

MINUTES

Ontario Small Urban Municipalities

Executive Committee Meeting

ZOOM

Saturday, February 28, 2026 at 9:00am

COMMITTEE MEMBERS:

Jamie McGarvey- Mayor, Town of Parry Sound

Bob Kwapis- Councillor, Town of Newmarket

Ron Elliott- Councillor, Town of Minto

Lynn Dollin- Mayor, Town of Innisfill

Deb Doherty- Councillor, Town of Collingwood

Sharmila Setaram- Councillor, City of Welland

Larry David McCabe- Councillor, City of Stratford

Gail Ardiel- Councillor, Town of The Blue Mountains

Cheraldean Duhaney- Councillor, BWG (Part of Meeting)

ABSENT:

Amanpreet Singh Sidhu- CAO and City Solicitor, Town of Orillia

Michelle Smibert- Deputy Mayo, Municipality of Thames Centre

Nicole Beatty- Deputy Mayor, Town of Cobourg

ADMINISTRATIVE OFFICER:

Larry J. McCabe

ALSO PRESENT:

Petra Wolfbeiss- AMO Staff

Victoria Van Veen- AMO Staff

Paul Kugelmass- AMO Staff

Farah Tayabali, Redbrick Communications (9:00am to 9:45am)

**MINUTES:**

Moved by: Deb Doherty

Seconded by: Larry D. McCabe

That the minutes of November 8, 2025 be approved.

“CARRIED”

**BUSINESS:**

1. Redbrick Communications Plan, previously distributed. Farah Tayabali is in attendance at 9:15am to present the proposal and update the committee on a Communication Plan for the OSUM Conference. Farah from Redbrick Communications is present also for the Conference discussion. A slide deck is presented by Farah that details the Communication Plan for the Conference. Committee Members provide input to the plan and if there are any other comments, Committee Members will forward them onto Farah.
2. Conference 2026 Discussion, Planning Programming and Administrative Items. Update from AMO Staff and Committee input to the Program. Petra and Victoria, at this time, present a slide deck as to the program proposed for the Conference. The Committee Members provide input and suggestions to Staff. Committee Members can forward any other comments and suggestions to AMO Staff.
3. Town of Minto, Request to present at the 2026 OSUM Conference and Trade Show (Municipal Share Equipment Model).  
The Town of Minto correspondence is referred to AMO Staff.
4. Correspondence from the Corporation of The Town of Stone Mills and Resolution from Smith Falls concerning the Ontario Community Infrastructure Fund (ICIF).
5. Correspondence from Fort Frances supporting the Township of Edwardsburgh/Cardinal concerning OCIF Funding Resolution.

With regards to correspondence items 4 and 5 it is:

Moved by: Bob Kwapis

Seconded by: Lynn Dollin

That correspondence number 4 and 5 with regards to OCIF (Ontario Community Infrastructure Fund) Funding be referred to AMO and to AMO Policy Staff.

“CARRIED”

6. Statement of Operations for the period ending December 31, 2025, Statement of Financial Position for the period ending December 31, 2025 and Budget and Actual Expense from 2017-2025.

Administrative Officer McCabe reviews in detail the Statement of Operations and Statement of Financial position with the Committee. He advises that the Committee will finish the 2025 year with a surplus of approximately \$30,000.00 to \$35,000.00. Following presentation and discussion the statements are received.

7. The 2026 OSUM Budget. (Note 2026 will be the 70<sup>th</sup> OSUM Conference.) Administrative Officer McCabe provides a summary to the Committee on the proposed Draft #2, 2026 budget for OSUM. The proposed budget reflects projected Revenue of \$181,000.00 and total Expenditures of \$200,000.00, resulting in a deficit of \$ 18,200.00 for 2026. It is further noted that this deficit includes an amount of \$10,000.00 for a gift and acknowledgement, recognizing the 70<sup>th</sup> Anniversary of OSUM, to be provided to registered Delegates and Staff. It is further noted that Staff will attempt to find a Sponsor for this item. Following discussion it is:

Moved by: Ron Elliott

Seconded by: Gail Ardiel

That the Ontario Small Urban Municipalities Executive Committee hereby approve 2026 budget as discussed, noting the following:

That the budget projects total Revenues of \$181,800.00 and Expenditures of \$200,000.00, resulting in a deficit of \$18,200.00 and;

That the projected deficit of \$18,200.00 be taken from the prior year surplus and;

That the \$18,200.00 includes a proposed expenditure of \$10,000.00 for a gift and acknowledgement recognizing the 70<sup>th</sup> Anniversary of OSUM Conferences, to be presented to delegates, Staff and Presenters and;

That, if possible, a Donor be acquired to offset this amount, representing a net possible deficit of \$8,200.00 for 2026.

“CARRIED”

8. Correspondence from Chair McGarvey to ROMA requesting their continued support for Sponsorship of OSUM for 2026. Confirmation has been received, by AMO Staff in the amount of \$10,000.00.

-Received for Information.

9. Proposal to the Ministry of Finance from the Collingwood BIA and supported by the OBIAA. Previously distributed. Following discussion:

Moved by: Larry D. McCabe

Seconded by: Deb Doherty

That the proposal to the Ministry of Finance from the Collingwood BIA and supported by the OBIAA be received and forwarded to AMO and to AMO Policy Staff.

“CARRIED”

10. Annual Conference Statistics 1980 – 2025. For Information.
- Received for information.
11. Nomination process for the 2026-2028 Term. Administrative Officer McCabe updates the Committee on the 2026 Nomination Process for OSUM. The covering letter, signed by Chair McGarvey and the Nomination Form, will be mailed by Lora of AMO Staff on March 9<sup>th</sup>, to Municipal Clerks. The last day filing will be April 10, 2026. If there are any questions Members can contact Administrative Officer McCabe.
12. Outstanding business- Motion previously passed by the Committee concerning Legal Aid. AMO Staff to update. Petra advises that AMO will be taking no action on this matter and that the matter is not part of AMO advocacy. The matter is received.
13. Note that \$15,000.00 has been allocated to the Restricted-Conference Self Insurance Reserve and the Restricted- stabilization Reserve from the 2025 Budget Surplus. This will bring the balance in both Reserves to \$40,000.00.
- The information is received.
14. Correspondence, dated January 20, 2026, from the Ministry of Agriculture Food and Agribusiness. Re: Market Diversification and Trade Resiliency Initiative.
- The information is received.
15. Motions required to appoint Larry J. McCabe as OSUM Administrative Officer of Ontario Small Urban Municipalities (OSUM) and AMO Staff as responsible for the Finances, duties and responsibilities on behalf of Ontario Small Urban Municipalities (OSUM). Following discussion it is:

Moved by: Bob Kwapis

Seconded by: Lynn Dollin

That Larry J. McCabe be appointed as Administrative Officer to Ontario Small Urban Municipalities Executive Committee and that AMO and AMO Staff be appointed as responsible for the Finance, duties and responsibilities of OSUM on behalf of Ontario Small Urban Municipalities Executive Committee.

“CARRIED”

That the OSUM Executive Committee hereby adjourns at 10:30 am to meet again in Parry Sound at 3:30pm on Wednesday, April 29<sup>th</sup>, 2026, location to be determined, or at the call of the Chair, if required.

Jamie McGarvey

Chair

Larry J. McCabe

Administrative Officer