

OFFICE AND ADMINISTRATION COMMITTEE
MINUTES - MARCH 15, 2016

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

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

MOTION: D. Stephens and R. Stephens

That the agenda be approved with the following additions: items 7 (d) Appointment of Deputy Mayor and item 7 (e) Old School tour.....carried.

There were no declarations of pecuniary interest.

MOTION: Farquhar and D. Stephens

That the minutes of the last Office and Administration Committee meeting of February 16, 2016 be approved.....carried.

There were no delegations.

Old Business: Assisted Living update.

New Business: Notebooks/paperless Council-CAO's analysis
Senior of the year 2016-put back on next agenda
Health Science North-Clerk to respond

MOTION: R. Stephens and D. Stephens

That we recommend to Council that Councillor Scott be appointed as Deputy Mayor effective April 1, 2016 for a 16 month period.....carried.

It was determined to tour the Old School on March 21st, 2016 starting at 4:30 p.m.

MOTION: D. Stephens and Scott

That we recommend to Council that the Municipality of Central Manitoulin donate \$ 250.00 to the Canadian Cancer Society-East Manitoulin Branch.....carried.

MOTION: Scott and R. Stephens

That we recommend to Council that the Municipality of Central Manitoulin donate \$ 250.00 to the Manitoulin Fine Arts Association.....carried.

MOTION: Scott and D. Stephens

That we recommend to Council that the year to date financial report to February 29, 2016 for the Office and Administration Committee be approved.....carried.

MOTION: Farquhar and Scott

That the Committee now go in camera to discuss personal issues under section 239 (2) (b) of the *Municipal Act*.....carried.

MOTION: D. Stephens and Scott

That the Committee now come out of in camera.....carried.

MOTION: Scott and Farquhar

That we recommend to Council that the 2016 updated succession plan be accepted and that it continue to be reviewed annually.....carried.

The CAO was asked to look at the current job descriptions of other municipalities in preparation for future succession planning.

The meeting was adjourned at 2:45 p.m. on a motion made by Councillor Scott.