



MUNICIPALITY OF West Elgin

Staff Report

Report To: Council Meeting
From: Heather James, Planner
Date: 2022-06-23
Subject: May 2022 Monthly Activity Report

Recommendation:

That West Elgin Council hereby receives the report from Heather James, Planner regarding May 2022 monthly planning activity report for information purposes.

Purpose:

The purpose of this report is to provide Council with an update on municipal planning activities for the month of April 2022.

Background:

Applications

- Three planning applications were received and deemed complete (two consents and one minor variance)

Reports to Council/Public Meetings

- Seven reports were presented to Council; public meetings for four zoning by-law amendments
- One closed session report was presented to Council

Letters

- Two zoning reports for the sale of properties were prepared
- One zoning compliance letter was prepared for the sale of propane exchange tank program

Meetings

- Three in-person meetings with property owners inquiring about severances and a zoning by-law amendment
- Three virtual meetings; an update on the West Elgin Official Plan with Dillon Consulting; update on ongoing files, proposed severance and LTVCA meeting for Service Agreement/MOU

Inquiries

- Twenty-eight inquiries by email for mostly zoning and severances
- Thirteen inquiries by phone for mostly zoning and severances

- Significant time was spent conversing, providing information and following-up with applicants and property owners/interested parties by email and by phone on their questions and concerns

Reviews/Comments

- Reviewed comments from LTVCA on four applications
- Reviewed and provided comments on a potential site plan
- Reviewed severance conditions on several files
- Reviewed conditions for a current draft plan of subdivision

West Elgin Official Plan

- Monthly meeting with Dillon Consulting providing update on Official Plan

Report Approval Details

Document Title:	May 2022 Monthly Activity Report - 2022-26-Planning.docx
Attachments:	
Final Approval Date:	Jun 21, 2022

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

Jana Nethercott