

- Continuing work on the process to implement the electronic agenda management system, including working on templates. Completed and recorded a zoom training session on report writing in eScribe for staff
- Continued work on a comprehensive list of ongoing matters/RFPs/Agreements (matters that need renewing/updating, etc.)
- Development Deposits – updated necessary development deposit accounts
- Staff have responded to various inquiries and virtually attended meetings regarding planning, minor variances, rezonings
- Following updates on the processing of planning during the COVID-19 pandemic
- Participated in Service Delivery and Organizational Review, individual interview, survey, etc.
- Followed up on installation of audio equipment for council chambers
- Prepared minutes, agendas, by-laws for Council,
- Updated Procedural; By-law regarding virtual attendance during emergency situations
- Staff Performance Reviews
- Submitted annual Weed Inspectors Form to Ministry
- Working from home setup
- Training/implementation of virtual zoom meetings and YouTube Livestreaming of Council meetings
- Attended various electronic (telephone, zoom) meetings for Emergency Operations Centre, planning pre-consultations
- Virtually attend weekly AMO web-castings regarding COVID-19 tips/tricks/discussions
- Working on staff recognition policy
- Working with DataFix regarding the PIN template letters for the 2022 election process
- Will be attending virtual MDS training

Report Approval Details

Document Title:	Clerk-Planning - January 2020.docx
Attachments:	
Final Approval Date:	Feb 24, 2020

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

Martina Chait-Hartwig

Report Approval Details

Document Title:	Clerk-Planning - March-April 2020.docx
Attachments:	
Final Approval Date:	Apr 27, 2020

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

Martina Chait-Hartwig