



AMCTO

THE MUNICIPAL EXPERTS

2020
ANNUAL REPORT

**ASSOCIATION OF MUNICIPAL MANAGERS,
CLERKS AND TREASURERS OF ONTARIO**

INTRODUCTION

It is with great pleasure that AMCTO presents the 2020 Annual Report, which highlights the activities undertaken by the Association throughout 2020 for the benefit of our members and customers.

It goes without saying that 2020 was a year of significant challenges for the Association specifically, and for the municipal sector as a whole. As an Association, staff had to pivot quickly to ensure the evolving needs of members and customers were met while keeping the Association stable and strong for the future. To add further complexity, the pandemic occurred while AMCTO was in the midst of implementing its Organizational Review. AMCTO is proud to say that despite all of the challenges presented in 2020, the Association, with many new faces around the table, was able to continue to successfully support the goals and priorities of members while keeping its financial house in order.

While so many members have taken on leadership roles within their municipalities to continue to deliver service throughout 2020, we are particularly proud of the role AMCTO members played in our collective efforts to work with the Ministry of Municipal Affairs and Housing on legislative changes to allow online council meetings to occur. This allowed for operations to continue across many communities and helped to support our larger advocacy efforts in calling for the modernization of municipal government processes and procedures. The ability for us to work together as an Association to bring about real change for our communities is what AMCTO is all about.

Throughout the COVID-19 pandemic, the demand for AMCTO programs and services remained high. Working with our instructors, AMCTO was able to smoothly transition its education and professional development programs to be delivered virtually. This allowed for increased access of our programs to members and customers – especially for those in areas where in-person attendance would not always have been possible due to the need for travel and associated costs.

AMCTO recognizes the vital role volunteers have played in our 2020 success. Despite both the professional and personal stress the pandemic placed on many AMCTO members, their commitment to the Association never wavered. The Association is grateful to the many individuals who volunteered their time and expertise throughout 2020 including those who are highlighted in the Volunteer Section of this Annual Report.

2021 presents a true year of change for the Association. The Association will be bringing on new leadership throughout the organization to ensure that we are well positioned to address the Mission, Vision and Goals set out by our membership – our most important asset. Every step the Association takes is to ensure that the support we provide for our 2,100+ is better today than it was yesterday.

BOARD OF DIRECTORS

Throughout 2020, the AMCTO Board of Directors provided strategic advice and direction on a number of matters focused on meeting the needs of the Association and municipal professionals across the province.

Through a series of eight Board meetings held during the year, the Board achieved the following key accomplishments:

- Maintained fiscal sustainability through the delivery of a small deficit 2020 Budget despite significant revenue loss due to the cancellation of the 2020 conference;
- Guided implementation of the initial stages of the Organizational Review and subsequent restructure, including the hiring and onboarding of a new Executive Director; and
- Steered and supported the movement of AMCTO education and professional development programs to be delivered within a virtual environment.

2020 had no shortage of challenges for the AMCTO Board. The Board is pleased that they were able to meet those challenges directly and guide the Association in a way that will prepare it for a post-pandemic environment. The year 2021 brings new opportunities to evolve as an Association and to find new and exciting ways to deliver high-quality municipal training and professional development.

LEGISLATIVE & POLICY ADVISORY COMMITTEE

The Legislative and Policy Advisory Committee has the following mandate: *“to assist the Association in developing and maintaining a close liaison with all levels of government through the identification and evaluation of key legislative and regulatory issues affecting the responsibilities of Association members.”*

An Unprecedented Legislative and Advocacy Year

This past year was unprecedented with the COVID-19 pandemic taking priority and resulting in the Government’s legislative agenda to be mostly put on pause. Financially, there has been a toll on Provincial coffers as well. As we enter into the final phase of this Government’s mandate and look ahead to the June 2022 Provincial election, we are seeing signs of a resurgence of its priorities and legislative agenda.

For municipalities and their staff who have been on the front lines of the pandemic, dealing with uncertain fiscal realities has been top of mind. Increased costs from public health services, managing long-term care homes, and lost revenues from property tax deferrals and reduction of services, has created many financial and budgetary challenges. At the same time, the sector has been challenged to lead enforcement efforts of Provincial orders to ensure physical distancing and the closure of public spaces and local public health units have led the way in managing the pandemic locally.

Through all of this, AMCTO advocacy priorities have moved forward with significant success:

- **Voter’s List:** After 16 years of advocacy efforts, legislation was passed giving Elections Ontario responsibility for maintaining a single register of electors for provincial and municipal elections as of January 1st, 2024.
- **MEA Submission:** A key recommendation made by AMCTO to provide municipal clerks with the authority to allow for the electronic submission of forms was acted upon by the Government.

- **Nomination Day:** As a result of AMCTO's advocacy efforts this date was successfully changed from September to August.
- **Marriage Licences:** AMCTO collaborated with the Ontario Registrar General and Service Ontario to develop an interim solution to operational challenges of marriage license issuance during a pandemic, while continuing to advocate for a long-term electronic solution.
- **Asset Management Plans:** As called for in AMCTO's pre-budget submissions, regulatory deadlines were extended by one year.

2020-2021 Committee Highlights

- Engaged in the strategic positioning and preparation for the AMO Conference;
- Advised on the development of the Fall 2020 and the Spring 2021 Pre-Budget Submissions;
 - LPAC Chair participated in the GTA Budget Consultation led by Parliamentary Assistant Stan Cho.
- Provided input in the development of the submission to the Information and Privacy Commissioner's Consultation on the Office's five-year strategic priorities;
- Supported the development of the 2020 MEA submission with technical amendments, supported by the MEA Working Group;
- Discussed issues around municipal staff harassment and issues related to the administration and operationalization of municipal council codes of conduct to inform a forthcoming submission to the Provincial consultation on Strengthening Codes of Conduct;
- Advised on AMCTO's 2022 Provincial Election Priorities;
- Supported the work of Alexander Essex, Nicole Goodman and their team on the development of voluntary standards for online voting in partnership with the CIO Standards Council;

- Supported the development and release of:
 - A second edition of the AMCTO Electronic Meetings Guide;
 - The AMCTO Proxy Voting Guide – a detailed document for considering the implementation of proxy voting for members of Council; and
 - The AMCTO 2021-2023 Municipal Elections Calendar.
- Launched a new MFIPPA Working Group to develop tools and resources to support members and continue advocacy efforts for legislative reform.

The Committee continues to serve the Association as a resource through its collective expertise and input. This work enables the Association to have a meaningful vehicle for legislative and policy discussions while developing a process for putting forth recommendations to the Board of Directors.

Overall, 2020-2021 has been a busy and successful year for AMCTO's policy and advocacy work. The LPAC has been instrumental in providing advice and support to AMCTO staff, leveraging their expertise and experiences throughout the term to ensure AMCTO continues to move advocacy priorities forward and be a leading and influential voice for municipal professionals.

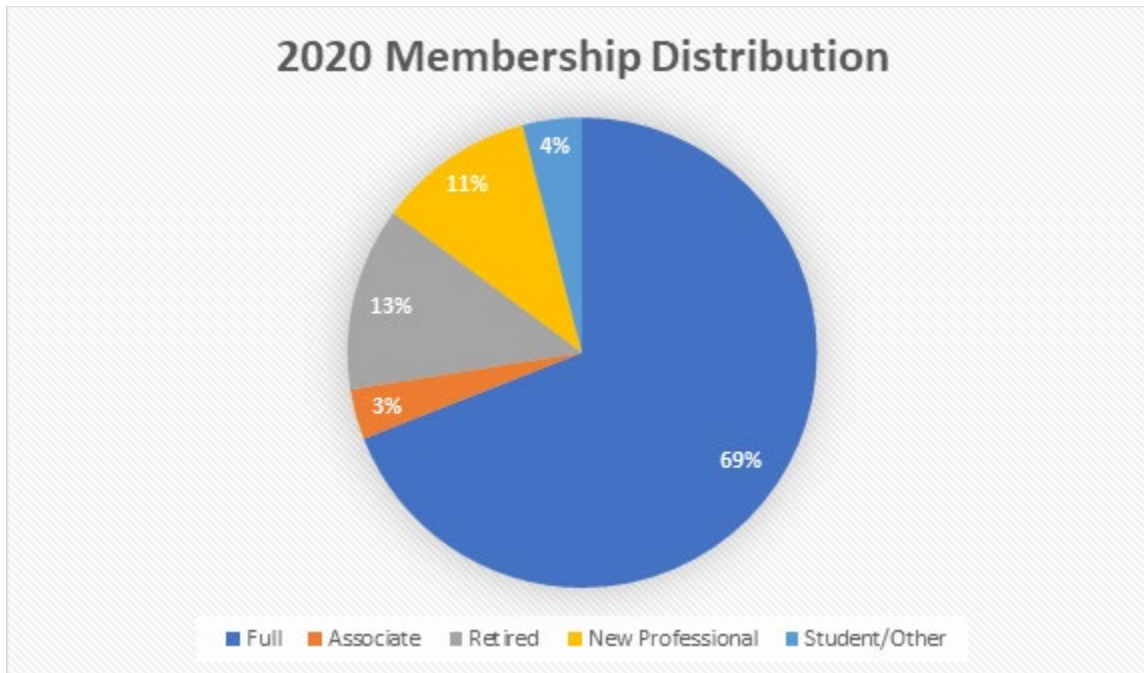
MEMBERSHIP

2020 totals included:

Full Members	1380
Associate	69
Retired	253
New Professional	215
Members in Transition	31
Honourary	9
Student	42

TOTAL 1996

There were 174 new members added in 2020 while overall membership decreased by 111 members over 2019 figures.



2020

NEW ACCREDITATIONS

September 1, 2019 to August 31, 2020

**Certified Municipal Officers
and
Accredited Municipal Professionals
and
Accredited Ontario Municipal Clerks**

AMP ACCREDITATIONS

ZONE 1

Allison Adams
Community Services Clerk
Township of Malahide

ZONE 2

Laura F. Aston
Accounting/Payroll Administrator
Township of Mapleton

Cayla R. Reimer
Committee Coordinator, Clerks
Department
Township of Clearview

Tara Warder
Deputy Clerk / Legislative Coordinator
County of Grey

ZONE 3

Tim J. Brubacher, AMP
Council/Committee Support Specialist
Regional Municipality of Waterloo

Ashlea A. Carter
Secretary Treasurer, Committee of
Adjustment
Town of Niagara-on-the-Lake

Laura J. Pickersgill
Legislative Services Coordinator
Town of Tillsonburg

Greta Susa, AMP
Law Clerk, Town of Milton

ZONE 4

Alana Del Greco
Advisor, Policy Strategic Development,
Office of The CAO
City of Brampton

Evan M. Read
Manager, Elections and Special Projects
City of Vaughan

Christine Vigneault, Dipl.M.A.
Manager, Development Services &
Secretary Treasurer To CofA
City of Vaughan

ZONE 5

Nicole Bulgin
Utility/Tax Clerk, Municipality of Trent Hills

ZONE 6

Ashley Sloan
Clerk's Assistant, Township of South
Stormont

CMO ACCREDITATIONS

ZONE 1

James F. Jenkins, CMO
Deputy Clerk

ZONE 2

Jamie M. Eckenswiller
Deputy Clerk, City of Owen Sound

Joanne Hyde, AMP, AOMC, Dipl.M.A.
Clerk, Township of Southgate

**Certified Municipal Officers
and
Accredited Municipal Professionals
and
Accredited Ontario Municipal Clerks**

Carla Preston, Dipl.M.A., CMO
Clerk, Municipality of West Perth

ZONE 3

Jeff Bunn
Manager, Council and Committee
Services/Deputy City Clerk, City of
Kitchener

Nina Lecic, Dipl.M.A.
Manager, Legislative & Legal
Services/Deputy Clerk
Town of Milton

Valerie A. Petryniak, AMP
Deputy Clerk - Administration & Special
Projects
Town of Halton Hills

Jeff R. VanRybroeck, Dipl.M.A., CMO
Fire Chief/CEMC, Township of South-West
Oxford

ZONE 5

Thomas C. Thayer, Dipl.M.A., CMO
Manager of Legislative Services/Deputy
Clerk
Municipality of Trent Hills

ZONE 6

Tina Benoit
POA Services Coordinator
United Counties of Leeds & Grenville

AOMC ACCREDITATIONS

ZONE 1

Paul J. Shipway, CMO
Chief Administrative Officer/Clerk
Municipality of Bayham

ZONE 2

Renée L. Ainsworth
Clerk, Township of Springwater

Heather Morrison
Clerk, County of Grey

Michelle Smibert, CMO
Clerk, Township of Mulmur

ZONE 3

Meaghen Reid, CMO, AOMC
Director, Legislative & Legal
Services/Deputy Clerk
Town of Milton

ZONE 5

Elana M. Arthurs, CMO, AOMC
Clerk, Township of Cavan Monaghan

Typhany Choinard, CMO
CAO/Clerk, Municipality of Centre Hastings

Lois Jackson, CMO
Interim Deputy Clerk/Special Projects/HR
Coordinator
Township of Alnwick/Haldimand

ZONE 6

Jannette Amini, CMO, Dipl.M.M.
Manager of Legislative Services/Clerk
County of Frontenac

**Certified Municipal Officers
and
Accredited Municipal Professionals
and
Accredited Ontario Municipal Clerks**

Sandra Barr, Dipl.M.M.
Deputy CAO/Deputy Clerk/Deputy
Treasurer
Township of Bonnechere Valley

Kimberley Casselman
Director of Administration/Clerk
Town of Prescott

Jennifer Charkavi, Dipl.M.A.
Deputy Clerk, Town of Renfrew

Hope Dillabough, Dipl.M.A.
CAO/Clerk, Township of Horton

Annette C. Gilchrist, CMO, Dipl.M.M.
CAO/Clerk/Treasure, Township of
Bonnechere Valley

Suzanne Klatt, CMO, Dipl.M.A.
CAO/Clerk Township of Madawaska Valley

Lindsey A. Lee
CAO/Clerk, Township of McNab/Braeside

Sandra M. MacDonald, CMO, AMCT
City Clerk, City of Brockville

Carmen Miller, Dipl.M.A.
Clerk, Township of Whitewater Region

Susan Sheridan, CMO
CAO Clerk-Treasurer
Township of Killaloe Hagarty And Richards

ZONE 9
Gabrielle Lecuyer
Clerk, Municipality of Greenstone

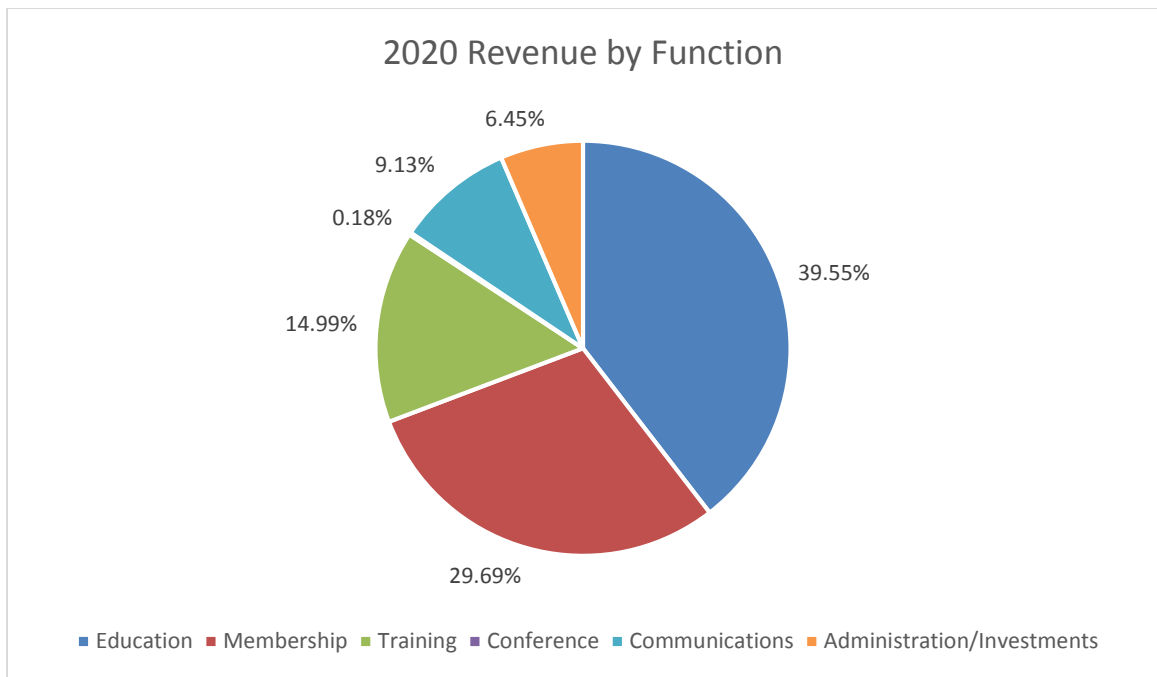
Heather Pihulak, CMO
Manager of Legislative Services/City Clerk
City of Kenora

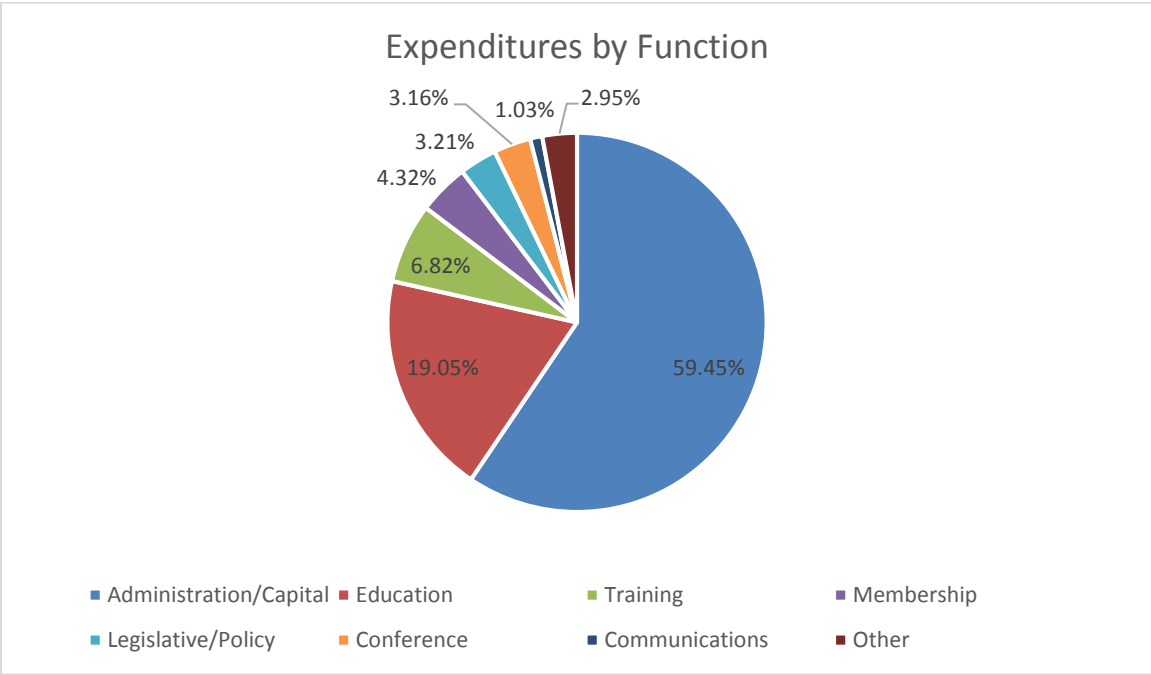
Elizabeth (Lisa) A. Slomke
Town Clerk, Town of Fort Frances

FINANCE

- 2020 revenues from all sources totaled \$2,186,140;
 - This represents a decrease of \$974,570 or approximately 30.8% as compared to 2019 totals.
- Expenditures also decreased in 2020 to a total of \$2,224,803 – approximately 29% or \$908,016 relative to the 2019 expenditures;

The attached charts show the distribution of revenues and expenditures among the various functions in which AMCTO is involved.





2020

AUDITED FINANCIAL

STATEMENTS

**Association of Municipal Managers, Clerks
and Treasurers of Ontario**
Financial Statements
For the year ended December 31, 2020

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Independent Auditor's Report

To the Members of the Association of Municipal Managers, Clerks and Treasurers of Ontario

Opinion

We have audited the financial statements of the Association of Municipal Managers, Clerks and Treasurers of Ontario (the "Association"), which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2020, and its operating results and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
May 7, 2021

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Financial Position**

December 31	2020	2019
Assets		
Current assets		
Cash	\$ 371,370	\$ 285,063
Accounts receivable	37,494	52,308
Prepaid expenses	164,429	203,067
	573,293	540,438
Long-term investments (Note 2)	1,579,714	1,662,331
Capital and intangible assets (Note 3)	58,486	96,809
	\$ 2,211,493	\$ 2,299,578

Liabilities and Net Assets

Current liabilities		
Accounts payable and accrued liabilities (Note 4)	\$ 228,085	\$ 391,671
Deferred revenue	459,201	360,456
	687,286	752,127
Deferred lease inducements (Note 5)	-	14,581
CEBA Loan (Note 8)	30,000	-
	717,286	766,708
Net assets		
Invested in capital and intangible assets	58,486	96,809
Internally restricted funds		
Education and innovations	247,207	247,207
Strategic initiatives	151,795	151,795
Government relations	80,201	80,201
Operations	876,408	876,408
Unrestricted	80,110	80,450
	1,494,207	1,532,870
	\$ 2,211,493	\$ 2,299,578

On behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Operations**

For the year ended December 31	2020	2019
Revenue		
Education	\$ 864,643	\$ 1,059,054
Membership fees	649,017	673,162
Training	327,679	603,821
Express broadcast service	159,038	252,720
Investment income (Note 2)	131,102	110,834
Publications	40,661	52,538
Annual meeting	4,000	408,581
Other income (Note 8)	10,000	-
	2,186,140	3,160,710
Expenses		
Head office operations	880,674	970,255
Education	423,838	509,908
Office administration	386,801	499,099
Training	151,825	336,171
Membership	96,143	131,195
Legislative review and research	71,490	154,085
Annual meeting	70,301	367,852
Other	65,540	72,941
Amortization of capital and intangible assets	55,187	69,411
Publications	18,601	17,683
Express broadcast service	4,403	4,219
	2,224,803	3,132,819
Excess (deficiency) of revenue over expenses before undernoted item	(38,663)	27,891
One-time HR settlements	-	163,524
Deficiency of revenue over expenses	\$ (38,663)	\$ (135,633)

The accompanying notes are an integral part of these financial statements.

Association of Municipal Managers, Clerks and Treasurers of Ontario
Statement of Changes in Net Assets

For the year ended December 31

							2020	2019
	Invested in capital and intangible assets	Education and innovations fund	Strategic initiatives fund	Government relations fund	Operations fund	Unrestricted	Total	Total
Net assets, beginning of year	\$ 96,809	\$ 247,207	\$ 151,795	\$ 80,201	\$ 876,408	\$ 80,450	\$ 1,532,870	\$ 1,668,503
Deficiency of revenue over expenses	-	-	-	-	-	(38,663)	(38,663)	(135,633)
Purchase of capital and intangible assets	16,864	-	-	-	-	(16,864)	-	-
Amortization of capital and intangible assets	(55,187)	-	-	-	-	55,187	-	-
Net assets, end of year	\$ 58,486	\$ 247,207	\$ 151,795	\$ 80,201	\$ 876,408	\$ 80,110	\$ 1,494,207	\$ 1,532,870

The accompanying notes are an integral part of these financial statements.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Statement of Cash Flows**

For the year ended December 31	2020	2019
Cash provided by (used in)		
Operations		
Deficiency of revenue over expenses	\$ (38,663)	\$ (135,633)
Adjustments to reconcile deficiency of revenue over expenses for the year to cash from operations		
Amortization of deferred lease inducement	(14,581)	(14,581)
Amortization of capital and intangible assets	55,187	69,411
Unrealized gain on long-term investments	(55,184)	(41,096)
	(53,241)	(121,899)
Changes in non-cash working capital balances		
Accounts receivable	14,814	35,290
Prepaid expenses	38,638	(545)
Accounts payable and accrued liabilities	(163,586)	99,910
Deferred revenue	98,745	(82,285)
	(64,630)	(69,529)
Investing activities		
Acquisition of capital and intangible assets	(16,864)	(49,439)
Net change in long-term investments	137,801	195,467
	120,937	146,028
Financing activity		
Proceeds from CEBA loan, net of amounts forgiven	30,000	-
	86,307	76,499
Increase in cash during the year	86,307	76,499
Cash, beginning of year	285,063	208,564
Cash, end of year	\$ 371,370	\$ 285,063

The accompanying notes are an integral part of these financial statements.

Association of Municipal Managers, Clerks and Treasurers of Ontario

Notes to Financial Statements

December 31, 2020

1. Nature of Operations and Summary of Significant Accounting Policies

Nature of Organization

The Association of Municipal Managers, Clerks and Treasurers of Ontario (the "Association") is a not-for-profit organization providing education, accreditation, leadership, and management expertise for Ontario municipal sector. The Association is exempt from income taxes provided certain requirements of the Income Tax Act (Canada) are met.

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue Recognition

The Association follows the deferral method of accounting.

Membership fees are recognized as revenue in the fiscal year to which they relate as the related services are provided by the Association. Fees for education, training, annual meeting, express broadcast service and publications are not considered earned upon receipt and are recorded as deferred revenue until the service is provided.

Investment income on the long-term investments is recorded to the Unrestricted fund when earned.

Government assistance received are recorded as revenue in the year in which the related expenses are incurred.

Capital and Intangible Assets

Capital and intangible assets are recorded at their cost less accumulated amortization. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer equipment	-	25%
Furniture and fixtures	-	10%
Leasehold improvements	-	straight-line basis over the term of the lease
Website development costs	-	25%

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2020

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Deferred Lease Inducement

The Association has a deferred lease inducement related to the reimbursement by the lessor of certain expenditures for leasehold improvements and are being amortized over the term of the lease.

Internally Restricted Funds

Internally restricted funds have been designated by the Directors for the following purposes:

- (a) Education and innovations fund - To provide for the development of new education and training materials or other program innovations;

- (b) Strategic initiatives fund - To provide funding to offset budgetary impact of initiatives or studies undertaken by the Association to advance the attainment of strategic goals set out by the board-approved strategic plan;

- (c) Government relations fund - To provide funding for the acquisition of external government relations consulting assistance for specific issues of major importance to the Association's membership; and

- (d) Operations fund - To provide for future operating contingencies.

Allocations to (from) each of these internally restricted funds are determined as part of the annual budget process with further determinations made following review of the annual financial results.

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount of capital and intangible assets, fair value of investments, and accrued liabilities. Actual results could differ from those estimates.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2020

1. Nature of Operations and Summary of Significant Accounting Policies (continued)

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, except for long-term investments, which are subsequently measured at fair value. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired.

Transaction costs incurred on the acquisition, sale or issue of financial instruments are expensed for those items re-measured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

2. Long-term Investments

	2020		2019	
	Fair Value	Cost	Fair Value	Cost
Money market	\$ 31,809	\$ 31,809	\$ 50,008	\$ 50,008
Fixed income	1,547,905	1,488,303	1,612,323	1,607,905
	\$ 1,579,714	\$ 1,520,112	\$ 1,662,331	\$ 1,657,913

Included in investment income is \$75,918 of interest income (2019 - \$69,738) and unrealized gains of \$55,184 (2019 - unrealized gain of \$41,096). Fixed income is comprised of investments in various fixed income funds.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2020

3. Capital and Intangible Assets

	2020		2019	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Capital Assets				
Computer equipment	\$ 325,681	\$ 291,833	\$ 315,204	\$ 266,607
Furniture and fixtures	127,079	105,725	120,692	93,630
Leasehold improvements	177,755	174,471	177,755	156,605
	630,515	572,029	613,651	516,842
Intangible Asset				
Website development costs	55,439	55,439	55,439	55,439
	\$ 685,954	\$ 627,468	\$ 669,090	\$ 572,281
Net book value		\$ 58,486		\$ 96,809

4. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are government remittances payable of \$62,123 (2019 - \$48,458) which includes amounts payable for payroll related taxes and HST.

5. Deferred Lease Inducement

Deferred lease inducement represents the reimbursement by the lessor of certain expenditures for leasehold improvements made by the Association as inducements to enter into a long-term lease agreement. During fiscal 2020, \$14,581 (2019 - \$14,581), of this inducement has been amortized against rent expense.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2020

6. Financial Instrument Risks

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated investments.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association's main credit risks relate to its accounts receivable and investments. The Association is also exposed to credit risk arising from the majority of its cash being held at one financial institution, in excess of insured limits.

The above risks have not changed from the prior year.

7. Lease Commitments

Minimum annual payments payable under the terms of long-term operating leases for equipment and office space for the next four years are approximately as follows:

2021	\$	107,000
2022		96,000
2023		96,000
2024		56,000
		<hr/>
	\$	355,000

8. CEBA Loan

The Association received the \$40,000 Canada Emergency Business Account ("CEBA") loan to finance qualifying non-deferrable expenses during COVID-19. The loan is non-interest bearing with no scheduled payments until December 31, 2022. If \$30,000 of the loan has been repaid by that date, the remaining \$10,000 will be forgiven. If the \$30,000 in loan payments have not been made by December 31, 2022, the full loan balance will be converted to a 5% interest bearing loan to be repaid in monthly installments over a three year period ending December 31, 2025. The \$10,000 forgivable portion has been recorded as other income in the year. The remaining \$30,000 has been recorded at its fair value at the date the loan was received.

**Association of Municipal Managers,
Clerks and Treasurers of Ontario
Notes to Financial Statements**

December 31, 2020

9. Impact of COVID-19

On March 11, 2020, the World Health Organization declared the outbreak of the novel strain of COVID-19 pandemic resulting in governments worldwide enacting emergency measures to combat the spread of the virus.

In response to the emergency measures and social-distancing guidelines imposed by the government, the Board of Directors approved the cancellation of the 2020 conference and any scheduled 2020 in-person training and education sessions. In-person education and training sessions in 2020 continued in a virtual environment. Similarly, 2021 education and training sessions plus the 2021 conference will be offered in a virtual environment. Included in prepaid expenses are amounts related to the originally planned 2020 and 2021 in-person conferences which will be applied to the 2022 conference.

APPENDIX 1

2021

AMCTO VOLUNTEERS

2020 – 2021

AMCTO BOARD OF DIRECTORS

PRESIDENT

Robert Tremblay CMO, AOMC, Dipl.M.A.*
Chief Administrative Officer
Township of Whitewater Region

IMMEDIATE PAST PRESIDENT

Dean Sauriol CMO, AOMC, Dipl.M.M. *
Chief Administrative Officer/Clerk
Township of Laurentian Valley

VICE PRESIDENT

Sandra MacDonald, CMO,*
AOMC, AMCT
City Clerk
City of Brockville

DIRECTORS BY ZONE:

ZONE 1

Paul Shipway CMO, AOMC, Dipl.M.A
Chief Administrative Officer/Clerk
Municipality of Central Elgin

ZONE 2

Dylan McMahon *
Manager – City Clerk’s Office/Deputy
City Clerk
City of Guelph

ZONE 3

Danielle Manton
City Clerk
City of Cambridge

ZONE 4

Todd Coles
City Clerk
City of Vaughan

ZONE 5

Elana Arthurs CMO, AOMC*
Chief Administrative Officer
Township of Douro-Drummer

DIRECTORS AT LARGE

Andy P. Grozelle
CAO
Township of Aylmer

Annette Gilchrist CMO, AOMC,
Dipl.M.M.
CAO/Clerk-Treasurer
Township of Bonnechere Valley

Nina Lecic CMO, Dipl.M.A.
Manager, Legislative/Legal Services/Deputy
Clerk
Town of Milton

Stephen D. O’Brien, AOMC
General Manager, City Clerk’s Office
Manager City of Guelph

ZONE 6

Brenda Brunt CMO
Director of Corporate Services/Clerk
Municipality of South Dundas

ZONE 7

Nikki Kunkel
Clerk-Administrator
Village of Burk’s Falls

ZONE 8

Amy Vickery-Menard CMO
Clerk-Treasurer
Township of Armstrong

ZONE 9

Jonathan Hall
CAO/Clerk
Township of Terrace Bay

*** MANAGEMENT COMMITTEE**

2020 – 2021

AMCTO LEGISLATIVE & POLICY ADVISORY COMMITTEE

CHAIR/PRESIDENTIAL ALTERNATE

Stephen D. O'Brien, AOMC
General Manager, City Clerk's Office
City of Guelph

MEMBERS

Kiel Anderson
Manager, Policy & Technical Solutions
City of Guelph

Martina Chait-Hartwig Dipl.M.A.
Deputy Clerk
Township of Douro Dummer

John Daly CMO
County Clerk/Director of Statutory Services
County of Simcoe

Sandra Datars Bere
Chief Administrative Officer
County of Bruce

**Pamela Fettes, CMO,
AOMC, Dipl.M.A.**
Director of Administrative
Services / Clerk
Town of New Tecumseth

Michael Genova
Director – Corporate & Strategic
Communications
City of Vaughan

Holly Hayes
CAO/Clerk-Treasurer
Township of South Algonquin

Tara Lajevardi
Deputy Clerk
Town of East Gwillimbury

Kristen Sullivan
Deputy Clerk
City of St.
Catherines

Patrick Trafford
Deputy Clerk, Records and
Information Services
Town of Caledon

**Christine Vigneault, AMP,
Dipl.M.A.**
Manager, Development
Services
City of Vaughan

Madison Zuppa
Deputy City Clerk
City of Sault Ste. Marie

2021
AMCTO AWARDS REVIEW COMMITTEE

CHAIR

Dean Sauriol CMO, AOMC, Dipl.M.M.
Chief Administrative Officer/Clerk
Township of Laurentian Valley

MEMBERS

Stephen D. O'Brien, AOMC
General Manager, City Clerk's
Office
City of Guelph

Anne Greentree, CMO
Clerk
Municipality of Clarington

Jody Ellen Johnson, AMCT
Director, Legal Services
Regional Municipality of
Halton

Robert H.A. Tremblay, CMO,
Dipl.M.A, AOMC.
CAO
Township of Whitewater Region

**2020 - 2021
AMCTO ZONE EXECUTIVE**

CHAIR

ZONE 1

Mani Pearson
Clerk/Operations Clerk
Town of Petrolia

ZONE 2

Donna-Lynn D. Tremblay
Board & Committee Coordinator
City of Guelph

ZONE 3

Andrea Coyne Dipl.M.M.
Manager, Elections, Policy, Print Services
Town of Oakville

ZONE 4

Evan M. Read AMP, Dipl. M.M.
Manager – Elections & Special Projects
City of Vaughan

ZONE 5

Joel Watts, Dipl. M.M.
Deputy Clerk, Legislative Services
City of Kawartha Lakes

ZONE 6

Tyler L. Cox Dipl. M.A., CMO
Manager of Legislative Services/Clerk
County of Ottawa

ZONE 7

Kathryn Scott
CAO/Clerk
Town of Blind River

ZONE 8

Chantal Guillemette AOMC
Municipal Clerk
Town of Kapuskasing

ZONE 9

Peggy S. Johnson
CMO
CAO/Clerk-Treasurer
Township of Chapple

SECRETARY-TREASURER

ZONE 1

Jennifer Alexander Dipl.M.A.
Manager of Legislative Services/Deputy
Clerk, Town of Tecumseh

ZONE 2

Donna Van Wyck AMCT
County Clerk, County of Bruce
Lisa Campion Dipl.M.A.
Director of Legislative
Services & Clerk, Town of Erin

ZONE 3

Amelia Jaggard, CMM I
Deputy Clerk, Town of Tilsonburg
Amanda L. Fusco, AMP
Manager of Records and Information/Deputy
City Clerk, City of Burlington

ZONE 4

Evan M. Read AMP, Dipl.M.M.
Manager – Elections & Special Projects
City of Vaughan

ZONE 5

Tracey McKenzie, CMO
County Clerk, County of Lennox and
Addington
Celine Anderson
Deputy Treasurer, Township of
Georgian Bay

ZONE 6

Leslie Drynan CMO, Dipl.M.M.
Clerk/Deputy CAO
County of Lanark

ZONE 7

Kristine Croskery-Hodgins
Treasurer/Deputy Clerk
Township of Nipissing

ZONE 8

Manon Higgins
Treasurer
Town of Hearst

ZONE 9

Louise Lees
Deputy Clerk
Town of Marathon

2020 - 2021
AMCTO CONFERENCE PLANNING COMMITTEE

Andrea Coyne

Manager of Election, Policy & Print
Services
Town of Oakville

Jamie Eckenswiller

Deputy City Clerk
City of Owen Sound

Amanda Fusco

Manager – Records & Information/Deputy
Clerk
City of Burlington

Shannon Johnson

Business Manager
County of Bruce

Carolina Khan

Deputy Clerk
Town of Orangeville

Bill Matson

City Clerk
City of Niagara Falls

Ann-Marie Norio

Regional Clerk
Region of Niagara

Lisa Petch

Program Manager
City of Ottawa

Aren Plante

Legislative & Committee Coordinator
Town of Lincoln

Robin Reid

Coordinator – Committee & Council
Town of Caledon

Peter Todd

Town Clerk
Town of Niagara-on-the-Lake

**2020 - 2021
AMCTO CERTIFIED MUNICIPAL OFFICER (CMO)
ACCREDITATION REVIEW TEAM**

John Daly CMO - R

Retired County Clerk/Director of
Statutory Services,
County of Simcoe

Carla Preston, Dipl. M.A., CMO

Zone 2

Thom Gettinby, CMO - R

Retired Chief Administrative
Officer/Human Resources
Town of Gananoque

Cathy Ryder, CMO

Director of Legislative & Legal
Services/Deputy Clerk
Township of Drummond – North Elmsley

Sheridan Graham CMO

Director – Corporate Projects &
Services
County of Peterborough

Paul Shipway CMO, AOMC, Dipl.M.A.

Chief Administrative Officer/Clerk
Municipality of Central Elgin

Nina Lecic, CMO

Manager, Legislative
& Legal
Services/Deputy
Clerk
Town of Milton

Thomas C. Thayer, Dipl. M.A., CMO

Chief
Administrative
Officer
Municipality of
Bayham

Heather Pihulak AOMC, CMO

Manager of Legislative Services/City
Clerk
City of Kenora

2021
AMCTO CERTIFIED MUNICIPAL OFFICER (CMO) MENTORS

Bruce Beakley CMO

Zone 6

AMCTO Member

Suzanne Klatt CMO, AOMC, Dipl.M.A.

CAO/Clerk

Township of Madawaska Valley

Brenda Brunt CMO

Director of Corporate Services/Clerk
Municipality of South Dundas

Marsha Paley CMO

AMCTO Member

University of Waterloo

John Daly CMO

County Clerk/Director of Statutory
Services
County of Simcoe

Keshwer Patel CMO, AMCT

Commissioner of Corporate
Services/Chief Financial Officer
Regional Municipality of Halton

Michael Galloway CMO-R

Retired AMCTO Member
Zone 1

Meaghen Reid CMO, AOMC

Director of Legislative & Legal
Services/Deputy Clerk
Town of Milton

Tony Haddad CMO-R

Retired AMCTO Member
Zone 1

Diane Ryan CMO

Senior Manager of Administration
City of Windsor

Martin Hazell CMO

Director – Strategic Initiatives, Planning &
Economic Development
City of Hamilton

Michael Wildman CMO, Dipl.M.M.

President

Municipal Government Wayfinders Ltd.

**2020-2021
AMCTO ACCREDITED MUNICIPAL PROFESSIONAL (AMP)
ACCREDITATION REVIEW TEAM**

Elizabeth A. Barber
Coordinator
City of Guelph

Tyler C.J. Sager, AMP
Manager of Legislative Services / Clerk
County of Perth

**Jamie Eckenswiler,
AMP**
Deputy Clerk
City of Owen Sound

Dianna Saunderson, AMP
Committee Administrator
City of Kitchener

Amanda L. Fusco, AMP
Manager of Records and
Information/Deputy City Clerk
City of Burlington

Tyler C.J. Sager, AMP
Manager of Legislative Services / Clerk
County of Perth

Valerie Petryniak AMP
Town Clerk & Director of Legislative
Services
Town of Halton Hills

Greta Susa, AMP
Law Clerk
City of Milton

2021

AMCTO ACCREDITED MUNICIPAL PROFESSIONAL (AMP) MENTORS

Tim Brubacher, AMP
Council/Committee Support
Specialist
Regional Municipality of Waterloo

Amanda Fusco, AMP
Manager, Legislative
Services/Deputy Clerk
Town of Caledon

Annette Helmig, AMP
Agreement And Development
Coordinator
Norfolk County

Becky Jamieson, AMP
Clerk
Township of Brock

Jennifer Lawrie, CMO
Deputy Clerk
Municipality of Kincardine

Kathie Nunno, AMP
Administrative & Accessibility
Coordinator
County of Grey

Dianna Saunderson, AMP
Committee Administrator
City of Kitchener

2020-2021
AMCTO CMO/AMP PROGRAM ADVISORY GROUP

Carol James, CMO
Deputy CAO/Manager of Finance/HR
Township of Alnwick/Haldimand

Kristine Preston CMO, Dipl.M.A.
Assistant Clerk
City of Orillia

Becky Jamieson, AMP
Director of Corporate Services / Clerk
Township of Scugog

Annette C. Gilchrist,
AOMC, CMO, Dipl.M.M.
CAO/Clerk/Treasurer
Township of Bonnechere
Valley

Jennifer Lawrie, CMO
Deputy Clerk
Municipality of Kincardine

Carla Preston, Dipl.M.A., CMO
Zone 2
AMCTO Member

Thomas C. Thayer, Dipl.M.A., CMO
Chief Administrative Officer/Clerk
Municipality of Bayham

2020 - 2021
AMCTO AOMC PROGRAM ADVISORY GROUP

Tonia Bennett CMO, AOMC, Dipl.M.A.
Chief Administrative Officer/Municipal Clerk
Municipality of Marmora and Lake

Meaghen Reid, CMO, AOMC
Director, Legislative & Legal Services
Town of Milton

Joanne Hyde, CMO, AOMC
City Clerk
City of Thorold

Lianne Sauter AOMC, Dipl.M.A.
Director of Corporate Services/Clerk
Town of Bancroft

Suzanne Klatt CMO, AOMC, Dipl.M.A.
CAO/Clerk
Township of Madawaska Valley

Todd Coles
(presidential alternate)
City Clerk
City of Vaughan

Stephen O'Brien, AOMC
General Manager – City Clerk's Office/City
Clerk
City of Guelph

2020 - 2021
AMCTO ETHICS ADVISORY GROUP

Doreen Biesenthal Dipl.M.M.
Program Manager Bus Fleet
Maintenance
METROLINX

Ashley Sage Dipl.M.A.
Clerk
Township of North Dumfries

James Jenkins CMO
AMCTO Member
Zone 1

Genevieve Scharback, CMO
Clerk
Municipality of West Grey

Jody Ellen Johnson, AMCT
Director, Legal Services
Regional Municipality of
Halton

Evelina Skalski
Manager of
Records And
Information
Services
City of London

Danielle Manton Dipl.M.M.
City Clerk
City of Cambridge

Heather Morrison, AOMC
Clerk
County of Grey