

**MINUTES**

**Ontario Small Urban Municipalities**

**Executive Committee Meeting**

**Saturday, October 28<sup>th</sup>, 2023 at 9:30am**

**Tudhope Boardroom, City Hall, 50 Andrew St. S. Orillia**

**COMMITTEE MEMBERS:**

Hilda MacDonald- Mayor, Town of Leamington-Chair

Bob Kwapis- Councillor Town of Newmarket-Vice-Chair

Ron Elliott- Councillor, Town of Minto

Jamie McGarvey- Mayor, Town of Parry Sound

Lynn Dollin- Mayor, Town of Innisfil

Deb Doherty- Councillor, Town of Collingwood

Nicole Beatty- Deputy Mayor, Town of Cobourg

Larry David McCabe- Councillor, City of Stratford

Gail Ardiel- Councillor, Town of the Blue Mountains

Tanya Vrebosch- Councillor City of North Bay

**REGRETS:**

Michelle Smibert- Deputy Mayor, Municipality of Thames Centre

**ADMINISTRATIVE OFFICER:**

Larry J. McCabe

**ALSO PRESENT:**

Petra Wolfbeiss- AMO Staff

Victoria Vanveen- AMO Staff

Janet-Lynne Dumford, Councillor, City of Orillia

Prerna Sharma, Economic Development Coordinator, Orillia

**BUSINESS:**

1. **MINUTES:**

Moved by: Deb Doherty

Seconded by: Jamie McGarvey

That the minutes of August 20<sup>th</sup>, 2023 be approved.

“CARRIED”

2. Financial Statements for the period ending September 30<sup>th</sup>, 2023.

Administrative Officer McCabe provides an overview of the Financial Statements for the period ending September 30<sup>th</sup>, 2023. The Committee are in a strong financial position and will be discussing later in the agenda moving forward with a communication strategy with Redbrick. Further discussion occurs and information is provided to the Committee.

Moved by: Tanya Vrebosch

Seconded by: Nicole Beatty

That the Income Statement and the Balance Sheet as at September 30<sup>th</sup>, 2023 be received.

“CARRIED”

3. Director's and Officer's Insurance- Outstanding. This matter remains as outstanding and Afshin from AMO is discussing this matter with the AMO insurance company. Administrative Officer McCabe will follow up.

4. Correspondence from the Minister of Health thanking OSUM for their delegation at the AMO Conference. The correspondence is received.

5. E-mails from Administrative Officer Larry J. McCabe to the Town of Orillia, Collingwood and Parry Sound acknowledging their requests to Host an OSUM Annual Conference and advising them that the Committee would be discussing their requests further. The Committee should discuss and acknowledge the Site Selection Policy.

The Committee discuss the policies of OSUM and the requests of Collingwood and Parry Sound to host an OSUM conference. It is noted that Collingwood has requested to host in 2025 and Parry Sound in 2026. A thorough discussion occurs with the following motion resulting:

Moved by: Ron Elliott

Seconded by: Gail Ardiel

That Collingwood be confirmed to Host the 2025 OSUM Conference and Parry Sound the 2026 Conference, subject to both Collingwood and Parry Sound review of the OSUM Hosting Policies and confirming that they will host the OSUM Conference and advise OSUM accordingly and That Administrative Officer McCabe forward the OSUM Host Policies (Conference Guidelines) to Collingwood and Parry Sound.

“CARRIED”

6. Discussion concerning the following document of OSUM previously distributed to Members:

- OSUM Policy Statement
- OSUM Conference Guidelines
- Updated Roles and Responsibilities for OSUM Annual Trade Show and Conference Host Community
- Copy of the Nomination Report submitted and approved during the 2023 Annual Conference is included in the agenda package for information purposes.

Following a review, by the Committee, the OSUM Policy Statement, OSUM Conference Guidelines, Updated Roles and Responsibilities for OSUM Annual Trade Show and Conference Host Community are received.

- 2020 Redbrick Communications submission to the Committee. (NOTE: The new Logo was completed.) COVID, interrupted proceeding with anything else proposed in the document. Included in the Agenda package is the covering e-mail from Redbrick dated, October 11th, 2023. Also included are the Communication Strategy Cost pages of the proposal. This information was previously distributed, including the Power Point presentation. Also included in the agenda are copies of the pages concerning the Redbrick proposal dated November 29<sup>th</sup>, 2019 and February 8<sup>th</sup>, 2020.

At this time the OSUM Committee undertake a detailed review of the 2020 Redbrick Communication Plan. It is noted that the plan was interrupted by COVID and this resulted in holding the Communications Plan in abeyance. The new Logo was developed and approved but the balance of the plan was put on hold. The Committee are in a position to consider proceeding with a Communications Plan. It is further noted that the finances are also available to proceed.

Moved by: Jamie McGarvey

Seconded by: Gail Ardiel

That the OSUM Executive Committee approve a budget allocation of \$30,000.00, being an upset limit for 2023 and 2024, for Redbrick Communications to prepare and implement a Communications Plan for OSUM and

That Redbrick Communications concentrate on Web-site and the Conference in 2024 for OSUM per the 2020 Proposal of Redbrick and

That this motion be subject to a Zoom Meeting to be set-up by AMO Staff sometime between November 15<sup>th</sup>, and November 26<sup>th</sup>, at which time Redbrick representative will be present, to further discuss and finalize a Communications Plan for OSUM.

“CARRIED”

7. Discussion on the 2024 OSUM Annual Conference:

- Discussion on the Theme, if a Theme is necessary.
- Discussion on the Programming-
- General discussion on the Conference.

Administrative Officer Larry J. McCabe suggests a discussion on a panel presentation on Municipal Projects. Administrative Officer McCabe to explain and the Committee support a panel presentation.

The Committee discuss numerous possible suggestions for the Conference content and AMO staff will summarize, from their notes, for further discussion at the next OSUM meeting.

It is noted that Petra and Victoria from AMO have met with the Hotel staff and report that they feel that there will be an excellent venue for the 2024 conference in Orillia on May 1<sup>st</sup> to May 3<sup>rd</sup>.

8. E-mail from Jim Collard, including NWMO Municipal Forum Siting Update, September 28<sup>th</sup>, 2023. The report from NWMO is received.

Spring Meeting of the OSUM Executive Committee- The date suggested is date March 1<sup>st</sup> and 2<sup>nd</sup> weekend. The Location to be determined.

The following motions are now considered by the Committee per the Policies of OSUM:

Moved by: Bob Kwapis

Seconded by Deb Doherty

That Larry J. McCabe be appointed as the OSUM Administrative Officer of OSUM and that AMO Staff assist the Administrative Officer with the Administrative Officer Duties and Responsibilities, as detailed in the OSUM Policies.

"CARRIED"

Moved by: Tanya Vrebosch

That AMO Staff be responsible for the Duties and Responsibilities of the Financial Officer, with the assistance of the OSUM Administrative Officer, as detailed in the OSUM Policies.

"CARRIED"

ADJOURN:

Moved by: Lynn Dollin

Seconded by: Jamie McGarvey

That the OSUM Executive Committee hereby adjourns at 12:15pm, to meet again at a Zoom meeting to be scheduled by AMO staff sometime between November 15<sup>th</sup> to November 26<sup>th</sup>. n

Chair Hilda MacDonald

Administrative Officer Larry J. McCabe