

Clerk's Department:

- Responding to inquiries and requests from the public and various stakeholders.
- Prepared agendas for following meetings: two regular Council meetings.
- Prepared various reports to Council and all associated minutes.
- Working through the steps for a request to stop-up and close a road allowance including a sale of the land, currently waiting on the results of the survey.
- Drafted a new Procedural By-law and completed a review with the Committee in preparation for sending it to Council.
- RFP for Voting Methods closed and a provider was chosen. Currently reviewing the agreement for service.
- Cleansing of batches of files as per the Township retention By-law.
- Ongoing updates and new items being added to the Township Website.
- Attending Municipal Elections training program offered through AMCTO
- Attended virtual Clerk's Forum and AMCTO Zone 5 meeting.

Planning Department:

- Responded to various inquires, correspondence and applications under the Planning Act. Pre-consultation meetings continue to be popular with the appointments booking weeks ahead.
- Planning Act applications continue to be received at higher volumes then last year.
- Continue to work with Planning Act applicants and partner agencies to reduce red tape in the processing of applications.
- Participating in TAC meetings for County Official Plan Project and viewing of mapping Schedules and reports. Sitting on Committee that is creating the public outreach and information strategy.
- Working through peer review process for the following applications: Clancy Subdivision, Ontario Turtle Conservation Centre, Wildfire Golf Course.
- Hosted pre-consultation meetings in October for 6 applicants.

Miscellaneous:

- Work has finished for the year at the Lime Kiln property for 2022.
- Continue to sit on the AMCTO Legislation and Policy Advisory Committee
- Worked with CAO and Treasurer to create budgets for the Clerk's Department, Planning Department, 2022 Election and Committee of Adjustment and Planning Committee.

Report Approval Details

Document Title:	Clerk-Planning Department Monthly Report - October 2021.docx
Attachments:	
Final Approval Date:	Oct 26, 2021

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

Elana Arthurs