

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.

Zone 1 - The Great Southwest

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

1. Doors Open – Registrations

2. Call to Order and Land Acknowledgement

The Chair called the meeting to order.

Members reflected upon, and acknowledged the Indigenous lands and people of the region.

3. Introductions

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

4. Sponsor Introductions

Qualigraf – Blair MacDonald, Managing Director

Qualigraf is introducing a modern agenda and meeting management platform developed in collaboration with Canadian municipalities. The system streamlines the full meeting workflow—from agenda preparation and report writing to minutes and post-meeting action tracking. It integrates with solutions such as MVI for in-room AV and voting, as well as common document management and web publishing tools. Informed by feedback from Ontario clerks, Qualigraf offers a contemporary and cost-effective approach to meeting management. Municipalities interested in exploring the Early Adopter program are encouraged to connect with Blair for further information.

The Managed Municipality (TMM) - Silvanus Santhosh, Business Development Manager

TMM is a family-owned software provider in Sudbury specializing in municipal solutions. Its Managed Cemeteries platform offers cloud-based mapping, interment record

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

management, and public-facing tools designed for Ontario municipalities. The system is backed by 40 years of IT and municipal software experience and has been refined through seven years of collaboration with northern communities.

Phoenix Conferencing Solutions - G. Martin van der Kley, Exclusive Canadian Representative for MVI-AudioVisual

Phoenix Conferencing Solutions, led by Director and CTS-D certified Martin van der Kley, is the exclusive Canadian representative for MVI-AudioVisual. They specialize in providing, distributing, and supporting advanced MVI software solutions that automate camera control, manage voting, and create professional video, including lower-third graphics, for municipal councils and boardrooms.

5. Correspondence

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

6. Zone Business

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

Moved By: Amanda Gubbels

Seconded By: Judy Smith

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

Carried

b) Treasurer's Report

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

Moved By: Jana Nethercott

Seconded By: Brianna Coughlin

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

Carried

7. AMCTO Presentation

It was noted that AMCTO Memberships are growing overall, with increasing student memberships on the rise. The presentation included information regarding the accreditation process and opportunities within the association, legislation and

advocacy work, the internship program opportunities available through AMCTO.

Considerable discussion took place regarding internship programs, practices and opportunities that currently exist, and that previously existed with AMCTO, as well as the Municipal input costs associated with the internship programs.

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

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.

The presentation included a high level overview of the CAN/DGSI 111-1 standards, security and system performance and integrity of the voting, as well as the authentication and auditability of the election with this implementation.

9. Lunch and Refreshments

Lunch was provided to those who attend in-person.

10. Networking Session

11. Alternative Voting Methods – Panel Discussion

- Judy Shantz, 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 moderated the session. Panelists discussed their experience with municipal elections, and the implementation and the use of alternative voting methods during elections.

Discussion took place with regard to the new voters list. It was noted that the Elections Ontario list, although continues to have some inaccuracies, is much improved over the MPAC list. It was recommended that staff engage with the Elections Ontario website, and review the orientation and training materials.

12. 2026 Budget Implications for Municipalities with Strong Mayors

- 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 -UNABLE TO ATTEND
- Rebecca Clothier, Director of Finance/Treasurer – Municipality of Lambton Shores
- Ministry of Municipal Affairs and Housing – Spencer Fitzpatrick, Municipal

Brianna Coughlin moderated the session. Panelists provided insights into consideration for budget preparation and the factors affecting the budget process in municipalities with Strong Mayors.

13. Roundtable Discussion

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

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 spring 2026 and will be held virtually.

The Chair thanked the meeting sponsors.

Moved By: Amanda Gubbels

Seconded By: Brianna Coughlin

That the AMCTO Zone 1 Fall Meeting of October 30, 2025, be adjourned at 3:30 PM.

Carried

Association of Municipal Managers, Clerks and Treasurers of Ontario

Zone 1

Treasurer's Report

January 1, 2025 to December 31, 2025

Bank Balance	
January 1, 2025 TD Bank - Community Plan	\$ 1,950.72
Revenue	
Income from Registrations (Spring)	\$ 2,618.16
Income from Registrations (Fall)	\$ 1,667.10
Sponsorships	\$ 600.00
Total Revenue	\$ 4,885.26
Expenditures	
	.
Cheque 210 - Mileage Reimbursement (O/S from Fall 2024 Zone Meeting Yantha)	-\$ 176.00
Bank Charges	-\$ 23.40
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)	-\$ 566.99
Total Expenditures	-\$ 2,038.03
Closing Balance	
December 31, 2025 Bank Account - TD Bank - Community Plan	\$ 4,797.95
Outstanding Cheques 2025	
N/A	\$ -