

**MUNICIPALITY OF CENTRAL MANITOULIN
OFFICE AND ADMINISTRATION COMMITTEE
MINUTES – November 26, 2024**

A video meeting of the Office and Administration Committee was held on November 26, 2024 with the following in attendance:

Chair Councillor Farquhar, Mayor R. Stephens, Councillors Bisailon, Mitchell, Scott, and D. Stephens, CAO/Clerk D. Deforge, and three (3) by video and one in person. The meeting was recorded.

The meeting was called to order at 1:00 p.m.

MOTION: D. STEPHENS AND BISAILLON

That the agenda be approved with the following additions:

- 8 b. email – Ontario Honour and Awards Secretariat – 2024-11-07 – Order of Ontario
- 9 c. 2025 Draft Operating Budget ...carried.

There was no declaration of pecuniary interest.

MOTION: R. STEPHENS AND BISAILLON

That the minutes of the last regular meeting of the Office and Administration Committee held on October 22, 2024 be approved...carried.

Staff continue to work on the following items:

- Housing Needs Study
- 2024 Insurance
- Events Grant Application Process – Large Event
- Events Donation Application Process – Small Event.
- Integrity Commissioner presentation at a future Office and Administration meeting.

The 2ND draft of the new Procedural By-Law was discussed. Staff is to complete the changes as discussed and bring back to the next meeting for further discussion.

The current committee structure was discussed. It was resolved that the committee structure would remain unchanged.

MOTION: D. STEPHENS AND SCOTT

That we recommend to Council that the Municipality provide three bursaries (one per ward) of \$500.00 each, to the Manitoulin Secondary School Annual Awards Night, to be held on December 19, 2024...carried.

The committee discussed the email from the Ontario Honour and Awards Secretariat regarding the Order of Ontario. This issue is deferred to the December Office and Administration committee meeting.

MOTION: D. STEPHENS AND SCOTT

That we recommend to Council to accept the donation report to October 31, 2024 as presented ...carried.

MOTION: SCOTT AND R. STEPHENS

That we recommend to Council to donate \$1,000.00 to Manitoulin Family Resources for their Christmas Basket Campaign 2024...carried.

The committee discussed the donation to the Lake Mindemoya Stewardship Association. The committee requested a copy of the original donation motion and requested a copy of their financial statements.

MOTION: D. STEPHENS AND BISAILLON

That we recommend to Council to accept the year-to-date expense report for the Office & Administration Committee dated October 31, 2024...carried.

MOTION: D. STEPHENS AND SCOTT

That we recommend to Council that the draft 2025 Office and Administration Operating budget be received AND FURTHER THAT it be forwarded to the Committee of the Whole meeting in January for further consideration...carried

MOTION: D. STEPHENS AND R. STEPHENS

That we now go in camera to consider the following issues:

- a. Municipal Act, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees – Staff

MOTION: SCOTT AND BISAILLON

That we now come out of in camera...carried.

MOTION: SCOTT AND R. STEPHENS

That we adjourn...carried