

Report to Council

Date: 7/14/2025
From: Manager of Finance Rahm/CAO Plumley
Re: Departmental Activity Report

RECOMMENDATION

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Departmental Activity Report concerning Finance and Administration.

AND FURTHER THAT Staff be directed to;

- a) Commence the process of recruitment for the position of Senior Planner; or
- b) Commence the process of recruitment for a Junior Planner with the understanding that oversight from a Senior Planner will be required.
With the intend to have either the position filled no later than December 31, 2025; or
- c) Maintain the status quo and enter into a servicing agreement with JP2G Consulting Services.
- d) Prepare a request for Quotation for Planning Consulting Services

AND FURTHER THAT Staff be directed to determine how the role of Drainage Superintendent will be fulfilled and proceed in securing compliance with what is stipulated in the "*Drainage Act*".

Finance		
Item	Status	Comments
Year End Audit	Complete	Report Attached
Development Charges Study	First Phase Complete	Additional follow-up Fall 2025
Water Rate Study	Complete	July 14, 2025
Financial Strategy Asset Management	Complete	Watson and Associates July 14, 2025
Financial Software Integration	Anticipated completion in July of 2025	Capital component ongoing. Budgeting forecast initiated
Borrowing Summary	Attached	July 14, 2025
CAO		
Community Grants Policy	Fall 2025	Reviewing Options with Comparator Municipalities
Contacted North Grenville re. bus stop/associated costs	Summer 2025	Further follow up required.

Town Hall Meeting Format	Summer of 2025	Being developed
Smiths Falls Recreation Proposal	Pending summary draft from Smiths Falls	Will be circulated upon receipt. CAO
Accessible Washroom	MOU signed	
Strategic Planning Phase Two	September 2025 N.G. Bellchamber	Proposed meeting upon receipt of financial strategy document from Watson and Associates
Public Meeting for Master Plan	Date yet to be determined in the Fall of 2025	If funding is received for the project, more detail will be provided.
Business Improvement Association	Ongoing	Investigate steps regarding what is required and the process required to move it forward. Clarification is required.
Provided Council with Status of Organizational Review	July 2025	Determine options to move forward with outstanding Planning Department recommendation.
Consideration of outstanding Drainage Concerns	July 2025	Determine options for Drainage Superintendent, in-house of contract out.
Wastewater Allocation By-law and Policy	September 2025	Revise the draft presented on July 7, 2025. Develop definitions relating to Infill, Greenfield, Registered on Title, include mapping of current underground infrastructure as an attachment to the policy.
Provide Mapping identifying "Historical Plans of Subdivisions"	September 2025	A summary of their current status within the Official Plan and Zoning By-law will be included in the Report.
Community Coalition	Proposed August 2025	Members have been notified. Draft agenda is being developed.

Submitted by:

Kirsten Rahm, Treasurer

Approved by:

Darlene Plumley, CAO

