

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 Z23-02, Blackthorn Development Corporation, 63 & 63A Trafalgar Road.	Planning & Development	8-Jun-23	Q2	Final recommendation report for the OPA considered on April 11 th . A Public Meeting was held on May 9 th regarding the ZBA and a recommendation report will be presented to Council for their consideration at a future meeting.
3	Staff were directed to deliver a comprehensive traffic management plan and communication plan.	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. The Town's CAO, Rob Adams, is incorporating this consideration as part of the Strategic planning exercise and subsequent operational work plans.
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	Q2	Staff are currently reviewing the committee's work and will draft a report and related policy for Council's consideration.