

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 27th, 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:

Action	Date
Posted Application Form and Terms of Reference on the Committees & Boards page on the Village website	January 28 th
Posted the call for volunteers on the Village Facebook page	January 29 th February 9 th March 3 rd
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 th
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 th
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 th

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

did not receive any applications by the posted deadline, so the application deadline was extended until March 17th 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:

Julia McCaugherty-Jansman, Clerk

Approved by:

Darlene Plumley, CAO