



ZONE 8 SPRING MEETING (Hybrid)

Wednesday, November 2, 2022

Teams Meeting (virtual)

AGENDA

9:00 a.m.	<i>Welcome!</i>
9:01 a.m.	AMCTO Board Update Presentation
9:45 a.m.	MMAH Local Government Update
10:30 a.m.	<i>Networking Break – Open Chat</i> <i>Time to refill your coffee cup and grab a snack!</i>
11:00 a.m.	Zone 8 Business Meeting
11:45 a.m.	Wrap Up and Open Discussion with the membership

To sign up and receive the link for the virtual meeting, please send your email address to: chantal.guillemette@Kapusksing.ca

**Zone 8 Executive
2022-2023**

Representative to the Board

Amy Vickery-Menard, CMO
Township of Armstrong

Chair

Chantal Guillemette, AOMC
Town of Kapuskasing

Past Chair

Veronique Dion, CMO
Town of Smooth Rock Falls

Vice Chair

Chris Wray
Township of Black River-Matheson

**Training & Education Point
of Contact**

Chantal Guillemette, AOMC
Town of Kapuskasing

Secretary-Treasurer

Keshia Horbul
City of Timmins

Zone Directors

Cassandra Child,
Township of Black River-Matheson
Malorie Robinson,
Town of Englehart
Nathalie Vachon,
Township of Fauquier-Strickland
Crystal Labbe,
Township of Larder Lake

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

AGENDA

ZONE 8 BUSINESS MEETING – FALL

Wednesday, November 2, 2022

via TEAMS Meeting

1. **Adoption of the Minutes of the Spring Zone Meeting held on May 19, 2022**
2. **Acceptance and Approval of Financial Report (September 30, 2022)**
3. **Zone 8 Membership Status Report and Member Recognition**
 - Membership Matters: New Members and Accreditations
 - AMCTO Membership Update
 - Zone 8 membership renewals forthcoming for 2023
4. **Report by Zone 8 Member to the AMCTO Board of Directors (Amy Vickery-Menard)**
5. **General Discussion and Matters**
 - Future training and workshops
 - Elections 2022 (the good, the bad and the ugly)
 - Any Good News Stories to share?
7. **Adjournment**



ASSOCIATION OF MUNICIPAL CLERKS AND TREASURER OF ONTARIO, ZONE 8

VIA TEAMS HYBRID

May 19, 2022

Welcome by Chantal Guillemette, AMCTO Zone 8 Chair

AMCTO Presentation:

Sandi MacDonald, AMCTO President and Elana Arthurs, AMCTO Vice President provided an update:

- Annual conference
- Legislative and Policy Updates
- Membership Updates
- 2022-2026 Strategic Plan Discussion (Values, Principles, Vision and Mission)

Jacquelyn Folville, AMCTO Manager, Communications and Marketing

- Accomplishment
- Recent and ongoing work
- Looking ahead

Elections Ontario Presentation

Ximena Morris, Manager Stakeholder Relations (Elections Ontario), Jason Hagan, Regional Manager, Municipal and Stakeholder Relations (MPAC) and Shannon Long, Account Manager, Municipal and Stakeholder Relations (MPAC) provided updates regarding permanent register of electors, the PLE, voter lookup, enumeration update as well as toolkits and materials from MPAC.

MMAH Presentation – Local Government Update: Lise Roy, Municipal Advisor provided an update:

- Municipal Elections Reminders
- Upcoming Election Activities
- Election Resources
- Ontario Municipal Partnership Fund
- Ontario Community Infrastructure Fund
- Asset Management Regulation Requirement

How to Motivate Yourself to Stay Positive, Energized and Focused

Michael Lewis provided ways to motivate yourself to stay positive, energized and focused.

AMCTO Zone 8 Meeting – Thursday, May 19, 2022

Attendance (in-person): Alice Mercier Lisa Greer
Amy Vickery-Menard Lise Roy
Barbara Knauth Natalie Vachon
Cassandra Child Vanessa Vachon
Chris Wray Veronique Dion
Jimmy Cote
Keshia Horbul
Linda McLean

Attendance (virtual): Brigitte Gravel Jennifer Montreuil
Chantal Guillemette Karine Pelletier
Crystal Labbe Kelly Conlin
Dan Charlton Logan Belanger
Dianne Quinn Malorie Robinson
Guylaine Coulombe Melanie Fortier
Hailey Clarke Teri-Lyn Jibb
Jamie Allen Virginia Montminy
Janine Lecours

Call to Order

The meeting was called to order at 11:14 am.

1. **Adoption of the Minutes of the Fall Zone 8 Meeting held May 19, 2022**

Moved by: Cassandra Child

Seconded by: Amy Vickery-Menard

THAT the minutes of the Fall Zone 8 Meeting via Zoom platform on May 13, 2022 be adopted as amended.

CARRIED.

2. **Acceptance and Approval of Financial Report (November 1, 2021)**

Moved by: Veronique Dion

Seconded by: Chris Way

THAT the Financial Report for AMCTO, Zone 8 dated November 1, 2021 be accepted and approved.

CARRIED.

3. **Zone 8 Membership Status and Recognition**

Chantal provided an update to the members regarding new members and accreditations with AMCTO and that we did see an increase in our zone. Chantal advised that Manon Higgins is no longer the Secretary-Treasurer and that Keshia Horbul was appointed as Interim Secretary-Treasurer. There was a discussion regarding Zone 8 membership fees.

Moved by: Amy Vickery-Menard

Seconded by: Alice Mercier

THAT AMCTO Zone 8 send out registration forms to allow the zone to keep an updated list of its members and their contact information and that the 2022 membership fee be waived.

CARRIED.

4. **Report by Zone Representative to the AMCTO Board of Directors**

Amy discussed the strategic plan, AMCTO Connect which is the new platform for online courses and where you can find Election resources. Amy mentioned that AMCTO is going to be advertising a promotion to increase its membership. Individuals that are not members of AMCTO that sign up for Fall 2022 courses/forum will have the opportunity to sign up for a membership with a 50% discount. Amy advised that AMCTO is in a good healthy position. There was discussion on employment in the municipal sector and how to attract individuals.

5. **Election of Zone 8 Executive**

Chairperson:

Moved by: Chris Way

Seconded by: Natalie Vachon

THAT Chantal Guillemette be appointed as Chair for the May 2022 to May 2023 term.

CARRIED.

Vice-Chairperson:

Moved by: Chantal Guillemette

Seconded by: Veronique Dion

THAT Chris Way be appointed as Vice Chair for the May 2022 to May 2023 term.

CARRIED.

Secretary/Treasurer:

Moved by: Chantal Guillemette

Seconded by: Chris Way

THAT Keshia Horbul be appointed as Secretary/Treasurer for the May 2022 to May 2023 term.

CARRIED.

Zone Directors:

Moved by: Chantal Guillemette

Seconded by: Alice Mercier

THAT Cassandra Child be appointed as Zone Director for the May 2022 to May 2023 term.

CARRIED.

Moved by: Linda McLean

Seconded by: Chris Way

THAT Malorie Robinson be appointed as Zone Director for the May 2022 to May 2023 term.

CARRIED.

Moved by: Jimmy Cote

Seconded by: Veronique Dion

THAT Natalie Vachon be appointed as Zone Director for the May 2022 to May 2023 term.

CARRIED.

Moved by: Veronique Dion

Seconded by: Alice Mercier

THAT Crystal Labbe be appointed as Zone Director for the May 2022 to May 2023 term.

CARRIED.

6. **General Discussion and Matters that members wish to bring forward**

Chantal discussed training and workshops. A draw for a \$100 gas card was drawn for those that participated in the meeting. The next zone 8 meeting date has been selected.

Moved by: Amy Vickery-Menard

Seconded by: Chris Way

THAT the next Zone 8 meeting be September 29, 2022 in Kirkland Lake.

CARRIED.

7. **Adjournment**

Moved by: Amy Vickery-Menard

Seconded by: Natalie Vachon

THAT this meeting be hereby adjourned at 12:15 p.m.

CARRIED.

Chantal Guillemette,
AMCTO Zone 8 Chair

Keshia Horbul
AMCTO Zone 8 Secretary-Treasurer

Zone 8 2022 Annual Financial Report to the Board

Balance January 1, 2022 **\$15,051.96**

RECEIPTS:

**Zone 8 Executive
2022-2023**

Representative to the Board
Amy Vickery-Menard, CMO

Chair
Chantal Guillemette, AOM

Past Chair
Veronique Dion, CMO

Vice Chair
Chris Way

**Training & Education Point
of Contact**
Chantal Guillemette, AOM

Secretary-Treasurer
Keshia Hobul

Zone Directors
Cassandra Child
Crystal Labbe
Malorie Robinson
Natalie Vachon

For detailed zone
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Zone fees	None	
Registration Spring Conference & Workshop	None	
Registration Fall Conference & Workshop	None	
Donations:		
Spring Conference:		
Realtax Inc.	\$350.00	
Fall Conference (No Fall Conference)		
Outstanding Revenues		
Misc.: Credit memo on account		
– reactivate dormant account	\$ 0.01	
Misc.: Balance fee waiver	\$16.00	

TOTAL RECEIPTS: **\$366.01**

EXPENDITURES:

Annual donation to AMCTO Conference	\$1,000.00	
Bank charges	\$66.5	
Gift Card for Zone Meeting Participation	\$100.00	
Fall Zone Meeting – How to Motivate Webinar	\$282.50	
Fall Zone Meeting – Food	\$536.52	
Misc.: Payment – Corporate Search	\$11.30	

TOTAL EXPENDITURES: **\$1,996.82**

Balance September 30, 2022 **\$13,421.15**

INVESTMENTS:

C.I.B.C Long Term Guaranteed Investment Certificates (GIC) - 00213
 Issue Date: Oct 4, 2021
 Term, 2 years, 1 day
 Interest Rate 0.70%
 Maturity Date Oct 5, 2023 – *Maturity instruction: Renew* \$3,336.27

C.I.B.C Long Term Guaranteed Investment Certificates (GIC) – 00221
 Issue Date: Nov 1, 2021
 Term, 2 years, 1 day
 Interest Rate 0.70%
 Maturity Date Nov 2, 2023 – *Maturity instruction: Renew* \$2,111.54

Total Investments **\$5,447.81**

The surplus will continue to be used to offset the costs associated with holding spring and fall meetings and for educational opportunities for members of Zone 8.

On behalf of the Zone 8 Executive:
 Chantal Guillemette, Chair, AMCTO Zone 8
 Keshia Horbul, Secretary-Treasurer AMCTO Zone 8

