

- Met with all members of Council following the swearing in
- Participated in various Council training sessions
- Participated in calls with CAOs from across the County to discuss common issues and share best practices (Waste initiatives, By-law needs, AMP Program, Mandatory Vaccination Policies)
- Continue to oversee the operations of the municipality, making modifications where is it appropriate to facilitate the best service we can provide to the public
- Reviewed Insurance information and ensured updated information for the renewal was submitted
- Facilitate weekly management meetings including all staff once per month
- Recruited for Building Department staff, which is on board now and IT Coordinator which is still ongoing
- Met with current IT provider to work through various issues
- Overseeing and assisting with the changes in the Building Department and working through some outstanding issues with the Temporary CBO
- Met with Library CEO to work on the Agreement between the library and the Township
- Various meetings with Township staff to address concerns and challenges with work load
- Finalized performance management documents and reviewed process in preparation for this year
- Various meetings on the 2023 Budget with the Treasurer and Managers
- Assisted the County and Consultant in the facilities review, had multiple meetings with the consultant and other Township CAO's
- Attended a meeting regarding NextGen911 initiative with the County
- Complaints resolution with residents, some involving extensive time and research as well as meeting with staff and a lawyer.
- Attended various webinars on the OPP Annual Billing, performance management, mental health, LAS programs. Legal updates, managing the workforce while attracting and retaining employees
- Met with representatives from the Peterborough Humane Society on our contract and updates that could be made
- Responded to various enquiries from the public and businesses
- Worked with staff and consultant on potential updates to the joint facility
- Met with legal representatives on HR Matters, property matters and building matters
- Worked through conditions in the agreement to purchase the aggregate pit
- Continue to serve as President of AMCTO which requires various virtual meetings and presentations

Report Approval Details

Document Title:	CAO Monthly Report - February 2023.docx
Attachments:	
Final Approval Date:	Feb 8, 2023

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Elana Arthurs was completed by workflow administrator Martina Chait-Hartwig

Elana Arthurs