

- Continuing work on the process to implement the electronic agenda management system, including working on templates and training.
  - o Recorded a training session for COA members to learn how to use eScribe. Will host individual training sessions if required.
  - 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 application
  - o Established a require pre-consultation process for planning applications, including creating a pre-consultation application and established a follow up process.
  - o Followed up on a number of planning pre-consultation meetings
- Started processing planning applications through electronic public meeting process. Have amended Notices, posters and implemented a process to allow public participation during public meetings.
- Attended teleconference LPAT hearing regarding an appeal currently being processed by the LPAT
- Prepared minutes, agendas, by-laws for Council and committees
- Prepared various correspondence from Council meetings
- Worked with LR Brown for the installation of the new audio system in Council Chambers
- Attended EOC meetings, management/staff meetings
- Training with staff, Council and Committee members on how to use zoom and eScribe
- Continued conversations/interviews regarding the Service Delivery and Organizational review
- Participated and worked with the working group on the Use of the Wharves
- Worked with County on the RFP for the appointment of a new Integrity Commissioner. A report will be forth coming on an agenda to appoint a new Integrity Commissioner.
- Worked on the process to extend the Temporary CAO position and working with the County on a RFP for a Human Resource Consultant for the hiring of a CAO
- Participated in the hiring process for contract Legislative Services Administrative Assistant (i.e. advertise, interviews, etc.).



**Report Approval Details**

Document Title:	Clerk-Planning - June and July 2020.docx
Attachments:	
Final Approval Date:	Jul 14, 2020

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

Martina Chait-Hartwig