

MINUTES

Meeting of the Ontario Small Urban Municipalities

Executive Committee

Friday, January 15th, 2021 at 9:30am

(Zoom Meeting details previously sent directly to Members by AMO Staff)

PRESENT:

Rick Milne-Chair, Town of Tecumseth

Hilda MacDonald-Vice Chair, Town of Leamington

Jo-Anne Albert, Township of Tweed

Lynn Dollin, Town of Innisfill

Ron Elliott, Town of Minto

Jamie McGarvey, Town of Parry Sound

Joanne Vanderheyden, Strathroy Caradoc

Mason Ainsworth, City of Orillia

Dwayne Evans, North Huron

Michael Touw, Town of Perth

Larry McCabe- Administrative Officer

ALSO PRESENT:

Petra Wolfbeis-AMO Staff

Brittany Ardiel-AMO Staff

Michael Touw-CAO Perth and Member OSUM Caucus

REGRETS:

Grayson Smith, Town of Bracebridge

Bob Kwapis, Town of New Market

At this time Chair Rick Milne calls the meeting to order and requests a motion to appoint Michael Touw as an Administrative appointment to the OSUM Executive Committee. Chair Milne notes that Michael Touw, CAO of Perth and Administrative Member of the OSUM Caucus is present and is willing to join the OSUM Executive Committee as a Administrative appointment.

Moved by: Mason Ainsworth

Seconded by: Jamie McGarvey

That Michael Touw, CAO of Perth and current Member of the OSUM Caucus to AMO be appointed to the OSUM Executive Committee for the term of 2020-2022 as an Administrative Member.

"CARRIED"

CONFLICT OF INTEREST:

None

BUSINESS:

1. Delegations: None

2. Minutes:

Moved by: Jo-Anne Albert

Seconded by: Joanne Vanderheyden

That the Minutes of November 26th, 2020 be approved and that the Administrative Officer sign the minutes per Chair Milne along with the signature of the Administrative Officer.

3. Unfinished Business:

(a) 2021 Conference Discussion - Attached are three Financial Scenarios to be presented by Administrative Officer McCabe being No Conference, a Virtual Conference and an In-Person Conference. Also attached is a draft letter as a possible scenario to be considered under number 5 below.

At this time a detailed discussion occurs by the Committee Members with regards to an OSUM Conference to be considered in 2021 and various options, including finances per options presented and noted above with the following motion presented:

Moved by: Lynn Dollin

Seconded by: Mason Ainsworth

That the OSUM Executive Committee hereby confirm that there will not be an OSUM Conference held in 2021 and

That AMO Staff, Administrative Officer McCabe and Administrative appointees to the Committee research other venues available in order to keep the Ontario Small Urban Municipalities in the spotlight concerning small urban issues facing municipalities.

"CARRIED"

It is noted that some of the considerations could be Webinars, Videos and Newsletter (AMO Watch file).

4. Financial Statements:

Attached are the following:

-Balance Sheet as at Monday, November 30, 2020

-Income Statement for the Eleven Months Ending Monday, November, 30, 2020

Moved by: Ron Elliott

Seconded by: Jo-Anne Albert

That the Financial Statements for the period ending November 30, 2020 be received.

"CARRIED"

5. New Business:

(a) DRAFT letter attached as prepared by Administrative Officer McCabe concerning a possible fourth scenario for the Committee's consideration. Merits, logistics and content to be discussed.

Moved by: Lynn Dollin

Seconded by: Joanne Vanderheyden

That the draft letter concerning funding support be received.

"CARRIED"

At this time Chair Milne requests Committee Members to have a general discussion on the current COVID-19 pandemic and various situations that have arisen in their municipalities. Following discussion:

Being no further Business:

Moved by: Mason Ainsworth

Seconded by: Jo-Anne Albert

That the Ontario Small Urban Executive Committee hereby adjourns at 10:45 am to meet again at the call of the Chair.

Chair Rick Milne

Administrative Officer

Scenario 1 - Virtual Urban Municipalities
BUDGET 2021

	Scenario 1 No conference Budget 2021	Scenario 2 Virtual Conference Budget 2021	Scenario 3 In-Person Conference Budget 2021	Budget 2020
Revenue				
4100-301-10 Delegate Registration	\$0.00	\$19,000.00	\$73,500.00	\$70,000.00
4101-301-10 Delegate cancellation Fees	0.00	0.00	600.00	600.00
4102-301-00 Sponsorship-Conference	0.00	15,000.00	25,000.00	40,000.00
4103-301-11 Exhibitor Fees-Conference	0.00	0.00	22,500.00	26,215.00
4101-301-11 Exhibitor cancellation Fees	0.00	0.00	0.00	0.00
4107-301-14 Companion Fees-Conference	0.00	0.00	2,000.00	1,500.00
4114-301-10 Golf Registration	0.00	0.00	7,500.00	9,000.00
4800-101-00 Interest Income	950.00	950.00	950.00	1,500.00
Net Revenue	950.00	34,950.00	132,050.00	148,815.00
Expenses				
Conference Expenses				
5012-301-00 Room Rental	0.00	0.00	1,500.00	7,000.00
5113-301-00 Golf Expenses	0.00	0.00	5,000.00	5,100.00
5121-301-00 Delegate Breakfast	0.00	0.00	4,000.00	4,500.00
5122-301-00 Delegate Coffee Breaks	0.00	0.00	1,000.00	2,625.00
5123-301-00 Delegate Lunch	0.00	0.00	6,000.00	8,240.00
5125-301-00 Companion Meals	0.00	0.00	500.00	345.00
5126-301-00 Delegate Reception	0.00	0.00	2,500.00	4,100.00
5127-301-00 Food & Beverage - Social Event	0.00	0.00	1,000.00	2,880.00
5128-301-00 Gratuities	0.00	0.00	2,000.00	2,500.00
5131-301-00 AV - Plenary & Show Services	0.00	8,000.00	11,000.00	13,000.00
5132-301-00 Speakers Fees	0.00	7,000.00	14,000.00	15,000.00
5133-301-00 Speakers Travel & Accommodation	0.00	0.00	3,000.00	3,200.00
5136-301-00 Badges, Holders	0.00	0.00	1,000.00	2,000.00
5148-301-00 Staff Travel & Accommodation	0.00	0.00	2,500.00	3,000.00
5152-301-00 Conference Co-ordinator Fee	0.00	0.00	24,000.00	25,000.00
5153-301-00 Conference Assistant Fee	0.00	7,000.00	1,500.00	1,500.00
5155-301-00 Internet & Electrical	0.00	0.00	0.00	500.00
5160-301-00 Gifts & Acknowledgements - Golf	0.00	0.00	500.00	500.00
5194-301-00 Misc. Conference Expense	0.00	0.00	0.00	500.00
6200-301-00 Communications	0.00	0.00	0.00	500.00
6805-101-00 Sponsorship Expense (CIB)	1,000.00	5,000.00	5,000.00	16,000.00
7620-301-00 Postage, Stationary, Fax	250.00	1,000.00	1,000.00	3,000.00
7700-301-00 Supplies	150.00	250.00	250.00	250.00
8014-301-00 Printing - Program & Signage	0.00	150.00	200.00	200.00
8101-101-00 Credit Card Charges	0.00	0.00	1,500.00	1,575.00
8830-101-00 Administrative Expenses	0.00	0.00	2,500.00	3,000.00
Total Conference Expenses	1,400.00	28,400.00	91,450.00	127,815.00
General Expenses				
6300-101-00 Administrative Officer Fee	5,000.00	5,000.00	8,000.00	7,000.00
6500-101-00 Travel & Accommodation	0.00	0.00	1,000.00	0.00
6600-101-00 Meeting Expenses	0.00	0.00	1,500.00	0.00
6700-101-00 Gifts & Acknowledgements	0.00	0.00	150.00	0.00

BUDGET 2021

Scenario 1
No conference
Budget
2021

6810-101-00 Donations
Total General Expenses

0.00
5,000.00

Scenario 2
Virtual Conference
Budget
2021

0.00
5,000.00

Scenario 3
In-Person Conference
Budget
2021

500.00
11,150.00

Budget
2020
2,500.00
9,500.00

BUDGET 2021

	Scenario 1 No conference Budget 2021	Scenario 2 Virtual Conference Budget 2021	Scenario 3 In-Person Conference Budget 2021	Budget 2020
Administrative Expenses				
6200-101-00 Communications	0.00	0.00	0.00	0.00
6301-101-00 Professional Fees - Financial	5,000.00	5,000.00	5,000.00	4,000.00
7500-101-00 Insurance	800.00	1,000.00	1,000.00	1,200.00
7600-101-00 Courier	0.00	0.00	25.00	0.00
7620-101-00 Postage	0.00	0.00	15.00	0.00
7700-101-00 Stationary & Supplies	0.00	0.00	350.00	0.00
8000-101-00 Printing & Copy Charges	0.00	0.00	20.00	0.00
8100-101-00 Bank Charges	70.00	70.00	100.00	0.00
8840-101-00 Building Permit & Development - Rebate	0.00	0.00	0.00	0.00
8900-101-00 Miscellaneous Expense	0.00	250.00	250.00	0.00
7054-103-00 Website SSL Certificates	850.00	850.00	1,000.00	0.00
Total Administrative Expenses	6,720.00	7,170.00	7,760.00	5,200.00
Total Expenses	\$13,120.00	\$40,570.00	\$110,360.00	\$142,515.00
Excess of Revenue over Expenses from Operations	(\$12,170.00)	(\$5,620.00)	\$21,690.00	\$6,300.00

OSUM - Ontario Small Urban Municipalities
Balance Sheet
As at Monday, November 30, 2020

	Current Actual YTD	Previous Actual YTD
Assets		
Current Assets:		
Bank	\$108,542.45	\$131,566.10
HST Receivable	5,428.80	0.00
Prepaid Expenses	5,450.88	608.80
Total Current Assets	119,422.13	132,174.90
Total Assets	119,422.13	132,174.90
 Liabilities & Accumulated Surplus		
Current Liabilities		
Accounts Payable and Accrued Liabilities	0.00	1,500.00
Intercompany Payable- AMO	0.29	5.79
HST Payable	0.00	4,743.09
Other Payables	15,000.00	0.00
Total Liabilities	15,000.29	6,248.88
Net Assets		
Prior Year	123,011.36	90,743.89
Current Year	(18,589.52)	35,182.13
Net Assets	104,421.84	125,926.02
Total Liabilities & Net Assets	119,422.13	132,174.90

OSUM - Ontario Small Urban Municipalities
Income Statement
For the Eleven Months Ending Monday, November 30, 2020

	Current Year		Variance	Year End
	YTD	Budget	Favourable	Actual
Revenue	2020	2020	(Unfavourable)	2019
4100-301-10 Delegate Registration	\$0.00	\$70,000.00	(\$70,000.00)	\$65,698.00
4101-301-10 Delegate cancellation Fees	0.00	600.00	(600.00)	570.00
4102-301-00 Sponsorship-Conference	0.00	40,000.00	(40,000.00)	51,500.00
4103-301-11 Exhibitor Fees-Conference	0.00	26,215.00	(26,215.00)	16,506.00
4101-301-11 Exhibitor cancellation Fees	0.00	0.00	0.00	150.00
4107-301-14 Companion Fees-Conference	0.00	1,500.00	(1,500.00)	1,500.00
4114-301-10 Golf Registration	0.00	9,000.00	(9,000.00)	0.00
4800-101-00 Interest Income	1,057.99	1,500.00	(442.01)	2,042.08
Net Revenue	1,057.99	148,815.00	(147,757.01)	137,966.08
Expenses				
Conference Expenses				
5012-301-00 Room Rental	0.00	7,000.00	7,000.00	2,100.00
5113-301-00 Golf Expenses	0.00	5,100.00	5,100.00	0.00
5121-301-00 Delegate Breakfast	0.00	4,500.00	4,500.00	3,600.00
5122-301-00 Delegate Coffee Breaks	0.00	2,625.00	2,625.00	1,000.00
5123-301-00 Delegate Lunch	0.00	8,240.00	8,240.00	5,871.00
5125-301-00 Companion Meals	0.00	345.00	345.00	0.00
5126-301-00 Delegate Reception	0.00	4,100.00	4,100.00	2,032.00
5127-301-00 Food & Beverage - Social Event	0.00	2,880.00	2,880.00	0.00
5128-301-00 Gratuities	0.00	2,500.00	2,500.00	1,882.65
5131-301-00 AV - Plenary & Show Services	0.00	13,000.00	13,000.00	10,258.00
5132-301-00 Speakers Fees	0.00	15,000.00	15,000.00	13,000.00
5133-301-00 Speakers Travel & Accommodation	0.00	3,200.00	3,200.00	3,223.10
5136-301-00 Badges, Holders	0.00	2,000.00	2,000.00	1,078.33
5148-301-00 Staff Travel & Accommodation	0.00	3,000.00	3,000.00	2,372.40
5152-301-00 Conference Co-ordinator Fee	0.00	25,000.00	25,000.00	23,334.00
5153-301-00 Conference Assistant Fee	0.00	1,500.00	1,500.00	1,500.00
5155-301-00 Internet & Electrical	0.00	500.00	500.00	0.00
5160-301-00 Gifts & Acknowledgements - Golf	85.59	500.00	414.41	452.48
5194-301-00 Misc. Conference Expense	0.00	500.00	500.00	0.00
6200-301-00 Communications	5,492.45	16,000.00	10,507.55	0.00
6805-101-00 Sponsorship Expense	3,000.00	3,000.00	0.00	3,000.00
7620-301-00 Postage, Stationary, Fax	23.14	250.00	226.86	18.00
7700-301-00 Supplies	0.00	200.00	200.00	0.00
8014-301-00 Printing - Program & Signage	0.00	1,575.00	1,575.00	1,088.80
8101-101-00 Credit Card Charges	710.52	3,000.00	2,289.48	2,329.08
8830-101-00 Administrative Expenses	14.42	2,300.00	2,285.58	2,472.93
Total Conference Expenses	9,326.12	127,815.00	118,488.88	80,612.77

Option #4

LOGO

Date

Head and Members of Council

DRAFT

On behalf of the Ontario Small Urban Municipalities Executive Committee we are corresponding, at this time, to solicit your Municipalities support for our Organization. In the past and for over 50 years OSUM has represented not only Small Urban Municipalities but all Municipalities regardless of size in order to advocate on current issues affecting Rural and Urban Municipalities in the Province of Ontario. OSUM does not have Membership but rather has raised their funds annually through their conference. For 2021 the Committee has discussed several options available to the Organization as it relates to an Annual Conference. OSUM has recognized during these discussions that a 2021 Conference, at the usual time of the end of April, may not be feasible. They also recognize that a Virtual Conference, although it can be organized, is not what most Municipalities may desire going forward in 2021. In short, many elected and appointed officials may be exhausted through social media platforms for meetings and conferences due the COVID-19 pandemic situation.

OSUM want to continue their advocacy and support for all Municipalities and bringing the issues most important to Municipalities to those responsible for making policy and to the current issues before all of us. OSUM does this by directly advocating to the Province directly and through their support of the OSUM Caucus which forms part of the Association of Municipalities of Ontario Board of Directors.

In order to continue with our advocacy work in 2021 and in light that we will not be holding a conference in 2021, we are asking your Council to consider a financial support to OSUM in 2021 in the amount of \$250.00. This support will allow OSUM to continue working for all Municipalities in the Province. Should your Municipality choose to support OSUM in 2021, attached is an invoice for your Municipalities consideration. Your support would be greatly appreciated and allow OSUM to continue their good work.

Your truly,

Chair

Mayor Rick Milne

Administrative Officer

Larry J. McCabe