

- Records Retention/Disposition – Reviewed and Prepared various files for destruction, updated TOMRMS binder with updated classifications/retention, cleansed files, coded files, boxed/moved files to Archival Storage
- Sent out the RFP for Curbside Waste Collection and Transporting Roll-Off Bins
- Continuing work on the process to implement the electronic agenda management system, including working on templates and training
- 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 attended meetings regarding planning, minor variances, rezonings
- Processed planning applications and prepared necessary reports
- Attended a meeting hosted by the Ministry regarding conservation authorities
- Attended meetings regarding: Technical Advisory Committee on Official Plan Update, Sustainable Building Launch
- Started process to install audio equipment for council chambers
- Prepared minutes, agendas, by-laws for Council, COA and Planning Committee
- Prepared various correspondence from Council meetings
- Processed a FOI Request
- Staff are working on County Award Nominations
- Cross-training for agendas, minute taking, processing planning applications
- Attended a WSIB session on Health and Safety Excellence Program

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