Zone 1 - The Great Southwest

Agenda - Fall Meeting
Middlesex County Administration Offices (Hybrid)
399 Ridout Street North, London, ON, N6A 2P1
Thursday, December 3, 2026

Thanks to the generosity of our sponsors, Intact Public Entities and Clerks on Call, registration is FREE. Register Online:
https://square.link/u/paYd9Li2

1. Meeting – Welcome **10:00**

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.

4. Correspondence

There are no items of correspondence for December 3, 2026.

5. Zone Business **10:15**

a) Minutes of the 2026 Spring Zone 1 Meeting, dated March 26, 2026

Zone 1 Executive – Fall 2026

Representative to the Board	Amanda Gubbels
Chair	Jennifer Alexander
Vice Chair	Jennifer Turk
Secretary	Brianna Hammer-Keidel
Treasurer	Shelley Brown
Zone Directors	Mike Barnier, Brianna Coughlin, Amanda Gubbels, Kendra Kettler, Jana Nethercott, Brenda Percy, Angela Toole

Moved By:
Seconded By:
That the Minutes of the March 26, 2026 Zone 1 Fall Meeting, be received and approved.

[Carried/Defeated]

b) Treasurer's Report

Shelley Brown, Treasurer, to provide a summary financial report for Zone 1.

Moved By:
Seconded By:
That the Zone 1 Treasurer's Report dated September 30, 2026, be received and approved.

[Carried/Defeated]

6. AMCTO Presentation — 10:30

Kyle Pratt, AMCTO President, and Dave Arbuckle, AMCTO Executive Director, to provide an update on the activities of the association.

7. Ministry of Municipal Affairs and Housing — 11:00

Jodi Morrison, Municipal Advisor, to bring forward a presentation on behalf of the Ministry.

8. Morning Coffee Break Sponsor Recognition - Clerks on Call — 11:30

9. Roundtable Discussion - 2026 Municipal Elections — 11:45

Share what worked, what didn't, and swap stories about the unexpected questions and unique situations that arose along the way. This informal session is an opportunity to learn from one another and exchange ideas for future elections.

10. Networking Event Sponsor Recognition – Intact Public Entities — 12:45

11. Lunch Break & Networking Session — 1:00

12. Roundtable Discussion – Considerations for First Year of the Term — 1:45

A discussion on the key updates and preparations needed within the first year of a new council term. Share priorities, challenges, and approaches for a smooth transition into the new term.

13. Local Government Program – MPA Research Presentation — 2:45

Alex Bowery, MPA, to present a research report, "Exploring the Use of Strong Mayor Powers by Female and Male Strong Mayors in Ontario."

14. Adjournment 3:15

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

- Date – To be determined. Discussion with Members RE Timing for Spring 2027 Zone 1 Meeting.

Networking Event – Zone 1 Social Gathering and Evening LGP Reception

Western University's 2026 Local Government Program (LGP) Alumni Society Conference, "What Now? Navigating the Next Era of Local Government," will take place December 3–4 at the Delta Armouries in London. Open to everyone, not just Western alumni, the conference will explore issues shaping local government's future and offer opportunities to connect with municipal-sector colleagues.

AMCTO Zone 1 is working with the organizers to promote the event and encourages members to attend for professional development and networking.

A $25 Thursday evening reception-only ticket is available for those who want to network without attending Friday's conference. The reception venue is within walking distance of the Zone 1 meeting location.

Zone 1 meeting attendees are also invited to a dinner/reception sponsored by Intact Public Entities after the Zone 1 regular meeting and before the Local Government Conference reception. Details will be confirmed.

Learn more about the conference, buy tickets, or view the full conference agenda.

Zone 1 - The Great Southwest

Minutes - Spring Meeting
Virtual Attendance Only
Thursday, March 26, 2026

1. Meeting Online – Welcome **9:00**

2. Call to Order and Land Acknowledgement

The Chair called the meeting to order.

3. Introductions

The Chair led introductions of Zone 1 Executive Members, and roundtable introductions of those in attendance in-person and online.

4. Correspondence

There were no items of correspondence for March 26, 2026.

5. Zone Business

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

Moved By: Brianna Coughlin
Seconded By: Brenda Percy
That the Minutes of the October 30, 2025 Zone 1 Fall Meeting, be received and approved.

Carried

b) Treasurer's Report

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

Moved By: Brianna Coughlin
Seconded By: Shelley Brown

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

Carried

Moved By: Shelley Brown
Seconded By: Brenda Percy
That the Zone 1 approve a $500.00 sponsorship contribution for the AMCTO Conference 2026.

Carried

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: Brianna Coughlin
Seconded By: Shelley Brown
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

d) AMCTO Zone 1 Executive Election

- Position of Zone 1 Chair

Jen Alexander was nominated from the floor.

Moved By: Jana Nethercott
Seconded By: Brianna Coughlin
That Jen Alexander be approved by the membership as Zone 1 Chair, effective immediately, and for the 2-year term commencing in June 2026.

Carried

- Position of Treasurer

Shelley Brown was nominated for the position of Treasurer.

Moved By: Katherine Hebert
Seconded By: Jana Nethercott
That Shelley Brown be approved by the membership as Zone 1 Treasurer, effective immediately, and for the 2-year term commencing in June 2026.

Carried

- Position of Secretary

Brianna Hammer-Keidel was nominated for the position of Secretary.

Moved By: Amanda Gubbels
Seconded By: Jana Nethercott
That Brianna Hammer-Keidel be approved by the membership as Zone 1 Secretary, effective immediately, and for the 2-year term commencing in June 2026.

Carried

- Position of Zone Director

There are 2 Zone Director terms expiring in June 2026.

The Chair called for a nominations for Zone 1 Directors for a 2-year term commencing June 2026.

Amanda Gubbels, Michael Barnier, Kendra Kettler, Jana Nethercott, were nominated as Zone Directors.

Moved By: Brenda Percy
Seconded By: Katherine Hebert
That Amanda Gubbels, Michael Barnier, Kendra Kettler, Jana Nethercott be approved by the membership as Zone 1 Directors, for the term commencing in June 2026.

Carried

e) Zone 1 Award Nomination

Amanda Gubbels put forward the name of Duncan McTavish (Retired) for consideration by the Members for the Zone 1 Award.

Moved By: Amanda Gubbels
Seconded By: Ron Reimer

That Duncan McTavish be submitted by the Zone, to receive the Zone 1 Award for 2026.

Carried

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.

The AMCTO presentation brought forward information regarding membership trends, possible new branding of the AMCTO, and feedback received from Members regarding the scope of the association. The Members were also provided with insights into the AMCTO advocacy campaigns.

7. Ministry of Municipal Affairs and Housing 9:35

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

The MMAH provided Members with information regarding legislative changes, and regarding the upcoming municipal election. Questions were raised by Members regarding the availability of the candidate guides. It was noted that there is no specified date for these to be available at this time, but the MMAH office is hopeful that they will be available by April 1, 2026. The MMAH Advisors indicated that a notice to municipalities would be sent out once further resources are published.

8. Designing Effective Council Orientation Programs for Newly Elected Councils 10:00

Michelle Casavecchia- Somers & Michelle Smibert, Clerks on Call provided Members with an interactive presentation, regarding the importance of Council Orientation Programs. Key information was provided regarding tools, and strategies needed to have meaningful impact for members of Council.

Matters of fundamental importance were identified:

- Governance – Meeting procedure, practical rules of order.
- Expectations of Council, roles and responsibilities
- Policy and Procedures review for effective decision-making and compliance
- Information sharing RE Operations – Trust building and strategic direction communication.

- Culture and environmental integration.

Why Orientation Matters:

- Sets the tone for the term.
- Assists in transitioning Members from their typical lives to public representation, governance and scrutiny.
- Builds relationships, confidence and brings forward the foundational pieces for Members to consider as the term unfolds.
- Clarity for Members on their fiduciary and legal responsibilities for the municipality.
- Brings Members of Council into the municipal fold, providing them with the esprit-de-corps they need to rely upon to face the decisions, governance and leadership the municipality requires over the course of their term.

9. Roundtable Discussion – Council Orientation 12:00

There was no further discussion that took place regarding Council Orientation.

10. Adjournment

The next meeting of the AMCTO Zone 1 – The Great Southwest will take place on a date to be determined.

Moved By: Shelley Brown
Seconded By: Amanda Gubbels
That the AMCTO Spring Zone 1 Meeting be adjourned at 12:07 p.m.

Carried

Association of Municipal Managers, Clerks and Treasurers of Ontario

Zone 1

Treasurer's Report

January 1, 2026 to September 30, 2026

Bank Balance		
January 1, 2026 TD Bank - Community Plan	$	4,797.95
Revenue		
Income from Registrations (Spring)	$	1,692.00
Income from Registrations (Fall)	$	-
Sponsorships	$	-
Total Revenue	**$**	**1,692.00**
Expenditures		
Bank Charges	$	15.60
2026 Spring Meeting Expenses (Speakers, Refreshments)	$	2,260.00
AMCTO Conference Sponsorship	$	500.00
Total Expenditures	**$**	**2,775.60**
Closing Balance		
September 30, 2026 Bank Account - TD Bank - Community Plan	$	3,714.35
Outstanding Cheques		
N/A	$	-