

**ZONE 2  
EXECUTIVE  
2021 - 2022**

**Representative to  
the Board**

Dylan McMahon

**Chair**

Donna Tremblay,  
Dipl. M.M.

**Past Chair**

Jennifer Willoughby

**1<sup>st</sup> Vice Chair**

Alan Selby

**2<sup>nd</sup> Vice Chair**

Vacant

**Secretary**

Christine Fraser-  
McDonald

**Treasurer**

Laura Aston, AMP,  
Dipl.M.A., P.C.P

**Zone Directors**

John Daly, CMO  
Nadeem Dean, MBA,  
CPA, CMA, CPFA  
Kristine  
Preston, CMO, Dipl.  
M.A.  
Jessica Rudy

For detailed zone  
information go to

[www.amcto.com](http://www.amcto.com)

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**AMCTO Zone 2**

**Zone 2 Meeting Agenda  
Friday, November 25, 2022**

**Virtual**

**Register in advance for this meeting by clicking the link below:**

[https://us06web.zoom.us/meeting/register/tZUoceCurj4pG9VJKvhn66c49T3fw\\_pKMiqR](https://us06web.zoom.us/meeting/register/tZUoceCurj4pG9VJKvhn66c49T3fw_pKMiqR)

**Virtual – following registration you will receive a confirmation email containing information about joining the meeting.**

**9:00 a.m. – 12:00 Noon**

- 1. Welcome and Introductions - Donna Tremblay, Chair**
- 2. AMCTO Presentation/Update - Presenter - AMCTO**
- 3. Zone Business**
  - a) Adoption of Spring 2022 Minutes
  - b) Adoption of Treasurer's Report
  - c) Recognition of Retirees and First Time Attendees
  - d) Zone 2 Elections  
Chair/2<sup>nd</sup> Vice Chair
- 4. AMCTO Board Update – Presenter - Dylan McMahon**
- 5. Asset Management Update – Presenter - Alan Selby, 1<sup>st</sup> Vice Chair**
- 6. Short-term Accommodations – Presenter – Peggy Van Mierlo-West, Northern Bruce Peninsula**
- 7. 2022 Election Post-Mortem/Lessons Learned – Round Table Discussion – Voter Turnout, Acclaimed Councils etc**
- 8. Other Business**
- 9. Next Meeting Date - April 28, 2022**
- 10. Adjournment**

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Patty Sinnamon,  
Dipl. M.M.

**Secretary**

Donna Van Wyck,  
AMCT

**Treasurer**

Lisa Campion, Dipl.  
M.A., CRA

**Zone Directors**

Laura Aston, AMP  
Nadeem Dean, MBA,  
CPA, CMA, CPFA  
Carolina Khan, MPA

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**Virtual Zone 2 Fall Meeting**

**Friday, October 29, 2021**

**1. Welcome and Introductions**

Donna Tremblay, Chair, called the meeting to order at 9:05 a.m. and welcomed everyone to the meeting.

**2. Zone 2 Business**

**(a) Adoption of Spring 2021 Minutes**

Moved by Patty Sinnamon  
Seconded by Dylan McMahon

That the minutes of the May 7, 2021, Zone 2 Meeting be adopted as presented.

Carried

**(b) Adoption of Zone 2 Treasurer's Report**

Moved by Carolina Khan  
Seconded by Dylan McMahon

That the Zone 2 Treasurer's Report for the period May 31, 2021 to September 30, 2021, be adopted as presented.

Carried

**(c) Recognition of Retirees and New Members**

The Chair welcomed new members to the meeting.

Recent retirees were offered retirement congratulations. A small will be sent to you from the Zone.

### **3. AMCTO Update**

Sandra MacDonald, President, Elana Arthurs, Vice President and David Arbuckle, Executive Director provided an update on the following:

Organization Updates:

- Board of Directors
- New AMCTO Staff
- Professional Development
- Education
- Legislative and Policy
- Communications and Marketing

The presentation is available on the Zone 2 page of AMCTO's website.

### **2022-2026 Strategic Plan Discussion**

Do the following Strategic Plan Values still resonate with you? Is there anything missing in your view?

- service to the Community
- support to elected officials
- service to the municipal profession

Do the Strategic Plan Operating Principles still resonate with you? Do you believe AMCTO has lived up to these principles? Is anything missing?

We will:

- Act with honesty, openness, transparency, and respect
- Recognize and value our members needs, priorities, contributions, and opinions
- Be mindful of, and strive to reduce, potential barriers to accessing our programs and services
- Feature engagement in all we do
- Strive for excellence in all our programs and services
- Be accountable for our actions



Do the organizational vision and mission still resonate with you?

Vision – the leading organization in fostering, promoting, and sustaining excellence in municipal management and administration in Ontario

Mission – to provide professional development, engagement opportunities, advocacy and leadership in the sector which strengthens and supports the capabilities and performance of municipal professionals.

Are there areas that AMCTO should be more focused on to help support you as Members?

Possible examples:

- alternative educational/professional development topics/themes?
- Alternative advocacy priorities?
- Added membership value?

The State of Membership Survey is out now and getting great responses. The survey is open to November 10 and there are prizes available. Another reminder will be going out to the membership.

#### **4. Municipal Property Assessment Corporation (MPAC) Update**

Anne Haines, Regional Manager Zone 1, Jeremy Gough, Account Manager, Kelan Jylha, Account Manager and Anthony Fleming, Account Manager, MPAC provided an update on:

- Enumeration
- Assessment Update Postponed
- Municipal connect
- Municipal Master Service Agreement
- Digital Delivery of Assessment Roll
- Keeping You Connected

The presentation is available on the Zone 2 page of AMCTO's website.



## 5. Ministry of Municipal Affairs and Housing Update

Jane Parnell, Municipal Advisor, Municipal Services Office West and Sav Johal, Municipal Advisor for Central Region, provided an update on:

- Local Government
- Finance
- Housing
- Community Planning and Development

The presentation is available on the Zone 2 page of AMCTO's website.

## 6. AHA Moments

AHA Moments is a new addition to the agenda to give members an opportunity to raise topics that they have either read about or experienced to share with others.

Dylan McMahon presented details regarding the Closed meeting investigation by the Ombudsman related to the City of Hamilton's LGBTQ Advisory Committee. General discussion ensued regarding the Ombudsman's investigation.

Recommend that when you are hosting a meeting that you do so from the municipal office – therefore chances of internet going down less likely

Have a backup person in place if the host is kicked out of a meeting.

How you communicate to the public on the availability of the public to watch the meeting is key.

If no other option for public to attend, you may want to consider options.

Has anyone changed policy and procedures because of this – have you changed your procedure by-law or other processes?



There was lots of discussion regarding hybrid meetings and who has this in place and how it's working and proof of vaccination to attend in person meetings was discussed.

If you have topics to discuss, please share them with executive for future agendas. If you feel there is value to have a lunch 'n learn on any topics, please reach out to Executive.

## **7. Other Business**

Members were thanked for joining the meeting today. We hope to be able to have the next meeting in person.

Feedback is always appreciated for future roundtable discussions and how we did today. Please forward any comments to [Donna.Tremblay@Guelph.ca](mailto:Donna.Tremblay@Guelph.ca)

The Election Primer Workshop being presented by Debi Wilcox will begin at 1 p.m.

## **8. Next Meeting**

The spring meeting of Zone 2 will be held Friday, May 6, 2022.

## **9. Adjournment**

Moved by Dylan McMahon  
Seconded by Patty Sinnamon

The meeting adjourned at 11:25 a.m.

Carried



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CMO, Dipl., M.A.  
Jessica Rudy, AMP

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**ANNUAL FINANCIAL REPORT TO THE BOARD  
Zone 2**

To: Members of the AMCTO Board of Directors  
From: Donna Tremblay, Chair, Zone 2  
Meeting Date: November 18, 2022  
Subject: Annual Financial Report to the Board for Zone 2

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In accordance with the Terms of Reference, below please find the financial report from Zone 2 for the period April 1, 2022 to September 30, 2022 which outlines the financial transactions of the Zone 2 Executive.

**Highlights**

**Revenue:**

Zone 2 generates revenue from registrations received by Zone members who choose to attend zone meetings. The registration fee associated to attend meetings is \$50 for current members and \$20 for retirees. Zone meetings include full day educational and training sessions, lunch is provided. Zone 2 members and host municipalities are required to obtain sponsorship funding to help cover costs associated with hosting meetings which allows the Executive to maintain the registration fee at \$50.00.

Since the fall of 2020, Zone 2 meetings have been held virtually, with registration fees waived and no revenues for meeting attendance collected. AMCTO has provided host duties for the virtual meetings which have been well attended, averaging between 60 to 80 attendees. A return to in-person Zone meetings which will resume in the Spring of 2023, with both options of in-person and virtual attendance offered to its members.

## **Surplus Funds:**

As of September 30, 2022, the current surplus for Zone 2 is \$5,843.29.

In 2022 the Zone resumed some activities which had been paused as a result of COVID 19 public health restrictions, below is a summary of the Zone's 2022, activities, considerations and allocation of surplus funds

- *Annual Conference Donation*

A \$500 donation was made to the annual AMCTO Conference. The Zone Executive will review and consider donations for the 2023 AMCTO Conference.

- *Zone 2 Municipal Excellence Award*

The Zone 2 Municipal Excellence Award was created to recognize and acknowledge one-time achievements that have a notable impact on a program, a project, or an individual activity that contributes to the vision and pursuit of excellence within municipal government. The recipient receives a glass award which is given at the annual Spring meeting.

There were no applications received in the Spring of 2022 and the award was not presented. In 2023, the Zone executive will undertake an early Spring campaign to engage applications for this award.

- *Charitable Contributions*

Zone 2 donates to a local charity in lieu of providing a gift to our speakers and presenters that attend and present at a Zone meeting. The host municipality chooses the local organization that will receive the donation. As the zone meetings have been held virtually there have been no funds allocated for charitable donations. In the Spring of 2023 charitable donations will resume with in-person meetings.





- Membership Training

The Zone Executive endeavors to provide subsidized training for members. There was no subsidized training provided in 2022. The Zone 2 will look at providing subsidized training opportunities for its members in 2023.

Zone Meeting Attendance Initiative

Zone 2 holds a draw at each Zone meeting for those in attendance to win a free registration to a future Zone meeting. 2 draws are made, gift certificates valued at \$50 each are given to each winner, as no registration fees have been collected for meetings since the fall of 2020, no draws have been made, but with the return of in-person meetings in the Spring 2023, this practice will be resumed.

The surplus balance will continue to be used to offset the costs associated with holding Spring and Fall meetings and for educational opportunities for members of Zone 2.

The Executive strives to provide high quality, interactive, relevant educational topics and presentations at our meetings in accordance with our budget parameters.

Respectfully submitted,

Donna Tremblay  
AMCTO Zone 2 Chair  
[donna.tremblay@guelph.ca](mailto:donna.tremblay@guelph.ca)



**AMCTO Zone 2 - Treasurer's Report**

April 01, 2022 - September 30th, 2022

1-Apr-22	Opening Balance			\$ 6,344.54
			<u>Revenues</u>	<u>Expenses</u>
29-Apr-22	AMCTO Conference Donation		-\$	500.00
	Service Charge		-\$	1.25
	Total Revenue and Expenses	\$ -	-\$	501.25
30-Sep-22	Closing Balance			<u><u>\$ 5,843.29</u></u>



**ZONE 2**

## AMCTO Zone 2 - Treasurer's Report

April 01, 2022 - September 30th, 2022

01-Apr-22 Opening Balance \$ 6,344.54

		<u>Revenues</u>	<u>Expenses</u>
29-Apr-22	AMCTO Conference Donation		-\$ 500.00
	Service Charge		-\$ 1.25
	Total Revenue and Expenses	\$ -	-\$ 501.25
30-Sep-22	Closing Balance		<u><u>\$ 5,843.29</u></u>



# Short Term Accommodations

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Policy Development and Lessons Learned



# Northern Bruce Peninsula

Home to Tobermory, Lion's Head, Bruce Peninsula National Park, Lion's Head Provincial Park and Fathom Five Marine National Park. It is also part of the traditional territory of the Saugeen Ojibway Nation

Total Households: 5308

Short Term Accommodations: 1200 (approximately)

Full time population: 4000

Summer Population: 40,000 (mix of overnight stays and daytrip)

Municipality was experiencing a quick growth within the Short-Term Accommodation market and had no regulatory controls to ensure the safety of visitors but also the continuation of quiet enjoyment of full-time residents.





# Impacts on Short Term Accommodations in NBP

Here is what we heard:

- Quality of Life
- Neighbourhood culture and relations
- Building Safety
- Trash
- Fire
- Personal Safety
- Overcrowding
- Parking
- Noise



# Short Term Accommodations

Council directed Staff to provide key deliverables:

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Obtain Stakeholder Input



Bring policy options for review



Develop a bylaw that will suit the needs of the Municipality



Review and implement enforcement and monitoring systems



# Stakeholder Input

## It Needed To:

- Be varied and outreaching
- Have input from residents and owners/operators
- Start with the basics and do not rush into it
- Be done by a third Party

## Communication Plan

- Virtual Public Meetings
- Dedicated Website
- Surveys
- Workshops for Council to review input

A LOCAL APPROACH IS ESSENTIAL





# Policy Options

We discovered that we had four choices:

- Licensing through zoning
- Licensing
- Do Nothing
- Enforce Compliance

## Licensing through Zoning



- Difficult to enforce
- Majority of STA would be deemed out of compliance
- Could potentially have an impact on the Tourism Industry

## Licensing



- Compliance through Bylaw
- STA would be to continually operate
- Provides an outlet enforcement and monitoring

## Do Nothing



- Not an option

## Enforce Compliance



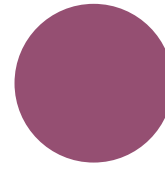
- STAs were not a permitted use
- Impact to the Tourism Industry and potential the real estate market in the area



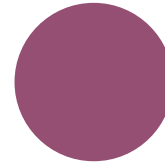
# By-law

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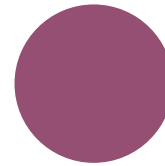
- Local approach was essential to this success
- Many examples of good bylaws
- Drafted with the comments of the owners and residents in mind
- Over communicate decisions
- Make the development a stepped approach with Council
- Develop a business plan for implementation



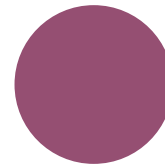
Health and Safety



Property Management



Monitoring



Enforcement



# Key Components within the Bylaw

Prior to receiving a license, a Short Term Accommodation Owners Must Submit:

- A building and site plan
- Parking plan
- Waste Management Plan
- Fire Plan
- Proof of Insurance
- Property Management Information (must be at the most one hour from the property)
- Septic Inspection
- Code of Conduct for Visitors is posted
- Proof of ownership





# Key Components within the Bylaw

## Responsibility of the Municipality

- Inspection
- Setting Capacity Limits
- Ensuring Compliance to bylaws
- Reporting
- Collection of fees
- Monitoring



# What We Learned



Ensure Council has confirmed their intent going into the process and results.

Take a stepped approach in decision making.

Over communicate with stakeholders, make it easy for stakeholders to find information.

Make compliance easy.

Require detailed records.

Provide online access for registration and complaints.

Be fair but consistent.

Confirm that the Bylaw will be reviewed for amendments annually.

Engagement at the beginning of the process is important.

Document, Document, Document



Thank you