

Clerk's Department:

- Responding to inquiries and requests from the public and various stakeholders.
- Prepared agendas for following meetings: two regular Council meetings, two budget meetings, one special meeting and one Service Delivery Review Action Committee meeting.
- 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, survey is now complete, waiting registration.
- Continuing to work on the new Procedural By-law, presented to Council and now working on edits.
- RFP for Voting Methods process is now complete, agreement signed with Simply Voting.
- 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
- Participated in a Treaties Recognition event

Planning Department:

- Responded to various inquiries, 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 than 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 November for 5 applicants.

Miscellaneous:

- Continue to sit on the AMCTO Legislation and Policy Advisory Committee and have joined the Elections Ontario's Municipal Working Group
- 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

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

Elana Arthurs