

Clerk's Department:

- Responding to a number of inquiries and requests from the public and various stakeholders.
- Prepared agendas for following meetings: Four Regular Council meetings, three Special meetings, three Planning Committee meetings, two Committee of the Whole meetings.
- Prepared various reports to Council and Committees and all associated minutes.
- Working on election procedures and plans for October 2022 – website updates, attended Candidate Training on April 27, 2022.
- Cleansing of batches of files as per the Township Retention By-law.
- The Procedural By-law 2022-21 was approved by Council.
- Attended MPAC webinar regarding Enumeration Update for Election
- Ongoing updates and new items being added to the Township Website

Planning Department:

- Responded to various inquires, correspondence and applications under the Planning Act.
- Attended various pre-consultation meetings which continue to be popular with the appointments booking weeks ahead.
- 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, County held official Public Meeting for plan on May 18, 2022.
- Working through peer review process for the following applications: Clancy Subdivision, Ontario Turtle Conservation Centre, Paterson-Carrington, Riel-Ironwoods and St. Joseph Catholic School Site Plan.
- Review of Severance and Zoning By-law Amendment files for outstanding items was completed.
- New Zoning By-law Amendment Application was received, R-01-22 and is currently circulating for comments.

Miscellaneous:

- Participated in the interview process for the new Township Planner
- Led interview process for administrative summer students.
- Participating in webinars and receiving information about the upcoming municipal election in 2022
- Also participating in MPAC and Elections Ontario Elections Working Group meetings
- Assisted in the orientation and training of new staff who have joined the Township

**Report Approval Details**

Document Title:	Clerk-Planning Department Monthly Report - April and May 2022.docx
Attachments:	
Final Approval Date:	May 24, 2022

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

Elana Arthurs