

OMAA 2024 Annual General Meeting

Meeting Agenda

May 17, 8:45 am

White Oaks Resort

Niagara-on-the-Lake

Agenda Items

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1. Call to Order and Welcome Remarks
 2. Confirmation of Quorum
 3. Approval of Minutes
Minutes for the 2023 AGM
 4. President's Remarks and Overview of 2023
 5. Approval of Financial Statements
2023 Audited Financial Statements
 6. 2024 Nominations Report
 7. Elections
 8. Adjournment
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Motions for Consideration at the 2024 OMAA Annual General Meeting

1. Approval of Minutes

MOTION: That the Minutes of the 2023 OMAA Annual General Meeting be approved.

2. Approval of Financial Statements

MOTION: That the Financial Statements for 2023, as audited by Scrimgeour & Company, and approved by the Board of OMAA, be received.

3. Report of the 2024 Nominations Committee

MOTION: That OMAA Board Director Denise Corry, CAO for Huntsville, be elected to the position of OMAA Second Vice President, and that

the following OMAA Active Members stand for election for a two-year term to the OMAA Board of Directors

- Rob Adams, CAO of the Town of Erin
- Marcia Wallace, CAO of Prince Edward County
- Sonya Skinner, CAO of the Town of Collingwood

and that a special thank you be extended to Jeff Lees, Sonya Pritchard, and Meighan Wark for being members of the 2024 Nominations Committee.

4. 2024 AGM Adjournment

MOTION: That, the Annual General Meeting for the Ontario Municipal Administrators' Association, for the year 2024, be adjourned.

The OMAA 2023 Annual General Meeting

MINUTES

The 2023 Annual General Meeting of the Ontario Municipal Administrators' Association was held at 8:45 am, May 19, 2023 at Queens Landing.

The OMAA President David Calder welcomed everyone to the AGM. Upon confirmation of quorum, the OMAA Annual General Meeting was Called to Order by the President.

Approval of Minutes

The President requested membership approval of the 2022 OMAA AGM Meeting Minutes

MOTION: That the Minutes of the 2022 OMAA Annual General Meeting be approved

Moved: Margaret Misek-Evans

Seconded: Robin Dunn

CARRIED



Highlights of OMAA activity over the course of 2022 were provided by the President for the membership, including remarks regarding:

- Advances the “CAO Profile” project
 - New website and AMS process commenced
 - Municipal Compensation Database enters growth phase
 - Meeting between OMAA and MMA Deputy Minister
 - Hiring of a full-time Executive Director
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2022 Audited Financial Statements

Highlights of the 2022 Audited Financial Statements, as circulated to OMAA Members in the AGM Agenda Package, were provided.

MOTION: That the Financial Statements for 2022, as audited by Scrimgeour & Company, and approved by the OMAA Board, be received.

Moved: Marnie Cluckie

Seconded: Leslie Drynan

CARRIED

2023 Nominations and Election

MOTION: That OMAA Board Director Michael DiLullo, CAO for Middlesex Centre, be elected to the position of OMAA Second Vice President, and that the following OMAA Active Members stand for election for a two-year term to the OMAA Board of Directors:

- Malcom Morris, CAO of the Town of Smith Falls
- Marnie Cluckie, CAO of the Town of Niagara-on-the-Lake

and that the following stand for re-election for a two-year term to the OMAA Board of Directors:

- Margaret Misek-Evans, CAO Town of Tecumseh
- Greg Borduas, CAO Ottonabee South Monaghan

Moved: Peter Neufeld

Seconded: Laura Johnson

CARRIED

2023 AGM Adjournment

MOTION: That the Annual General Meeting for the Ontario Municipal Administrators' Association for the year 2023 be adjourned.

Moved: Daniel Kostopoulos

Seconded: Brad McRoberts

CARRIED

**ONTARIO MUNICIPAL ADMINISTRATORS'
ASSOCIATION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2023

**ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Net Assets
-5-	Statement of Cash Flows
-6-	Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Ontario Municipal Administrators' Association

Opinion

We have audited the accompanying financial statements of Ontario Municipal Administrators' Association (the "Association"), which comprise the Statement of Financial Position as at December 31, 2023, and Statements of Operations and Net Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Ontario Municipal Administrators' Association as at December 31, 2023 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 19, 2024
London, Canada

Scrimgeour & Company
LICENSED PUBLIC ACCOUNTANT

ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	2023	2022
ASSETS		
Current Assets		
Cash	\$ 250,136	\$ 61,329
Short-term investments (note 2.b)	278,746	292,274
Accounts receivable	3,774	34,504
Prepaid expenditures	76,245	89,827
TOTAL ASSETS	\$ 608,901	\$ 477,934
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued liabilities	9,789	8,883
Harmonized sales taxes payable	37,353	11,929
Deferred revenue (note 2.a)	62,738	-
	109,880	20,812
Net assets (page 4)	499,021	457,122
TOTAL LIABILITIES AND NET ASSETS	\$ 608,901	\$ 477,934

Approved on behalf of Board:

Approved on behalf of Board:

The accompanying notes are an integral part of the financial statements

**ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
STATEMENT OF OPERATIONS AND NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	2023	2022
REVENUES		
Conference and workshop	\$ 380,672	\$ 292,456
Interest and other revenue	35,869	29,357
Membership fees	123,920	109,304
	540,461	431,117
EXPENDITURES		
Administration	3,537	10,650
Bank charges	881	101
Contracted services	150,690	122,608
Insurance	3,007	3,066
Meetings	4,712	2,585
Postage and courier	116	524
Professional fees	13,054	8,545
Special projects	11,364	27,866
Website	14,646	9,286
Workshops	296,555	191,591
	498,562	376,822
EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	41,899	54,295
NET ASSETS, BEGINNING OF YEAR	457,122	402,827
NET ASSETS, END OF YEAR	\$ 499,021	\$ 457,122

The accompanying notes are an integral part of the financial statements

ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Revenues over expenditures (page 4)	\$ 41,899	\$ 54,295
OTHER ITEMS NOT INVOLVING CASH		
Decrease (increase) in accounts receivable	30,730	(19,528)
Decrease (increase) in prepaid expenses	13,582	(9,891)
Increase (decrease) in accounts payable and accrued liabilities	906	(3,527)
Increase (decrease) in harmonized sales tax payable	25,424	13,183
Increase (decrease) in deferred revenue	62,738	-
	175,279	34,532
INVESTING ACTIVITIES		
Net decrease (increase) in short-term investments	13,528	15,357
	13,528	15,357
Increase (decrease) in cash	188,807	49,889
Cash, beginning of year	61,329	11,440
CASH, END OF YEAR	\$ 250,136	\$ 61,329

The accompanying notes are an integral part of the financial statements

**ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

1. Nature of the Organization

Ontario Municipal Administrators' Association (the Association) was incorporated on January 1, 2018, as a non-profit organization in the Province of Ontario. The Association provides up-to-date topical information to its membership through the online publications sent to the membership on a regular basis. In addition, it holds a Spring Conference and Fall Workshop where topics of interest to Chief Administrative Officers are considered and information is exchanged.

The Association incorporated a new entity without share capital under the Ontario Business Corporations Act on July 7, 2017. An agreement to transfer all assets and operations from the unincorporated organization to the new incorporated entity was executed effective January 1, 2018. As a not-for-profit organization, the Association is not liable for income taxes under the Income Tax Act provided certain criteria are met.

2. Significant accounting policies

The accounting policies of the Association are in accordance with Canadian accounting standards appropriate for not-for-profit organizations (ASNPO). Those policies that are considered to be significant are outlined below:

a. Revenue recognition

The Association recognizes members' fees and other fees and interest as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured. Conference and workshop revenue is comprised of admission fees and sponsorships and is recognized when the related event is complete. Revenue received in advance of the events are recorded as deferred revenue and recognized in the year of the event.

b. Short-term investments

Investments consist of Canadian guaranteed investment certificates and high interest savings accounts and are carried at market value with maturities of more than three months. The Association accounts for investments at cost plus accrued interest. The short-term investments bear interest at rates ranging from 4.85% to 5.2% and maturing in 2024.

c. Financial instruments

The fair values of the Association's current financial assets and liabilities, including cash, accounts receivable, and accounts payable and accrued liabilities are approximately equal to their carrying values. Unless otherwise noted, it is the Association's opinion that it is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**ONTARIO MUNICIPAL ADMINISTRATORS' ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

2. Significant accounting policies continued

d. Measurement uncertainty

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed, and any adjustments are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

3. Basis of presentation

In accordance with the provisions of the CPA Canada's Section 1400, disclosure of the entity's ability to continue as a going concern is required.

The accompanying financial statements have been prepared on the going concern assumption that the Association will be able to realize its assets and discharge its liabilities in the normal course of operations. Should the Association be unable to continue as a going concern, it may be unable to realize the carrying value of its assets and to discharge its liabilities as they become due.

Management is of the opinion that the necessary resources will become available to the Association through membership and event fees and therefore the use of Canadian generally accepted accounting standards for not-for-profit organizations that are applicable to going concerns are appropriate. These financial statements do not reflect adjustments that would be necessary if the going concern assumption were not appropriate.

4. Comparative balances

Certain of the comparative balances have been reclassified to conform to the current years' presentation.
