- Continuing work on the process to implement the electronic agenda management system, including working on templates and training.
  - April – held a virtual training session to create reports. This was recorded and is saved for staff to use in the future
  - Created hard-copy training reports (how to create a report, how to start a workflow)
- 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 many inquiries and attended pre-consultation meetings regarding planning, minor variances, rezonings, subdivision
- Researching the best way for the Township to allow for the processing of planning applications
- Prepared minutes, agendas, by-laws for Council
- Prepared various correspondence from Council meetings
- Working on issuing a Mobile Canteen Licence; worked with applicant to provide a COVID-19 safety mitigation measures plan as part of Licence application
- Attended a virtually interview for the County's Service Delivery Review
- Attended EOC weekly meetings, management/staff meetings
- Training with staff on how to use zoom
- Had a meeting with Karl Moher regarding the COA/Planning Committee meetings and approval process of the minutes for the Planning Committee
- Assisted Datafix with PIN letters for the 2022 Election
- Training: Virtual MDS Training by OMAFRA, Privacy during COVID-19 by AMCTO, AMO weekly webinars on tips during COVID-19, AMO webinar on Municipal Labour Relations during COVID19 - Part 2,

Township of Douro-Dummer

Report Approval Details

Document Title:	Clerk-Planning - May 2020.docx
Attachments:	
Final Approval Date:	May 25, 2020

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

Martina Chait-Hartwig