

MUNICIPALITY OF CENTRAL MANITOULIN

OFFICE AND ADMINISTRATION COMMITTEE

APRIL 19, 2016

Attending: Chairperson Councillor MacDonald, Mayor R. Stephens, Councillors Farquhar, Scott, and D. Stephens, along with the CAO/Clerk.

The meeting was called to order at 1:30 p.m.

MOTION: Scott and Farquhar

That the agenda be approved with the addition of item 8.c. Pearson Cup Tournament letter.....carried.

There were no declarations of pecuniary interest.

MOTION: D. Stephens and R. Stephens

That the minutes of the last regular meeting of the Office and Administration Committee held on March 15, 2016 be approved.....carried.

Old Business:

- a. Assisted Living: The CAO provided the committee members with a spread sheet listing Sudbury contact information and background material on facilities.
- b. Senior of the Year award: The CAO to proceed with this as directed.
- c. Job Descriptions: The CAO provided the committee members with the current job descriptions for those positions listed in the Succession Plan, along with examples of other municipality's job descriptions for the same positions for comparison purposes. The CAO was asked to develop a policy to update the job descriptions when one of these positions becomes vacant and bring back to the next Committee meeting. The CAO was also asked to provide recommendations to the committee regarding any future changes in the job descriptions that may be necessary.

MOTION: Scott and D. Stephens

That we recommend to Council that the Municipality donate \$95.00 toward the cost of the use of the Providence Bay Hall for a fundraising dinner being held by Gayle Payette on behalf of Dawn Young.....carried.

MOTION: D. Stephens and Scott

That we recommend to Council that the Municipality donate \$250.00 to the Manitoulin Navy League-Sea Cadet Corp.....carried.

MOTION: D. Stephens and Scott

That we recommend to Council that the Municipality declare the weekend of June 17th, 18th and 19th, 2016 a "Community Festival" to accommodate the annual Pearson Cup Tournament.....carried.

MOTION: D. Stephens and Scott

That we recommend to Council that the Municipality allow the Mindemoya Curling Club to hold an outside beer garden of June 17th, 18th and 19th, 2016, to be held under LLBO regulations and the Municipality of Central Manitoulin Alcohol Policy.....carried.

MOTION: Scott and D. Stephens

That we recommend to Council that the year to date financial report ending March 31, 2016 of the Office and Administration Committee be approved.....carried.

The meeting was adjourned at 2:20 p.m. on a motion made by Councillor D. Stephens.