

# ANNUAL REPORT

Stronger Together



# ANNUAL GENERAL MEETING

When: September 29, 2021 | 4:00 pm

Where: Rideau Club + Virtual Event

## Table of Contents

01

Agenda

04

Minutes of October 1, 2020

02

Annual Highlights

05

Year End Financial Statements

03

Message from the Chair & CEO

06

Nominations Report

# AGENDA

- 01 Welcome from the Chair, Ian Sherman
- 02 Remarks from City of Ottawa Mayor, His Worship Jim Watson
- 03 Quorum
- 04 Motion to approve minutes of October 1, 2020 AGM
- 05 Motion to ratify board actions and motions for 2020
- 06 Motion to receive the audited financial statement for the year ended December 31, 2020 approved by the Board of Directors on July 21, 2021
- 07 Motion to appoint auditors for the year ended December 31, 2021
- 08 Motion to receive the nominations report and elect directors
- 09 Report of the Chair of the Board presented by Ian Sherman
- 10 Report of the President & CEO presented by Sueling Ching
- 11 Keynote: Rocco Rossi, President & CEO, Ontario Chamber of Commerce
- 12 New Business
- 13 Adjournment







## RESULTS:

# ADVOCACY, COLLABORATION & LEADERSHIP

### In 2020, the Ottawa Board of Trade:

- Engaged local business in key discussions related to **relief policies and programs**; informed decision makers through a series of letters, calls and meetings, including identifying issues facing business and recommendations on program changes
- Joined the **City of Ottawa Economic Partners Council** with key local stakeholders including but not limited to Invest Ottawa, Ottawa Tourism and OCCBIA
- Joined the **Canadian Global Cities Council** with Chambers of key urban areas across Canada, including Vancouver, Calgary, Winnipeg, Edmonton, Toronto, Brampton, Montreal and Halifax
- Met weekly with the Ontario and Canadian Chambers of Commerce and key politicians and stakeholders at the **provincial and federal levels of government**
- Met weekly with key stakeholders, including **Gatineau Chamber of Commerce, RGA** (Regroupement des Gens d'Affaires), **Invest Ottawa, Ottawa Tourism, OCOBIA** (Ottawa Coalition of Business Improvement Areas) and **local political representatives**
- Met weekly with our Board of Directors as well as local business leaders and volunteers through **several committees**, including but not limited to SME Council, CEO Council, Talent Committee, Economic Growth Committee, Environment and Sustainability Committee, Transportation and Infrastructure Committee
- Met with stakeholders on **key local initiatives**: Ottawa Festivals, Ottawa Employment Hub, Skills Catalyst, Making It in Manufacturing, Ministry of Labour, Hire Immigrants, Building LeBreton
- **Presented at events, interviews, and roundtables**, including the Ontario Standing Committee on Finance and Economic Affairs, City of Ottawa Economic Partners Update, consultations for the municipal, provincial and federal budgets
- Worked with stakeholders on key issues including **elimination of interprovincial trade barriers and women's issues**

- **Hosted several townhalls, webinars and meetings** with key business, community and government leaders including but not limited to Mayor Watson, Dr. Etches, Minister Rod Phillips, Minister Lisa MacLeod, Minister Merilee Fullerton, Minister Mona Fortier, Minister Mary Ng, Minister McKenna, MP Marie France Lalonde and national and international leaders from Deloitte, EY and RBC
- **Delivered 42 member and local expert led webinars** on topics including 1. Navigating COVID-19, 2. Wellness webinars and 3. Business Re-opening workshops, serving a total of over 1,000 attendees
- Partnered with corporate leaders on programs that highlighted and supported **local, small and medium enterprises**, including the Business Hotline, Facebook Grants, Canada United and the City of Ottawa Buy Local Campaign
- Partnered with Chambers across Canada and national associations to roll out **the POST Promise** to encourage business, consumer, and workforce confidence.
- Partnered with **Ottawa Public Health** to align and amplify key messages regarding being COVID Wise and COVID Kind and deliver the Business Reopening Workshops along with the **Ottawa Coalition of Business Improvement Areas**
- Shared information and promoted member businesses through newsletters (over 70) and on **social media platforms** (over 3,500 posts)
- Launched business programs: **Ottawa Business Peer Groups, Recovery Activation Program and Trade Accelerator Program**
- Hosted a broadcast called **Ottawa Stronger Together** to celebrate local business and recognize Ottawa's Top Forty Under 40
- Hosted a broadcast for the **Best Ottawa Business Awards** to celebrate best in business as well as CEO and CFO of the year and the Lifetime Achievement Award
- Hosted a **sold-out golf tournament** with modifications to ensure safety, facilitate networking and provide an outdoor day of fun and exercise
- Launched the sixth annual **Ottawa Business Growth Survey** with Ottawa Business Journal and Welch LLP; hosted a virtual event with keynote guest Michele Romanow
- **Launched Capital Magazine**, Ottawa's Business Magazine, with a focus on Diversity and Inclusion.
- Conducted approximately **150 one-on-one meetings** with OBoT members for onboarding, maximizing their memberships and addressing key issues
- Launched the **#OttawaNEXT portal** to help businesses overcome information overload about COVID-19, economic recovery strategies, and what support is available: ottawanext.ca
- Launched a strategic planning process to guide the future of the board of trade and define its role and responsibility to the Ottawa business community

We are YOUR Ottawa Board of Trade: **A**dvocating, **B**uilding, **C**hampioning, and **D**riving RESULTS that help businesses launch, pivot, recover, grow, and thrive.

# MESSAGE FROM THE CHAIR & CEO

Oh, what a year! The challenges and opportunities that 2020/2021 presented could not have been predicted by any means or measures. Each of us has been impacted in different ways. Some businesses thrived, while others were devastated. Some people love working remotely, while others are isolated. All of us are now more aware of how connected we are and moreover, how intertwined public health and our economy are. We learned many lessons on big issues such as the environment and equality.

To mitigate the counter measures of COVID-19, the government quickly launched programs and policies designed to keep our businesses afloat and our citizens safe. The fault lines in our systems, communities and governments became clear. In general terms, we responded with care and collaboration. Businesses and citizens alike have been diligent in following the lead of our health experts. We pivoted, remained resilient and pivoted again. We have many reasons to be proud of our Ottawa community.

At the Ottawa Board of Trade, we have focused on representing the interests of business every step of the way. We have collaborated at all levels of government and engaged economic stakeholders whenever possible. We have delivered relevant information, programs, and events to the business community. We have advocated for priorities that will end our fight with COVID-19, build a strong foundation for recovery and position us to realize our potential as the best city in the world to live, work and play.

Over the course of the year, our volunteers, staff, and partners have been working together diligently in the best interests of our community and our economic resiliency and growth. We believe this degree of collaboration will be our competitive edge moving forward. And we have built our new strategy on that very idea. Our mission is to cultivate a thriving world class business community in Ottawa, our Nation's Capital. And we invite every business and community leader to join us.

This is for the future of Ottawa. The time is now.

Respectfully,

Ian Sherman, Chair, Board of Directors

Sueling Ching, President & CEO





# VIRTUAL ANNUAL GENERAL MEETING MINUTES

October 1, 2020 | 5:00 PM  
Via Zoom

## 1. Call to Order and Welcome from 2020 Chair, Ian Sherman

- Sueling Ching greeted the guests and went over the voting instructions.
- Ian Sherman welcomed participants and called the 163rd Annual General Meeting (AGM) to order at 5:04 pm.
- Ian Sherman provided opening comments and thanked everyone for attending.

## 2. Confirmation of Quorum

- Ian Sherman called for quorum – and Mischa Kaplan confirmed that the required minimum 15 members in good standing were in attendance. Mischa Kaplan proceeded to explain the online voting system and reminded those that motion to unmute when called upon and provide their name and member organization.
- Ian Sherman then introduced guest speaker Mayor Jim Watson.
- Mayor Jim Watson provided his remarks and thanked Sueling, the Board of Directors and the staff.
- Ian Sherman thanked the Mayor for his efforts toward the advocacy for our city and for his support towards the Ottawa Board of Trade.

## 3. Approval of Minutes from the last Special Members Meeting on November 5, 2019

- Mischa Kaplan moved and seconded by Joelle Hall to approve the previous minutes. Motion carried.

## 4. Motion to ratify the actions of the Board of Directors and its officers for the year of 2019

- Shelley True moved and seconded by Priya Bahloo. Motion carried.

## 5. Motion to approve the Audited Financial Statements for the period ending December 31, 2019 by the Chair of the Audit and Finance committee

- Robert Rhéaume moved and Ruby Williams seconded that the Audited Financial Statements be approved as distributed. Motion carried.

## 6. Motion to approve bylaw changes as presented

- Craig Bater moved and seconded by Dirk Bouwer. Motion carried.

## 7. Motion to receive the nomination report and elect directors

- Wayne French moved and seconded by Robin Etherington of Bytown Museum. Motion carried

## 8. Closing remarks

- Ian Sherman thanked Sueling Ching and the Board of Trade staff for the advocacy work they have done this year. He also thanked our volunteers and stakeholders and past board members. Sueling Ching presented her CEO report. Perrin Beatty, President and CEO of the Canadian Chamber of Commerce, provided the closing remarks.

## 9. New Business

- Ian Sherman called for the presentation of any new business. No new business was discussed.

## 10. Adjournment of the AGM

- Ian Sherman thanked the speakers and attendees for their participation.
- Ian Sherman stated that the meeting be adjourned at 6:15 pm. Motioned by Joelle Hall and seconded by Andrée Paige of The Write Paige. Motion carried.



“Our mission is to cultivate a thriving world class business community. . . we invite every business and community leader to join us.”



# YEAR END FINANCIAL STATEMENTS

## STATEMENT OF FINANCIAL POSITION

December 31, 2020, with comparative figures for 2019

	2020	2019
<b>Assets</b>		
<b>Current Assets</b>		
Cash	\$ 128,023	\$ 79,546
Accounts receivable	158,933	138,882
Prepaid expenses	7,025	12,463
	<b>293,981</b>	<b>230,891</b>
<b>Long-term investments</b>	100	100
	<b>\$ 294,081</b>	<b>\$ 230,991</b>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 27,156	\$ 38,739
Payable to limited partnership	4,418	152
Deferred revenue	151,128	176,452
	<b>182,702</b>	<b>215,343</b>
<b>Commitments</b>		
Net assets	111,379	15,648
	<b>\$ 294,081</b>	<b>\$ 230,991</b>



# STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

Year ended December 31, 2020, with comparative figures for 2019

	2020	2019
<b>Revenue</b>		
Membership fees	\$ 418,043	\$ 432,104
Insurance administration fees	104,361	99,314
Canada Emergency Wage Subsidy	94,073	-
Income from limited partnership	58,467	112,141
Membership development	41,210	140,154
Advertising and commissions	4,656	4,807
	<b>720,810</b>	<b>788,520</b>
<b>Expenses</b>		
Salaries and employee benefits	\$ 410,433	\$ 561,130
Rent and occupancy costs	57,109	58,704
Postage, telephone and communication	43,301	24,349
Professional fees	40,995	37,782
Member events and development	19,911	107,774
Membership fees	14,521	10,809
Office equipment maintenance and rentals	14,110	10,271
Bank fees and credit card charges	10,271	12,978
Insurance	7,761	8,377
Office	3,524	15,088
Hospitality	1,599	8,466
Travel	1,544	12,197
Promotion and publications	-	7,113
Bad debts	-	2,468
Amortization	-	2,212
	<b>625,079</b>	<b>879,718</b>
Excess (deficiency) of revenues over expenses	95,731	(91,198)
Net assets, beginning of year	15,648	106,846
<b>Net assets, end of year</b>	<b>\$ 111,379</b>	<b>\$ 15,648</b>





# NOMINATIONS REPORT

Slate for the Board of Directors  
2021/2022

## Incumbents Completing Two Year Terms

- Andrew Arnott, RBC Royal Bank
- Brendan McGuinty, Strategies 360 Inc.
- Craig Bater, Augustine Bater Binks LLP
- David Colletto, Abacus Data
- Erin Benjamin Canadian Live Music Association
- Erin Crowe, Martello Technologies
- Ian Sherman, EY
- James Baker, Keynote Group
- Joelle Hall, Richardson Wealth
- Karla Briones, Karla Briones Consulting
- Megan Wallace, Perley-Robertson, Hill & McDougall LLP
- Priya Bhaloo, TAG HR
- Robert Rhéaume, BDO
- Ruby Williams, Deloitte.
- Sally Douglas, GSD & Co
- Shelley True, TRUEDotDESIGN
- Wayne French, Waste Management

## New Directors

- Bree Jamieson-Holloway, Jamieson Law
- Nita Tandon, Dalcini Stainless
- Rick Chase, Canada Life
- Yasser Ghazi, Meridian Credit Union

## Outgoing Directors

- Andrew Scott, Pita Pit
- Greg Skotnicki, Manderley Turf Products
- Mark Nisbett, Brookstreet Hotel and The Marshes Golf Club
- Mischa Kaplan, Ottawa Tourism



**ADVOCATING FOR BUSINESS.  
DRIVING ECONOMIC GROWTH.**

613.236.3631  
[ottawabot.ca](http://ottawabot.ca)

