

**MEETING OF**  
**THE ONTARIO SMALL URBAN MUNICIPALITIES (OSUM)**  
**EXECUTIVE COMMITTEE**

**Date: Saturday, October 5<sup>th</sup>, 2013**

**Time: 9:10 a.m.**

**Place: Glenn Burney Resort, Parry Sound**

**MINUTES**

1. Welcome and Regrets

Jim Collard, Councillor	Niagara-On-The-Lake
Gail Ardiel, Councillor	Town of The Blue Mountains
Rick Milne, Councillor	Town of New Tecumseth
Jamie McGarvey, Mayor	Town of Parry Sound
Paul Grenier, Councillor	City of Welland
Tom Clifford, Councillor	City of Stratford
Lynn Dollin, Councillor	Town of Innisfil
Ron Elliott, Councillor	Town of Minto
Larry J. McCabe, CAO	Town of Goderich

Gary McNamara	Honorary Member
Lynn Middaugh	Parry Sound Conference Coordinator

Regrets

Gail Campbell, Councillor	Town of Orangeville
Rob Foster, Councillor	Town of Lincoln
Bob Kilger, Mayor	City of Cornwall
Michelle Smibert, CAO	Middlesex Centre

Lynn Middaugh is present at this time and due to a time restriction Chair Collard requests Ms. Middaugh to update the Committee on the arrangements to date concerning the 2014 Conference to be held in Parry Sound. She accordingly updates the Committee and advises the theme they have chosen is "Conference at the Cottage" however the Committee may feel that a different theme title could be used.

Parry Sound would like a copy of OSUM's artwork concerning the logo that they could use on all literature to be forwarded out. She further advises they can use taxi or buses however taxis seem the most appropriate and accordingly taxis will be arranged to transfer people to various venues. A companion program can be arranged or it can be an a la carte where they can choose their own events. The Committee favour the latter. Last year's registration amount was \$450.00 + HST and the Committee feel that there should be the banquet separately at approximately \$50.00 to \$60.00 listed on the registration form. Chair Collard thanks Lynn Middaugh for her presentation and it appears all is in order concerning the organization of the Conference. It is further noted that a number of Committee members

had toured the facilities yesterday and viewed the area for the Conference to be held as well as the Tradeshow.

2. Conflict of Interest-None

3. Minutes:

- Approval of Executive Committee Minutes- August 18, 2013
- Approval of Caucus Minutes- August 18, 2013

Moved by Rick Milne

Seconded by Gail Ardiel

That the Executive Minutes of August 18, 2013 and the Caucus Minutes of August 18, 2013 be approved.

CARRIED

4. Report regarding relocation of bank accounts-Larry

Administrative Officer McCabe advises that he and the Chair and Vice-Chair have met with Nancy Plumridge and have discussed the possibility of AMO administering the financial records of OSUM. Further dialogue will have to occur and information will be provided later to the Committee on this transfer. The fee for AMO would be adjusted accordingly depending on revenues and the amount of work required. However, it is felt by the Committee that the finances should be centralized perhaps with AMO and further research will be done and consideration of the same. The concern is expressed that the sponsors must be confirmed in order that the Committee has sufficient revenues to operate and that will be discussed during the Conference session allocations later in the meeting. With regards to the arrangements concerning the model that is currently being used, it is confirmed that it will be in place this year where the host looks after the registrations and the trade show, etc., and the OSUM Committee will try to operate as they have in the past with sponsorship. Further discussion will occur concerning a new model later in the meeting.

Moved by Tom Clifford

Seconded by Jamie McGarvey

That the report be received concerning bank accounts and a meeting with AMO concerning future financial arrangements, as presented by Chair Collard, Vice Chair Dollin and Administrative Officer McCabe.

CARRIED

5. Financial Statements/Revenues/Expenditures-2013 Budget to Actual as at September 20, 2013-Larry

It is noted that following the meeting this weekend, there will be approximately an

\$800.00 deficit for the current operating year however there is sufficient funds in the bank account to cover any overage.

- Future OSUM Revenue Model discussion

The future model of AMO is discussed in relation to the Sub-Committee that met with AMO represented by Nancy Plumridge. It is felt as previously noted that the current model continue for the year 2014 subject to Administration and finances which is being further reviewed. The Committee are presented with how the ROMA model works. The ROMA model is administered by AMO looking after all registration and tradeshow and ROMA nets the profit from their conference in conjunction with the OGRA Conference. The new model would have the same type of arrangement if it proceeds however it is felt that the 2014 model as noted should continue and further discussion should occur with regards to any new model for OSUM in 2015 and in subsequent years. Following discussion;

Moved by Paul Grenier

Seconded by Gail Ardiel

That the 2014 Conference in Parry Sound be a similar model to what has been used in the past where OSUM receives a sponsorship for their revenues and sets the program content and the host looks after registration, tradeshow, etc., and that in 2015 a change in the model be considered where OSUM would look after registration, tradeshow, etc., possibly through AMO for a fee and that they would continue to acquire a sponsorship and perhaps the host would be paid reasonable costs that they incur for hosting the conference in addition to the benefits of commerce in the form of hotel rooms, restaurants, etc., and that the Administrative Officer, Chair and Vice-Chair continue to research the transfer of the financial responsibilities to AMO, subject to a reasonable fee being charged for that service.

CARRIED

6. Letter to Municipal World from Larry J. McCabe, Administrative Officer regarding Ted Blowes article

Moved by Tom Clifford

Seconded by Ron Elliott

That the letter to Municipal World from Larry J. McCabe, Administrative Officer regarding Ted Blowes article, be received.

CARRIED

7. Update and Discussion-OSUM Conference-Parry Sound 2014-Convention Manual Script-revised September 23, 2013

The Committee discuss in detail, the Conference script, looking at various sponsorships for various sessions and the contents of each session. Jim Collard, Chair, will prepare a

revised document to be sent out to the Committee members for their review as a result of today's discussion.

8. Letter from the City of Niagara, dated February 1, 2013 regarding interest in hosting 2013 or 2016 OSUM Conference

It is noted that there may have been a meeting with the previous Conference Coordinator concerning the model used and Administrative Officer McCabe will follow up with Niagara Falls and Belleville as to any previous discussions concerning hosting the 2015 and 2016 OSUM Conference.

9. Update on Two Hat Issue-Lynn

At this time Lynn Dollin advises that she has nothing further to report or update the Committee on concerning the Two Hat issue.

10. Update on Police Issue-Jim/Jamie

A detailed discussion occurs as a result of Commissioner Lewis making a presentation recently at the AMO Board and the possibility of a new funding model for policing. It is felt that perhaps a session should be held on OPP policing on the Friday morning of the Conference.

#### Previous Matters Discussed by the OSUM Executive Committee

11. Long Term Infrastructure Funding Update-Jim

This has previously been discussed and it is noted that an announcement has just been made on the 2013/2014 MIII program and further that Chair Collard will be following up with Minister Murray again as to whether he will meet with the OSUM Executive Committee noting that Chair Collard has contacted his Chief of Staff on a number of occasions as has Administrative Officer McCabe.

12. Low Water Levels in Great Lakes Update-Jamie

Jamie McGarvey indicates that the International Joint Commission continues to address this concern and that Gord Walker has been recently appointed Commissioner to the Joint Committee. The St. Clair river area should be raised by 18" the area to address the low water level situation in the Great Lakes. The Mayors Great Lakes Cities Initiative continues to follow up on this matter.

13. Challenges to Ontario's Canning Industry Update-Gary

Gary McNamara advises this is still a major concern and encourages Council Members to talk with the MP's or MPP's advising of concerns which have been previously detailed in a resolution prepared by OSUM and forwarded out to

Municipalities in the Province for consideration. He further advises that FCM have been discussing this concern.

14. Convention Template Discussion-Jim/Table

- Discussion of Convention Sponsorship and Speakers Model-Jim/Table

It is previously noted that the Committee will continue to try to find sponsors for the 2014 Conference in Parry Sound.

- Draft letter regarding sponsorship-Larry

Moved by Larry McCabe

Seconded by Jim Collard

That Chair Collard and Administrative Appointee Smibert and Administrative Officer McCabe consider forwarding out a letter concerning sponsorship as prepared in a draft form subject to receiving the information on the sessions and who will be asked to sponsor the various sessions.

CARRIED

It is noted that these sponsorships will be hopefully around \$5,000.00 with regards to session sponsorships. The Committee will take this under consideration in addressing contributions such as sponsorships in this regard.

- Appointment of Interim Convention Agent to replace Ted for the Parry Sound Convention-Larry

The Committee discuss this matter and Administrative Officer McCabe suggests the following:

-Parry Sound will look after with their staff, the Tradeshow and registrations as previously discussed.

-Administrative Officer Larry McCabe and Michelle Smibert and other members of the Committee will follow up with sponsorships when more information is available and sessions have been secured.

-Jim Collard will coordinate the Conference program with the Conference Committee composed of Lynn Dollin, Jamie McGarvey, Gail Ardiel, Rick Milne, Paul Grenier and Ron Elliott.

15. New Business

- Appointing a Convention Team for Parry Sound

Noted above.

- Stratford Letter

A letter has been received by Stratford indicating they have not got the resources and further as a result of the passing of Ted Blowes that they will not be hosting the 2016 Conference.

Moved by Larry McCabe

Seconded by Rick Milne

That the Stratford letter be received.

CARRIED

It is noted that Belleville has been suggested for 2015 and Niagara Falls for 2016.

16. Next Meeting will be organized by Chair Collard and Administrative Officer McCabe sometime in January and one of the Municipalities will be asked to host this event.

17. Adjournment

Moved by Larry McCabe

Seconded by Rick Milne

That there being no further business, the OSUM Executive Committee meeting adjourn at 1:20 p.m.

CARRIED

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CHAIR

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SECRETARY