

- Finished meeting with all Department Managers as fact finding regarding department goals and objectives
- Posting for Manager of Public Works (12-month contract) position complete, closed February 6<sup>th</sup>, 2020, reviewed submissions with hiring committee, moving forward with interviews in early March
- Attended to multiple building maintenance issues
- Started Annual Performance Review process for Management Team
- Working with WSCS on Service and Organizational Review process
- Attended a number of meetings – Staff & Management Team meeting, Peterborough Public Health, Provincial consultation on the Conservation Authorities Act, Local Food and Agricultural event hosted by PKED and OMAFRA, met with Dan Marinigh of ORCA, Sustainable Development Launch Event, Community Safety and Well Being Plan organizing meeting
- Completed various start of the year reports
- Submitted funding application for 3 seasonal positions through federal Canada Summer Jobs program
- Attended a Case Conference regarding Hall's Glen LPAT case
- Participated in the review of Draft Budget documents
- Provide additional information regarding the Curbside Pick-up and Roll Off Bins RFP to prospective bidders through an Addendum
- Reviewing RFP submissions for joint multi-Township and County Legal services procurement
- Drilling, well installation and samples have been taken from the Edwards Pit as part of additional testing that was requested by Council, results are on track to be available to Council mid-March 2020.