

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
- Responded to several calls and held in-person meetings with residents related to township governance matters, services delivered, or property related concerns.

Human Resources:

- Facilitated an all-hands staff meeting to introduce a new draft Staff Code of Conduct, advertise for a new Health and Safety Committee, educate staff with some cyber security training and offer an opportunity for organizational input and staff fellowship.
- Working to bring all staff into compliance regarding standard staff training certifications (WHIMIS, Occupational Health and Safety Act, etc.)
- All current staff vacancies are filled including the contract position for the Deputy Fire Chief. Anticipate new position authorized in the 2025 budget for Legislative Services to go to market in Q3 – 2025.

Township Specific work:

- Worked through a State of Emergency that lasted 24 days in response to the 2025 Ice Storm.
 - This storm has been the subject of 2 separate staff reports and impacted the entire Township and all departments.
 - All roads had fallen trees, brush and debris. The entire Township was without power for between 48 hours and up to 10 days.
 - Township clean up efforts are generally complete, and staff are working towards funding opportunities to offset clean related costs.
- Initiated quarterly meetings with the CEO of the Library to discuss property and facility related matters along with opportunities for both organizations to support one another.
- Facilitated work on the townhall elevator including minor repairs and further testing.
- Met with Peterborough Public Health to discuss our result from our 4-year water system inspections.

- Working with our HR consultant to reestablish an appropriate Township Health and Safety Committee to meet the Townships responsibilities.

Township – Regional Representation:

- Engaged with the Peterborough County Economic Development Department.
 - Met with Ec Dev staff to participate in their service delivery round table for Douro-Dummer.
 - 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 and chaired my first of these meetings.
- Working with Peterborough County and the Townships to review our current benefits provider and to discuss some joint procurement opportunities in this area.