

Monthly Activities – Chief Administrative Officer

Administrative:

- Facilitated weekly department head meetings and one on one meetings with all members of the management team to deal with any issues.
- Responded to several calls and held in-person meetings with residents related to township governance matters, services delivered, or property related concerns.

Human Resources:

- Participated with the Building Services Department in the successful recruitment of a new Planner – completed.
- The IT Coordinator has returned to work with full duties after a brief personal medical leave.
- Authorized an early return for our spring / summer seasonal labour where feasible for our Public Works and Parks staff to assist with 2025 Ice Storm clean up.
 - We have called back our returning seasonal labour approximately 1 month early. (2 – 3 staff).
- Authorized hiring a temporary casual labourer for the Public Works department to assist with 2025 Ice Storm clean up.
- Authorized staff training in report writing facilitated by our Legislated Services Department.

Township Specific work:

- Prepared an appropriate Request for Proposal for contracting a qualified project manager to move forward the Warsaw Joint Public Works / Fire Station project.
- Received a proposal for the extension of our curbside waste collection contract to align with the timelines requested by Peterborough County related to their potential procurement of curbside waste collection services.
 - Contract extension proposal to come forward to a May Council meeting for Council consideration.

- At the Townships direction, local engineering consultants, Cambium and Engage Engineering are working on completing the required work to support an upcoming site plan application to Peterborough County for development of a joint Public Works / Fire Station to be located at 1422 County Road 4.

Township – Regional Representation:

- Engaged with the Peterborough County Economic Development Department.
 - Participated in the monthly Peterborough County Economic Development Advisory Committee meetings
 - Attended the monthly Economic Development Officer round table meeting.
- Participated in monthly Peterborough County CAO meetings.
- Participated on the selection committee for the procurement of renewed legal services contracts led by Peterborough County for the County and participating lower tier Townships.
 - Report to Council will be forthcoming on this matter.
- Anticipate the following activities this quarter in partnership with other townships:
 - Update to the Peterborough County Procurement MOU
 - Release of the Waste Collection RFP By the County and which we are currently participating
- Supported the Township of Selwyn's request for their Young's Point signage location. Ultimately this location was not selected by Selwyn after they further consulted with the MTO.