

MINUTES

Ontario Small Urban Municipalities

Executive Committee Meeting

Saturday, February 4th, 2023 at 9:00am

County of Brant Customer Service Office

66 Grand River St. North

Paris, Ontario

PRESENT:

Hilda MacDonald, Town of Leamington

Bob Kwapis, Town of Newmarket

Ron Elliott, Town of Minto

Jamie McGarvey, Town of Parry Sound

Deb Doherty, Town of Collingwood

ABSENT:

Lynn Dollin, Town of Innisfil

Dwayne Evans, Municipality of North Huron

ADMINISTRATIVE OFFICER:

Larry McCabe

ALSO PRESENT:

Brian Rosborough, AMO

Petra Wolfbeiss, AMO

Victoria Van Veen, AMO

Donna Clements, County of Brant

APPOINTMENT OF CHAIR AND VICE-CHAIR:

1. Moved by: Bob Kwapis
Seconded by: Ron Elliott
That Hilda MacDonald be appointed as Chair of the OSUM Executive Committee.

"CARRIED"

2. Moved by: Deb Doherty
Seconded by: Ron Elliott
That Bob Kwapis be appointed as Vice-Chair of the OSUM Executive Committee.

"CARRIED"

MINUTES:

Moved by: Bob Kwapis

Seconded by: Deb Doherty

That the minutes of December 2ND,2022 be approved.

"CARRIED"

BUSINESS:

1. Appointment of Administrative Officer.
Moved by: Bob Kwapis
Seconded by: Deb Doherty
That Larry McCabe be appointed as Administrative Officer for OSUM.

"CARRIED"

2. Appointment of AMO to be responsible for the payment of expenses, receipt of revenues and preparation of financial statements.

Moved by: Deb Doherty

Seconded by: Jamie McGarvey

That the Association of Municipalities of Ontario (AMO) be responsible, on behalf of OSUM, for the payment of expenses, receipt of revenues and the preparation of financial statements.

"CARRIED"

3. 2023 budget summary.

Administrative Officer McCabe presents to the Committee the 2023 budget. This is the first Conference budget considered by the Committee since 2019. The 2020, 2021 and 2022 Conferences were cancelled due to COVID. Administrative Officer McCabe with the assistance of AMO have prepared the budget for consideration on the Committee. Following review by the Committee:

Moved by: Jamie McGarvey

Seconded by: Deb Doherty

That the 2023 OSUM Budget be approved.

"CARRIED"

4. OSUM Conference 2023 summary and Conference planning session.

The committee has received a detailed summary of matters to be considered for the conference as prepared by Administrative Officer McCabe. The Committee, at this time, undertake a full review and discussion on the Conference. Committee Members provide input on suggested topics for the conference. AMO staff have made notes and will prepare a draft program for the Committee.

5. Wednesday April 26th, 2023 golf day and contract with GOLFNORTH.

Moved by: Ron Elliott

Seconded by: Bob Kwapis

That the contract with GOLFNORTH at the Burford Golf Links golf course be approved by the OSUM Executive Committee.

"CARRIED"

6. E-mail and draft letter and Nomination Form. The letter and form will be finalized and mailed out to Municipalities on or around March 5th, 2023, by Administrative Officer McCabe.

7. Balance Sheet and Income Statement as of December 31st, 2023. The Balance Sheet and Income Statement are reviewed by the Committee and received.

8. E-mail from Michael Ladouceur, Orillia -Asking what can be done at this time, by Orillia, to commence planning for the 2024 conference.

Administrative Officer McCabe and AMO Staff will follow up with Michael Ladouceur of Orillia to provide input as to what Orillia can do to prepare for hosting the 2024 OSUM Conference. Some suggestions are to have a booth at the 2023 conference in Brant County, to have the Mayor of Orillia, at the 2023 Brant County Conference, or his/her representative, and invite Municipalities to attend the 2024 Conference in Orillia. They could also research various venues for the Conference.

UNFINISHED BUSINESS:

1. OSUM Guidelines update. A draft document will be prepared later in 2023 by AMO Staff and Administrative Officer and reviewed and finalized by the Committee.

NEXT MEETING:

There will be a meeting of the newly elected OSUM Executive Committee following the 2023 Conference. There may be another meeting required before the Conference and it will be at the call of the Chair.

ADJOURN:

Moved by: Jamie McGarvey

Seconded by: Ron Elliott

That the OSUM Executive Committee adjourn at 10:55am to meet again immediately following the 2023 Conference or at the call of the Chair, if required.

“CARRIED”

Hilda MacDonald (Chair)

Larry McCabe (Administrative Officer)