

## Report to Council

**Date:** 5/26/2025

**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 as presented.

### Ongoing Action Items

Item	Date of Completion/Targeted Date	Comments
<b>Records Management</b>		
Records Management Network Drive Clean Up	May/June 2025	Ongoing across all departments with assistance of consultant
Scanning paper files for proper electronic documentation	Remainder of 2025	Ongoing process
<b>Planning Administration</b>		
Draft Zoning By-law	June 2025	2 <sup>nd</sup> Public Meeting Scheduled – May 26 <sup>th</sup> at 5pm Website Updated Receiving public comments
Planning Applications Administration	Ongoing	Consent Applications in order Zoning By-law Applications all currently up to date Ongoing site plan applications
<b>Clerking</b>		
Draft Sale and Disposition of Property Policy	May 26 <sup>th</sup> , 2025	Attached to May 26 <sup>th</sup> Agenda.
Draft ATV By-law	Target Date: June 9, 2025	Targeted to bring 1 <sup>st</sup> draft By-law to June 9 <sup>th</sup> CoW Meeting
Committee Recruitment	End of May 2025	Not many applications submitted to this point. Continuing to promote

		application submissions. May have to extend the deadline for applications.
Update notice of collection statement on all municipal forms	2025	Ongoing process
Marriage Licences	Ongoing	Processed 1 <sup>st</sup> marriage licence on May 12 <sup>th</sup> . Receiving continuous inquiries about licences.
Website maintenance and social media	Ongoing	Implemented a “Did You Know” Facebook campaign to provide information to residents on various topics. Continuing to maintain the website as best as possible.
Election Training	2025/2026	Registered for AMCTO’s online election training taking place in the fall of 2025.

### 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.
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
Accessible Washroom Report	April 28, 2025	Until further information is collected by staff

#### 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:

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Julia McCaugherty-Jansman, Clerk

Approved by:

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Darlene Plumley, CAO