

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:

- Initiated monthly update meetings with our human resources provided Harbr Human Resources.
- Reviewed and monitoring annual staff compliance training requirements and all employee vacation banks to ensure that staff are up to date on both.
- Participated with the Legislative Services Department on the on-going recruitment for the new Corporate Services Administrative Assistant position.
- Received resignation from the Manager of Finance / Treasurer:
 - Established plan for continued service delivery through transition.
 - Reviewed and updated the job description.
 - Initiated recruitment for a new Treasurer.

Township Specific work:

- Supported Council with organizational assistance for the annual Canada Day parade.
- Organized and participated in the Council hosted public engagement activity – Lemonade and Listening – July 8
- Received, processed and responded to 2 formal complaints related to Council meetings from 2022.
 - Both complaints were related to the same issue.
 - Resulted in process changes in the Legislative Services Department.
 - I misread the complaint policy and did not resolve the complaint within the 20 business-day policy timeline.
 - Both files are closed.

- Attended the Provincial funding announcement from CSRI for the new arena floor project July 25.
 - Retained Barry Bryan Associates to provide engineering support and overall project management services for the project.
 - This project will be administered through the CAO's office.
- Launched procurement for the Building Condition Assessment project.
 - Included in the 2025 Capital Projects Budget.
 - Required to maintain asset management compliance.
- Met with Councillor Landsmann to discuss her joining Council and to provide CAO background.

IT Activities:

- Introduced new cyber security measures to better safeguard the Township's network and information technology.
- Authorized the purchase of a small number of computers to ensure that all active computers are operating on a Microsoft supported platform.
- The IT Department is working towards updating the Township phone system to improve its operation, provide more flexibility and ensures redundancy during emergencies.
- Department is providing support to Legislative Services on the Council chamber AV update, new website transition and upcoming record system project.

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.
 - Met with new interim CAO Mike Rutter from Asphodel-Norwood to discuss shared township resources.
- Attended the 2025 Association of Municipalities of Ontario (AMO) conference in Ottawa August 16 – 20.