

Report to Council

Date: 7/14/2025
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 report from the Clerk Department.

Ongoing Action Items

Item	Date of Completion/Targeted Date	Comments
Records Management		
Records Management Network Drive Clean Up	Mostly Complete. Finalize in July.	Ongoing across all departments with assistance of consultant
Scanning paper files for proper electronic documentation	Remainder of 2025	Ongoing process
Planning Administration		
Zoning By-law Amendment ZBA-05-2025 (Lackey)	July 14, 2025.	Public Meeting held in June. Final by-law attached.
Planning Applications Administration	Ongoing	Zoning By-law Applications all currently up to date
New Zoning By-law	July 2025	Notice of Decision/Passing sent out on June 24 th . Appeal period ends July 15 th .
Clerk Duties		
Draft ATV By-law & Property Standards By-law	Target Date: September 2025	Status update report attached.
Committee Recruitment	Summer 2025	Community Development Coalition appointed. Recruitment for other committees remain open.
Update notice of collection statement on all municipal forms	2025	Ongoing process
Marriage Licences	Ongoing	

Website maintenance and social media	Ongoing	Continuing to maintain the website as best as possible. Continuing to work with Blockhouse Museum Supervisor to schedule Museum social media posts throughout the summer.
Accessibility Desk Audit	Completed	Received confirmation that it was complete and no further information was needed. Staff accessibility training up to date.

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

BUDGET/LEGAL IMPLICATIONS

None.

CONCLUSION

This report is for information purposes only.

ATTACHMENTS

None.

Submitted by:

Julia McCaugherty-Jansman, Clerk

Approved by:

Darlene Plumley, CAO