

- Ongoing Covid-19 pandemic related actions - the creation of new policies, health and safety concerns, work at home set up or alternative work locations for most employees, communications to Council, the public and staff have occupied a very large amount of time. The pandemic has changed the way that the corporation functions and many new plans and processes have had to be put in place.
- Received results of staff survey regarding re-opening the office to the public and reducing remote work to learn about employee concerns and ideas for implementation.
- Continued to work with Tammy and her team at WCSC on the Service Delivery and Organizational Review Project – Presentation to Management Team on August 17, 2020 and to Council on August 24, 2020.
- Participated in bi-weekly calls with CAOs from across the County to discuss common issues and share best practices.
- Attended virtual meetings with OPP and Peterborough Public Health on multiple issues stemming from the Covid-19 pandemic.
- Had meeting with MTO regarding changes to legislation regarding off-road vehicles on municipal roadways.
- Prepared various reports to Council and agenda items.
- Worked with Mary Spence of the County of Peterborough for the recruitment of a Permanent Manager of Public Works as per Council direction. Process is now complete.
- Met with Lakefield College School regarding their safe re-opening plans and communication strategy.
- Attended multiple EOC meetings.
- Hosted staff and management team meetings.
- Committee on Edwards Pit has been meeting with consultants and local experts
- Photocopier RFP has been circulated.
- Worked with Peterborough Public Health on public events that were taking place in the Township under the new Covid-19 restrictions.
- Assisted Public Works Staff with Daleview Road project, attended on location and virtual meetings.
- Assisted Clerk's/Planning and Building Departments with various inquiries and applications under the Planning Act.