

- Continuing work on implementing the electronic agenda management system, including working on templates and training.
 - o Continuing to work with staff to create all reports in eScribe
 - o Continuing work on various templates (i.e. reports, agendas, etc.).
- 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, site plan applications
 - o Continued to use the new pre-consultation process for planning applications, including creating a pre-consultation application and established a follow up process. This process has already proven to be effective to ensure information from all agencies are provided to applicants prior to submitting applications.
 - o Followed up on a number of planning pre-consultation meetings
- Continue to monitor the LPAT hearing process regarding an appeal currently being processed by the LPAT
- Prepared minutes, agendas, by-laws for Council and committees
- Prepared various correspondence from Council meetings
- Attended EOC meetings, management/staff meetings
- Attended a virtual Parliamentary Procedure Course
- Training with staff, Council and Committee members on how to use zoom and eScribe
- Continued conversations and attended virtual meeting regarding the Service Delivery and Organizational review
- Participated and worked with the working group on the Use of the Wharves
- Continued work on the appointment of a new Integrity Commissioner (i.e. notification, signing agreement, etc.).
- Continuing work with the County on a RFP for a Human Resource Consultant for the hiring of a CAO
- Continuing to train staff on processing planning applications
- Various staff have taken vacation