

**OFFICE AND ADMINISTRATION COMMITTEE**  
**AGENDA – WEDNESDAY, December 16 2020**  
**7:00 p.m.**

1. Call to order.
2. Approval of agenda.
3. Declaration of pecuniary interest.
4. Approval of minutes of last regular meeting- November 24, 2020
5. Delegation: a. Allan Davy: Manitoulin Snow Dusters-Wagg's Wood ( Creek bed )
6. Old Business:
  - a. Assisted Living
  - b. Strategic Priorities
7. New Business:
  - a.
  - b.
8. Correspondence:
  - a.
  - b.
9. Financial Business:
  - a. Ongoing Donation record
  - b. Year to date financial report – November 30, 2020
  - c. Office and Administration Draft Capital Budget 2021
10. In Camera:
  - a.
11. Adjournment.