

Activity List 2024

	Description of Request	Responsibility	Date Directed	Suggested Completion	Status
1	Recommendation report to Council required regarding the disposition of two residential lots as outlined within report PD2022-15.	Planning & Development	27-Apr-23	TBD	Town to initiate severance applications to create two lots and apply for an OPA and ZBA.
2	Recommendation report to Council required regarding OP23-01, Blackthorn Development Corporation, 63 & 63A Trafalgar Road.	Planning & Development	8-Jun-23	Q2	Final recommendation report for the OPA to be considered on April 11 th . The recommendation report respecting the ZBA and DPS to be considered by Council at a later date.
3	Staff were directed to deliver a comprehensive traffic management plan and communication plan at or before the next Council meeting and provide an update at every subsequent meeting thereafter until the completion of the construction.	Infrastructure Services	13-Jul-23	TBD	Staff delivered presentations at the September 28 th , October 26 th , November 23 rd , December 4 th , and February 8 th meetings of Council.
4	Staff were directed to draft and issue an RFP for an independent third-party consultant with a sole focus of change management necessary to address the changes and challenges facing our community.	CAO	13-Jul-23	TBD	Staff reported back to Council at the August 17 th , 2023 Regular Meeting and at that time the report was deferred for consideration following the appointment of a permanent CAO.
5	Recommendation report to Council required regarding Zoning By-law Amendment Application Z23-05, 5397 Wellington Road 125.	Planning & Development	14-Dec-23	Early Q2	Staff are currently drafting a final recommendation report.
6	Staff were directed to bring a report to Council respecting the wastewater system inclusive of: a summary of the project, recommendations on management of existing septic systems until the time of hookup, clarification on the process regarding a Sewer Connection By-law, and a summary of advocacy for funding.	Infrastructure Services	14-Dec-23	TBD	Application for funding through the Housing-Enabling Water Systems Fund (HEWSF) in process.
7	Staff were directed to expedite a report analyzing the options for fast-tracking the Transportation Master Plan.	Infrastructure Services	14-Mar-24	Early Q2	Staff are presently drafting terms of reference and once finalized expect to issue a Request for Proposal (RFP) in accordance with the Procurement By-law. The Transportation Master Plan will consolidate all existing traffic plans in the community and developments.
8	Staff to report back on the delegation respecting traffic calming measures on Tenth Line.	Infrastructure Services	14-Mar-24	Q2	Staff are currently reviewing the situation and will draft a report for Council's consideration.

9	Staff to report back on the delegation respecting Victoria Park.	Parks & Recreation	14-Mar-24	Q2	Staff are currently reviewing the situation and will draft a report for Council's consideration.
10	Staff were authorized to publish and issue Notice of Intention to Designate heritage properties within the Town of Erin and return to Council with by-laws designating the properties following the 30-day objection period.	Planning & Development	14-Mar-24	Q2	Designation by-laws must be passed within 120 days of the publication of notice.
11	Staff were directed to deliver a report to Council respecting establishing a Heritage Plaque Program in partnership with the Heritage Committee.	Legislative Services	28-Mar-24	Early Q2	Staff are currently reviewing the committee's work and will draft a report and related policy for Council's consideration.