

**Zone 7 Executive
2022-2023**

**Representative to the
Board**
Craig Davidson, AMCT

Chair
Kathryn Scott

Vice Chair
Natalie Bray

Past Chair
Nicky Kunkel

Secretary
Madison Zuppa, CMO

Treasurer
Kris Croskery-Hodgins

Zone Directors
Candy Beauvais
Melanie Bouffard
Nicole Gourlay
Carol Trainor Kent, AMCT

For detailed zone
information please visit:
www.amcto.com

Zone 7 Fall 2022 Workshop Minutes
Host: Virtual

Thursday, November 3, 2022

Welcome and Zone Business

Welcome
Katie Scott, Zone 7 Chair
Zone 7 Executive Introductions

Realtax
Jeff Oberman made a presentation on behalf of the meeting sponsor
Realtax

Business meeting began at 9:14 a.m.

Approval of Minutes
Moved by Rick Clouthier
Seconded by Kris Croskery-Hodgins
Resolved that the 2022 Zone 7 minutes be accepted as circulated.

Financial Report
Moved by Melanie Bouffard
Seconded by Candy Beauvais
Resolved that the Zone 7 Fall Financial Report be accepted.

Spring Meeting Planning
Madison Zuppa, Candy Beauvais and Natalie Bray will explore venue
options for May 4-5

Adjourn
Moved by Craig Davidson
Seconded by Nicky Kunkel
Resolved that the Zone 7 Fall business meeting be adjourned at 9:21
a.m.

AMCTO Update

Stephen O'Brien, Vice President provided an update.

MMAH Update

Bryan Searle, Louis Helps, Malgosia Kalarus provided an update.

There's No Place Like Home: Protests and Other Security Issues for Elected Officials (Updated)

Tyler Cox, City of Ottawa presented.

Election Stories

Madison Zuppa, Pam Walsh, Kris Croskery-Hodgins presented information related to the municipal election and list of electors.

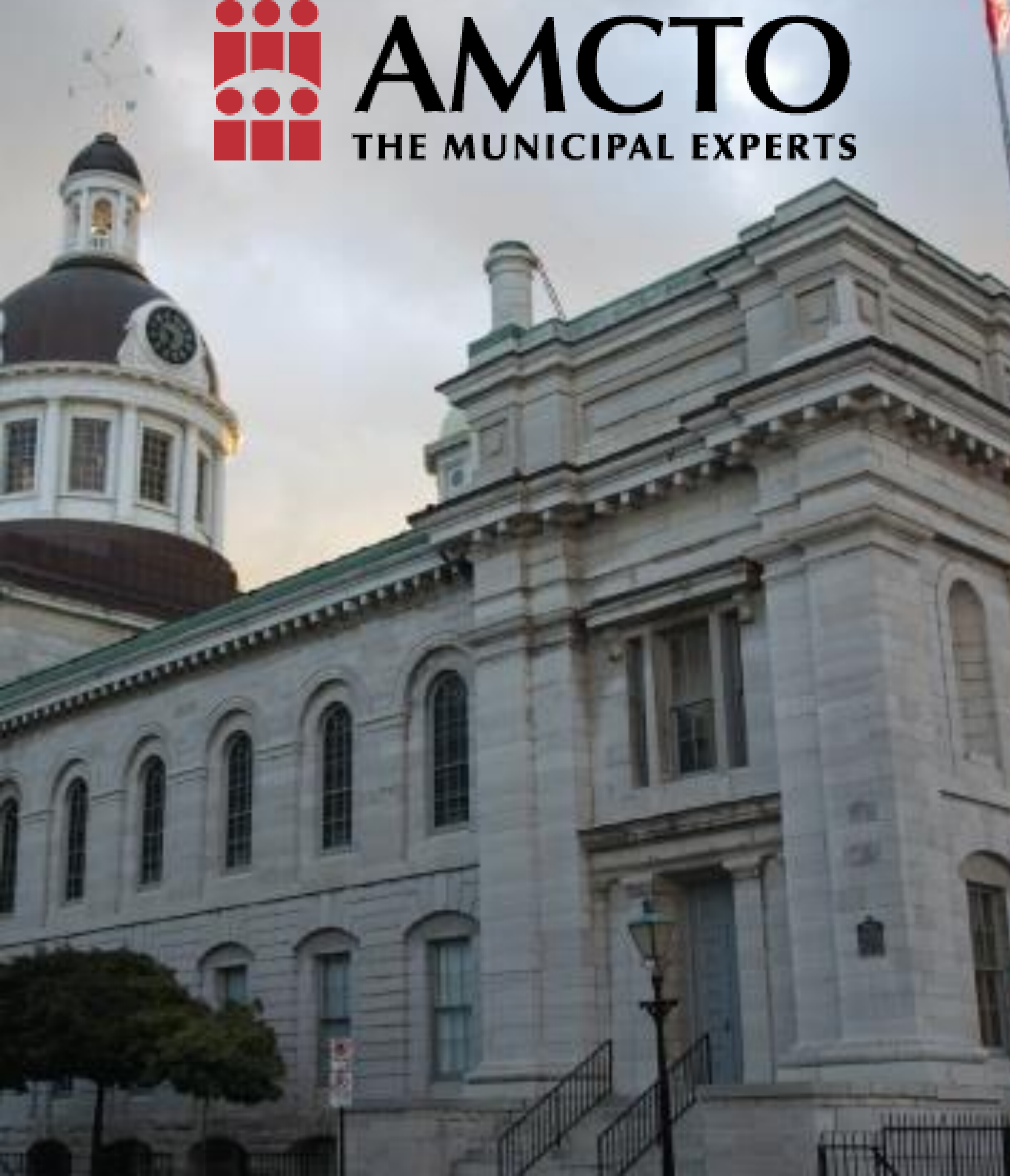
Zone Membership Engagement Session

Two breakout groups to discuss what would make members feel more engaged, and branding ideas.

- Branding ideas include: tagline, logo, monthly round tables 20-30 minutes, swag, one meeting virtual and one meeting in person, hybrid option for training, new member buddy system, speed dating networking, keep meetings central, Facebook page, keep meetings affordable
- Zone 7 Rocks or Rock Solid – t-shirt with all the municipalities like a rock band
- United Zone 7 – friendship and support, talented and mighty
- Create a map of the Zone connecting all the municipalities



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THE MUNICIPAL EXPERTS



**2022 FALL ZONE
MEETING -
AMCTO UPDATE**



Organizational Updates



ACCOMPLISHMENTS

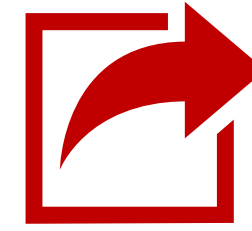
2021 Annual Report:

Presented as part of the 2022 AGM, the completed 2021 Annual Report provides complete details on AMCTO activity

2022-2023 Board of Directors:

AMCTO's new Board term started in June. New members include:

- I. Craig Davidson, Zone 7 Director
- Annette Gilchrist and Kimberley Goyette, Directors-at-Large

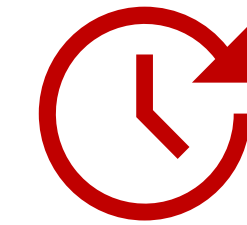


RECENT AND ONGOING WORK

Strategic Plan Implementation –

Develop plan specific actions, as well as measures for Strategic Plan implementation

All board of directors and management committee materials (agenda packages and minutes) available under “Board of Directors” @ amcto.com



LOOKING AHEAD

2023 Budget: Reviewing overall revenue/expenditures in light of economic environment/high inflation



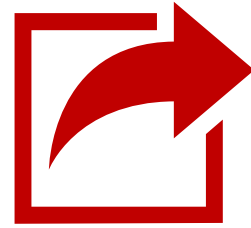
ACCOMPLISHMENTS

New Members (as of August 31)

Since the beginning of September 2021 there has been a total of 265+ new members joining the association.

Membership by the numbers

Full Members.....	1467
New Professional Member.....	179
Associate Members.....	61
Retired Members.....	278
Member in Transition.....	19
Student Members.....	56
Honourary Members.....	10



RECENT AND ONGOING WORK

Mentorship: Total number of mentorship pairings more than **tripled** since 2021 (12 to 40)

New Member Promotion: ½ price membership for new members with education/professional development enrollment.



LOOKING AHEAD

New Member Orientation:

Fall orientation to inform new members on value and volunteer opportunities

Policy and Government Relations Updates



ACCOMPLISHMENTS

AMO Conference Delegations:

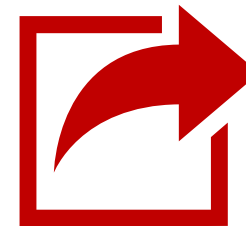
Successful AMO conference delegations with PA Crawford (MOF), Minister Clark (MMAH), and Minister Rasheed (MPDSB)

Bill 3 (Strong Mayor) Advocacy:

Oral and written statements to Standing Committee, presentation to OBCM-MARCO, written correspondence to Minister and Premier

More PD Days on Election Day

Renewed Public Affairs Strategy and Launch of AMCTO Issue Profile



RECENT AND ONGOING WORK

MFIPPA Working Group: Research and analysis including member survey targeting December 2022. Submission targeting June 2023

Death Registration/Marriage Licenses:

Continued collaboration on management system/modernization



LOOKING AHEAD

Ongoing tracking and analysis of legislation, regulations, consultations and opportunities to engage government.

2023 Pre-Budget Submission planning and development

ROMA Conference: Delegations with government and Ministers

Post-election review of the Municipal Elections Act

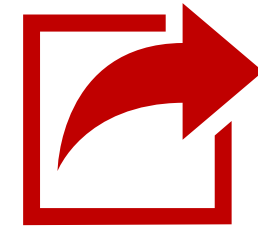
Education Updates



ACCOMPLISHMENTS

Launched updated versions of Municipal Administration Program (MAP) Units 1 and 2 and Municipal Accounting and Finance Program (MAFP) Unit 1 with revised textbooks and assessments

Signed on 40 correspondence program markers for a 2-year term

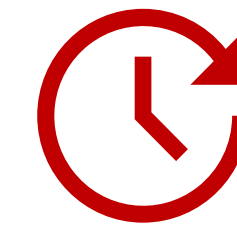


RECENT AND ONGOING WORK

Continuing course updates for MAP and MAFP

Progressive updates to Executive Diploma in Municipal Management

Developing robust resources for **marker training and onboarding**



LOOKING AHEAD

Revised course roll-out for MAP Units 3 and 4 and MAFP Unit 1: Winter 2023

Kicking off revision process for Municipal Law Program (MLP) Units 1 and 4 in November 2022

Planning for 2023 program delivery

Professional Development Updates

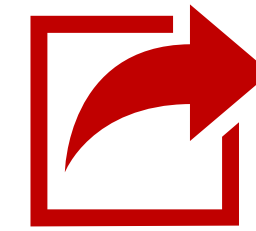


ACCOMPLISHMENTS

2022 Conference success!

Over 520 attendees with an 88% approval rating (experience)

Municipal Elections Training Program



RECENT AND ONGOING WORK

Municipal Forums:

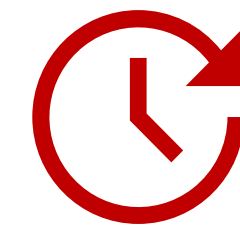
Municipal Leaders Forum – September 29, Municipal Finance Forum – November 17, Municipal Licensing & Law Enforcement Forum – December 1

Workshops and Webinars:

How to Conduct a Successful Council Orientation – Two (2) Session, Municipal Lottery Licensing Refresh & Update – November 3 and November 24, Essential Skills for Developing Customer Service – November 9th

Corporate Training

Council/Staff Relations – in-person and virtual



LOOKING AHEAD

2023 Conference planning

NEW Municipal Mental Health Forum in 2023

In cooperation with OMHRA

WELCOME BACK

Together



Follow us on Social Media



AMCTO Facebook Page



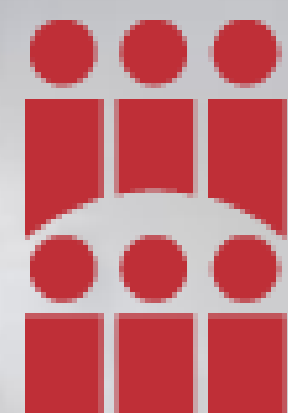
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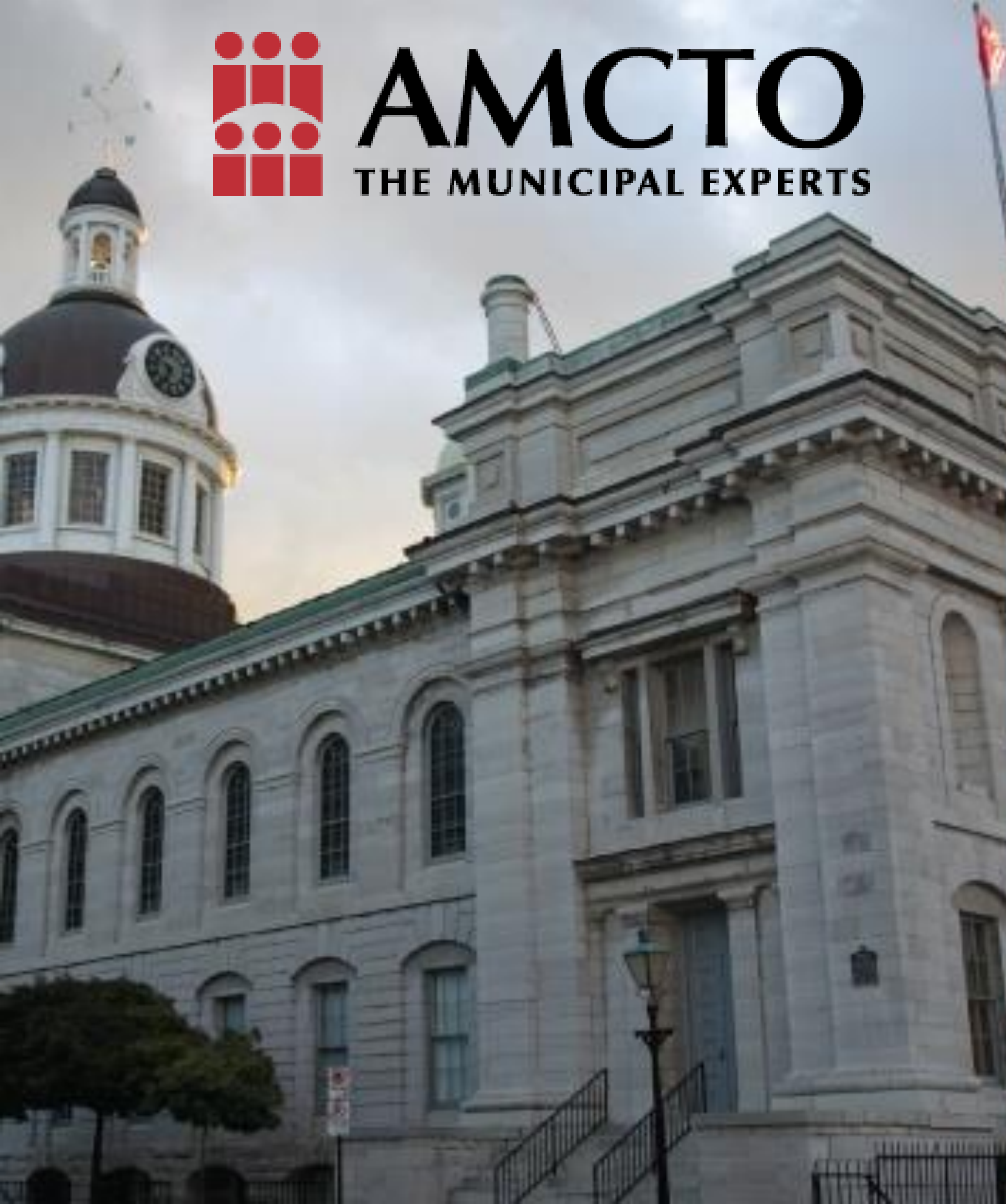
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THANK YOU!
QUESTIONS?



Municipal Services Offices Provincial Update

AMCTO Fall Zone Meetings
Zones 7 & 8
November 2022

Important Notice

- Municipalities are responsible for making local decisions, including complying with any applicable statutes or regulations.
- This presentation is for information purposes only and is not a substitute for legal or other professional advice in connection with any particular matter. This presentation deals with complicated issues and concepts in a highly summarized fashion, and key details may not be included. The inclusion of municipal or other local examples in this presentation does not imply an endorsement by the ministry.
- Users should verify the information that has been included from other sources prior to making decisions or acting upon it.

Municipal Building Official Internships

- In response to a request from associations representing municipal building officials in Ontario and City of Toronto's building department, Ontario amended the Building Code in April 2022 to provide an additional way for municipalities to design and administer their own local programs for hiring building official interns.
- Interns will be supervised by a qualified building inspector or Chief Building Official and will have to pass Ministry technical and legal exams before being able to practice independently as building officials.
- Municipal internships support the recruitment and retention of building officials by helping to address current and future labour supply shortages due to anticipated retirements and accelerated construction.
- The ministry will provide more information and supporting material about the new process for municipal building official internships in the coming months.
- Municipalities that need to hire a Chief Building Official or a building inspector can also contact the Ontario Building Officials Association (OBOA) by visiting their website at <https://www.oboa.on.ca/job-bank>, for further information.

Long Standing Service Awards

- The Ministry of Municipal Affairs and Housing's Long Standing Service Awards (LSSA) program recognizes municipal elected officials with 25 or more years of service on a municipal council or councils.
- Municipalities can nominate individuals for this award at any time after the member has reached 25 years of service.
- For more information about how to nominate a council member for this award, please visit the ministry's [Long-Standing Service Recognition Certificate](#) website. Alternatively, you can contact your municipal advisor.

Upcoming Election Activities

Date	Action/Section
October 25, 2022	<ul style="list-style-type: none">• Clerk to declare election results as soon as possible after voting day (MEA, s. 55(4))• Clerk shall make available on a website or in another electronic format:<ul style="list-style-type: none">• the number of votes for each candidate• the number of declined or rejected ballots• the number of affirmative and negative votes on any question on the ballot (MEA, s. 55(4.1))
November 7, 2022	<ul style="list-style-type: none">• First day on which council can implement the results of any question on the ballot (MEA, s. 8.3(1))
November 15, 2022	<ul style="list-style-type: none">• Term of new council begins (MEA, s. 6(1))
November 23, 2022	<ul style="list-style-type: none">• Clerk to prepare a final list of the approved changes to the voters' list and provide it to MPAC (MEA, s. 27(2))
December 31, 2022	<ul style="list-style-type: none">• Campaign periods end (MEA, ss. 88.24(1) and 88.28)

Upcoming Election Activities

Date	Action/Section
January 23, 2023	<p>Last day:</p> <ul style="list-style-type: none"> • for an elected person to disclaim office (MEA, s. 84(1)) • for an elector to commence an application to determine if the election as a whole or the election of any person is valid (MEA, s. 83(2))
February 22, 2023	<ul style="list-style-type: none"> • Ballots shall be destroyed unless an application contesting the election has been filed (MEA, s. 88(2))
March 1, 2023	<ul style="list-style-type: none"> • Clerk to provide notice of filing requirements to candidates and registered third party advertisers (MEA, s. 88.25(9))
March 30, 2023	<ul style="list-style-type: none"> • Last day for candidates and registered third party advertisers to apply to the Superior Court of Justice for an extension to the filing deadline (MEA, s. 88.23(6) and 88.27(3))
March 31, 2023	<ul style="list-style-type: none"> • Candidates and registered third party financial statement and auditors report are due by 2pm (MEA, ss. 88.25 and 88.29) • Clerk to provide notice to any candidates and registered third parties of any defaults in their filings (MEA, ss. 88.23(3) and 88.27(2))

Municipal Election Reminders: Restricted Acts Overview

Municipal Act, 2001, Section 275

- Acts can be restricted during two separate time periods:
 1. After nomination day
 2. After voting day
- Examples of the three quarter ($\frac{3}{4}$) rule :
 - 5 members of council – $\frac{3}{4}$ is 4
 - 7 members of council – $\frac{3}{4}$ is 6
 - 9 members of council – $\frac{3}{4}$ is 7

Declaration of Office

- The *Municipal Act, 2001* and the *City of Toronto Act* stipulate that a person shall not take a seat on council until the person takes the declaration of office in the English or French version of the form established by the Minister for that purpose.
- Updated declaration of office forms can be found on the ministry's website:

[Declaration of Office Forms – English](#)

[Declaration of Office Forms – French](#)

Municipal Election Resources

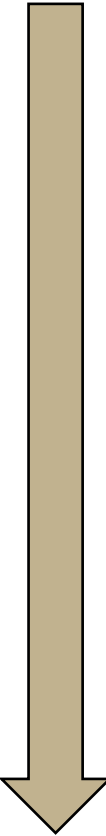
[Elections Guides](#)

[Election Forms](#)

[Municipal Elections Act](#)

[Municipal Act, 2001](#)

Asset Management Regulation Requirements



Strategic Asset Management Policy (By July 1, 2019)

Requires municipalities to outline commitments to best practices and continuous improvement.

Asset Management Plan: Phase 2 (By July 1, 2022)

For core assets (water, wastewater and stormwater assets, roads, bridges and culverts):

- Inventory of assets
- Current levels of service measured by standard metrics
- Costs to maintain levels of service

Asset Management Plan: Phase 3 (By July 1, 2024)

Builds on the Phase 2 plan to include all municipal assets, including current levels of service and costs to maintain these levels.

Asset Management Plan: Phase 4 (By July 1, 2025)

Builds on Phase 3 where plans shift to:

- Proposed levels of service
- Lifecycle management and financial strategy for all assets

Financial Information Return (FIR) Template Update

- The FIR Template is the province's primary tool dedicated to the collection of municipal financial information
- MMAH and other ministries are major users of this information for policy development, evaluation, and monitoring purposes. FIR data is also used by academics, consultants, and municipal associations, among other stakeholders, for research and advocacy.
- The FIR template is undergoing an update to maintain its alignment with evolving Public Sector Accounting Board standards, provincial legislation, municipal service delivery, and information needs.

Preliminary Project Timeline (subject to change)



Evolving Public Sector Accounting Standards (PSAB)

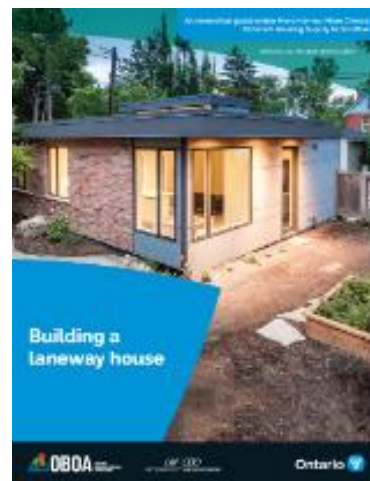
- The following PSAS changes are in effect for fiscal years beginning on or after April 1, 2022, **effective January 1, 2023, for municipalities**, although earlier adoption is permitted.

Category	Key Changes Introduced	Standard (s)
Financial Instruments Standards	<ul style="list-style-type: none">Shift to fair value measurement of financial instrumentsAccounting for embedded derivativesDeferral and amortization of foreign exchange gain/loss no longer permitted;New financial statement called "Remeasurement Gains and Losses"	<ul style="list-style-type: none">PS 3450 Financial Instruments (new)PS 1201 Financial Statement Presentation (replaces PS 1200)PS 2601 Foreign Currency Translation (replaces PS 2600)PS 3041 Portfolio Investments (replaces PS 3030 Temporary Investments and PS 3040 Portfolio Investments)
Asset Retirement Obligation Standard	<ul style="list-style-type: none">Requirement to report asset retirement obligations in municipal financial statements	<ul style="list-style-type: none">PS 3280 Asset Retirement Obligation (new Standard, Standard PS 3270 Solid Waste Landfill Closure & Post Closure Liability withdrawn)

- Consider reaching out to a municipal association or your municipal auditor for more information.

Housing Innovation Guides

- The province is supporting homeowners, property owners and landlords to navigate financing options, and complex design and building processes to increase housing supply and affordability.
- All guides are now available on the ministry's website:
<https://www.ontario.ca/page/housing-innovation>



Other Updates

- In addition to the *Municipal Act* and the *Planning Act*, there are numerous pieces of legislation that deal with municipal activities within Ontario.
- For information on current provincial funding programs and to find out if your municipality is eligible, please access Transfer Payment Ontario (TPON).
 - <https://www.app.grants.gov.on.ca/gr/tpcr>

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