be read.]

Moved By:

Seconded By:

That [Name of Nominees] be approved by the membership as Zone 1 Directors, for the term commencing in June 2026.

[Carried/Defeated]

6. AMCTO Presentation 9:15

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

7. Ministry of Municipal Affairs and Housing (30Mins) 9:35

Jodi Morrison, Municipal Advisor jodi.morrison@ontario.ca to bring forward a presentation on behalf of the MMAH

8. Designing Effective Council Orientation Programs for Newly Elected Councils (2Hrs) 10:00

Michelle Casavecchia- Somers & Michelle Smibert, Clerks on Call

This interactive and practical workshop is designed to equip Municipal Staff with the knowledge, tools, and strategies needed to create and deliver an impactful Council orientation program following a municipal election. The first weeks and months of a new term are critical in setting the tone for governance, decision-making, and Council–staff relations. A well-structured orientation ensures that elected officials understand their roles, responsibilities, and the legislative framework in which they operate, while also building trust, cohesion, and confidence within the new Council.

Through case studies, best practices, and hands-on activities, participants will explore how to develop a comprehensive orientation plan tailored to their municipality’s needs, culture, and procedural by-laws. Clerks will leave the session with practical templates, checklists, and resources they can immediately apply to their own Council orientation process.

9. Roundtable Discussion – Council Orientation 12:00

Jana Nethercott to moderate the roundtable.

10. Adjournment

The next meeting of the AMCTO Zone 1 – The Great Southwest

Date – To be determined. Discussion with Members RE Timing for Fall 2026 Zone 1 Meeting.