



The Corporation of the
Township of Manitouwadge

Manitouwadge Anniversary Committee
Tuesday, May 7, 2024
7:00 PM in the Council Chambers

AGENDA

01 CALL TO ORDER

02 DECLARE CONFLICTS OF INTEREST

03 APPROVAL OF AGENDA

04 ADOPTION OF MINUTES

01 Minutes of MAC Meeting held March 27, 2024.

05 BUSINESS

01 Review of Draft 2024 Work Plan

Draft 2024 Work Plan attached.

02 Approval of Quoted Costs

- Bands
- Funtastic Castles
- Portable Toilets

06 NEXT MEETING DATE

07 ADJOURNMENT



The Corporation of the
Township of Manitouwadge

Manitouwadge Anniversary Committee
Inaugural
Wednesday March 27th 2024
7:00 PM in the Council Chambers

MINUTES

PRESENT: Councillor Kathy Hudson
Serafina Orcoyen
Katie Law
Becky Bourgeois
Tammy Langevin
Marla Piche
Ghislaine Moysey
Gail Isaacs
Reene Warren- via teleconference

STAFF: Trish Boileau, Director of Community Services
Nicole Skinner, Recreation and Clubhouse Assistant

PUBLIC: 0

01 CALL TO ORDER, WELCOME & INTRODUCTIONS - Kathy Hudson

Kathy Hudson opened the meeting and welcomed everyone to the first meeting

MOTION TO OPEN at 7:14 pm
Moved by: Tammy Langevin
Seconded by: Serafina Orcoyen
All in Favour

02 DECLARE CONFLICTS OF INTEREST

None

03 APPROVAL OF AGENDA

MOTION TO APPROVE
Moved by: Serafina Orcoyen
Seconded by: Tammy Langevin
All in Favour

04 REVIEW OF DOCUMENTS:

The agenda was emailed to members for review.

- a. Manitouwadge Anniversary Committee – Terms of Reference
- b. Municipal Code of Conduct for Council and Committee Members
- c. Municipal Procedural Bylaw
- d. Workplace Violence, Harassment Prevention Policy
- e. Respectful Behaviour Policy
- f. Social Media Policy
- g. Various Acts, Regulations and Entities that govern Municipalities:
 - i. [Municipal Act](#)
 - ii. [Municipal Conflict of Interest Act](#)
 - iii. [Municipal Freedom of Information and Protection of Privacy Act](#)
 - iv. [Accessible Customer Services Act](#)

The members had no questions regarding any of the documents provided. All members signed an Acknowledgement Form for the Code of Conduct – Council and Committees of Council, and the Workplace Violence/Harassment Policy.

05 ELECTION OF CHAIR & CO-CHAIR (Terms of Reference, Sec. 5)**01 Election of Chair and Co-Chair from Community Members**

- Becky Bourgeois
- Marla Piche
- Ghislaine Moysey
- Katie Law

Staff discussed the options with the members regarding the election of either a Chair and Vice Chair or the election of two Co-Chairs. Members were in favour of the Chair and Vice Chair Model.

Nominations were opened; all members put forward Serafina Orcoyen and Reene Warren as Chair and Vice Chair respectively.

MOTION TO APPOINT SERAFINA ORCOYEN AS CHAIR AND REENE WARREN OF VICE CHAIR OF THE MANITOUWADGE ANNIVERSARY COMMITTEE:

Moved By: Tammy Langevin

Seconded By: Becky Bourgeois

All in Favour

06 BUSINESS**01 Manitouwadge Anniversary Committee Overview – Municipal Staff**

- Trish Boileau, Director of Community Services

Trish Boileau, Director – provided an overview of the committee process and mandate, and discussed what the relationship will be between the Township and the Committee.

02 Bottle Drive Planning for April 10th 2024 – Chair

Bottle drive for fundraising to take place April 10th, all volunteers to meet behind the rec centre at 6 pm

Confirmed use of Manroc truck as well as Fire Department escorts with rescue truck

Becky Bourgeois to reach out to high school for volunteers, Reene will hand out maps of the town for drivers.

03 Sponsorship Letters/Letters to Organizations – Chair

Provide letters to local businesses that indicates a list of events to choose from for potential sponsorship of that event.

Create general sponsorship letters asking for funding for the event as a Whole – Katie Law to send out letters.

04 Operating Budget Request- Trish Boileau

MOTION TO REQUEST AN OPERATING BUDGET OF \$25,000 FOR THE MANITOUWADGE ANNIVERSARY COMMITTEE, BE SUBMITTED TO COUNCIL FOR CONSIDERATION AT THE 2024 BUDGET DELIBERATIONS.

Moved By: Ghislaine Moysey

Seconded By: Becky Bourgeois

All in Favour

07 NEXT MEETING DATE

Tuesday May 7th, 7pm

08 ADJOURNMENT

MOTION TO ADJOURN at 8:32 pm

Moved By: Tammy Langevin

Seconded By: Kathy Hudson

Serafina Orcoyen
Chair

MANITOUWADGE ANNIVERSARY COMMITTEE
70th Anniversary
Draft 2024 Working Plan

EVENTS	WHAT IS REQUIRED/PLANNED
Activities	<ul style="list-style-type: none"> • Working group to coordinate

SPONSORSHIP OUTREACH	WHAT IS REQUIRED/PLANNED
Sponsorship Package	<ul style="list-style-type: none"> • Create sponsorship package • Assign Member(s)

SOCIAL MEDIA/ ADVERTISING	WHAT IS REQUIRED/PLANNED
Facebook/Instagram/Banner	<ul style="list-style-type: none"> • Create social media/advertising • Assign Member(s)

UPCOMING EVENTS	WHAT IS REQUIRED/ PLANNED
Canada Day	<ul style="list-style-type: none"> • Committee fundraising and promotion • Assign Member(s)

FUNDRAISING/MERCHANDISE	WHAT IS REQUIRED/ PLANNED
Sell Swag & Buttons	<ul style="list-style-type: none"> • Source quotes • Assign Member(s)
BBQ	<ul style="list-style-type: none"> • Manitouwadge Hill Climb (Complete) • Canada Day • Assign Member(s)
Bottle Drive	<ul style="list-style-type: none"> • Complete

FOOD & REFRESHMENTS	WHAT IS REQUIRED/ PLANNED
Ensure food/refreshments available for full weekend	<ul style="list-style-type: none"> • Community outreach • Assign Member(s)

LOGISTICS	WHAT IS REQUIRED/ PLANNED
Tents Portable Toilets Media	<ul style="list-style-type: none"> • Locations • Costs • Township/ Fire Department inventory • Assign Member(s)

BUDGET/FINANCE	WHAT IS REQUIRED/ PLANNED
Quotes	<ul style="list-style-type: none"> • Quotes to be submitted for Committee approval • Create detailed budget. Designate to track spending/costs. • Invoices to be submitted to Township for procurement/purchase.

