

## Report to Council

**Date:** 3/24/2025  
**From:** Julia McCaugherty-Jansman, Clerk  
**Re:** Canada Day Committee Appointment Update

### RECOMMENDATION

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the Canada Day Committee appointment update report.

### BACKGROUND

The Terms of Reference for the Canada Day Committee was approved at the January 27<sup>th</sup>, 2025 Regular Council Meeting.

### ANALYSIS

The following timeline is the process staff took for the recruitment process for the Canada Day Committee following the Terms of Reference approval:

<b>Action</b>	<b>Date</b>
Posted Application Form and Terms of Reference on the Committees & Boards page on the Village website	January 28 <sup>th</sup>
Posted the call for volunteers on the Village Facebook page	January 29 <sup>th</sup> February 9 <sup>th</sup> March 3 <sup>rd</sup>
Posted a Public Notice on the Village website that the Call for Volunteers is now open *Has remained a "Featured" notice on the revolving notices on the website homepage since this date*	January 30 <sup>th</sup>
Sent an email notification to the email distribution list that the call for volunteers was open with a direct link to the webpage for applications	January 30 <sup>th</sup>
Sent a reminder email notification to the email distribution list that the call for volunteers was open with a direct link to the webpage for applications	February 11 <sup>th</sup>

The original deadline for applications was posted for February 17<sup>th</sup> at 4:30p.m, with the intention of making appointments at the February 24<sup>th</sup> Regular Council Meeting. Staff

did not receive any applications by the posted deadline, so the application deadline was extended until March 17<sup>th</sup> at 4:30 p.m. and this was noted on the webpage.

To this point, no applications have been received to bring forward to Council.

#### BUDGET/LEGAL IMPLICATIONS

None.

#### CONCLUSION

Staff are providing this report for Council's information and to provide a timeline of recruitment practices that were undertaken.

Staff can ensure that the application submission portal remain open-ended with no specified deadline and can bring forward any applications for Council consideration when/if they are received.

#### ATTACHMENTS

None.

Submitted by:

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Julia McCaugherty-Jansman, Clerk

Approved by:

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Darlene Plumley, CAO