

Report to Council

Date: 6/23/2025
From: Julia McCaugherty-Jansman, Clerk
Re: Departmental Activity Update – Clerk Department

RECOMMENDATION

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Update for the Clerk Department for June 2025 as presented.

Ongoing Action Items

Item	Date of Completion/Targeted Date	Comments
Records Management		
Records Management Network Drive Clean Up	June 2025	Ongoing across all departments with assistance of consultant Provided a records management session with staff on June 5 th to give an overview of records management and TOMRMS
Scanning paper files for proper electronic documentation	Remainder of 2025	Ongoing process
Planning Administration		
Draft Zoning By-law	June 23 rd 2025	Attached for approval and passage
Planning Applications Administration	Ongoing	Consent Applications in order Zoning By-law Applications all currently up to date Ongoing site plan applications
Clerking		
Draft ATV By-law	Target Date: July 15 th	Targeted to bring 1 st draft By-law to July 15 th Council Meeting Reviewing document

Committee Recruitment	Ongoing	Appointments attached for Community Development Coalition Will continue to recruit over the summer for remaining Committees and Coalition
Update notice of collection statement on all municipal forms	2025	Ongoing process
Marriage Licences	Ongoing	Have now processed 4 marriage licences Receiving continuous inquiries about licences.
Website maintenance and social media	Ongoing	Continuous updates to Facebook Continuing to maintain the website as best as possible. Working with Museum Supervisor to schedule Blockhouse Museum social media posts throughout the summer
Canada Day Planning	July 1 st	Meeting held on June 13 th with the Committee Finalizing details for the event and advertising for the month of June
Election Training	2025/2026	Registered for AMCTO's online election training taking place in the fall of 2025.
Accessibility Desk Audit	May/June	Selected for an AODA Desk Audit. Working with the provincial AODA Compliance department to finalize aspects of the audit

List of Outstanding Deferred Items

Item	Date of Deferral	Status
ZBA-03-2024 (Bassile) (By-law 35-2024)	June 10, 2024	Deferred until staff can make a recommendation on the necessary sanitary allocation to support the proposed development,

		technical review of servicing strategy and stormwater management plan and applicant has submitted a traffic impact assessment
Property Standards By-law	January 27, 2025	Deferred until CoW can have further review and consideration with comparative municipal by-laws. Working on drafting a report and by-law to bring back to Council for review.
Reserve Capacity Discussion Report	October 15, 2024	Deferred until a later date.
Forcemain Quote Report	January 27, 2025	Deferred.
Declare Land Surplus (Collar Hill)	March 24, 2025	6-month deferral

BUDGET/LEGAL IMPLICATIONS

None.

CONCLUSION

This report is for information purposes and provides as an update activity report from the Clerk.

ATTACHMENTS

None.

Submitted by:

Julia McCaugherty-Jansman, Clerk

Approved by:

Darlene Plumley, CAO