

Report to Committee of the Whole

Date: 6/9/2025
From: Julia McCaugherty-Jansman, Clerk
Re: Committee Recruitment Update

RECOMMENDATION

THAT the Committee of the Whole receive for information the report regarding Committee recruitment;

AND FURTHER THAT Committee direct staff to bring the update report to the June 23rd Regular Council Meeting with the direction to proceed with Option _____ as included in the report.

BACKGROUND

At the March 24th Regular Council Meeting, the following motion was passed:

Moved by Deputy Mayor Barr
Seconded by Councillor Maitland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the report regarding the final revised structure of Committees of Council;

AND THAT Council approves the recommendations as included in the report for the structure of Committees and approves and enacts all attached By-laws as presented.
Carried.

The following Committees and Coalitions were approved via the above motion:

- Recreation Advisory Committee
- Municipal Heritage Committee
- Waster, Recycling and Environmental Advisory Committee
- Economic Development Coalition
- Community Development Coalition

ANALYSIS

Staff updated the Village website on Monday, March 30th to include the new Terms of References for the Committees, a new fillable application form, and the deadline for applications set for Friday, May 30th at 4:00 p.m.

The following actions were taken for recruitment:

Action	Date
Updated Village website with all Committee, Coalition and Board information. Details on how to apply included.	March 30, 2025
Public Notice sent to email distribution list and posted on the website.	April 1, 2025 The Public Notice has remained on the home page banner since April 1 st .
Recruitment details posted on the Village Facebook page	April 1, 2025 April 11, 2025 ("Did You Know" Friday post) April 16, 2025 May 7, 2025 May 17, 2025
Flyers posted at the front vestibule in the Municipal Office and bulletin board	April and May 2025

As of finalizing this report on June 3rd, there have been only 10 applications submitted. The table below outlines the specific committees/coalitions that have been applied for:

Committee/Coalition	Number of Applications
Municipal Heritage Committee	1
Recycling, Waste & Environmental Advisory Committee	1 (Applicant indicated their second choice was Recreation Advisory and 3 rd choice was Municipal Heritage)
Community Development Coalition	6 (One applicant indicated they would also consider the Economic Development Coalition)
Economic Development Coalition	1 (Applicant indicated they would also consider the Community Development Coalition)
Recreation Advisory Committee	1

Staff feel as though this may not be enough applications to proceed with appointments at the June 23rd Regular Council Meeting as originally planned.

Staff have discussed various approaches to move forward with. Options are included below for discussion.

Option 1

It was noted that perhaps the summer season is a busy time for residents and there will be a lack of applications submitted while individuals take holidays. For the Coalitions, applications for the composition of business and society individuals included in the Terms of Reference may lack as well due to the busy tourist summer season.

The recommendation to consider is deferring further recruitment until early Fall. This will allow staff to identify more effective recruitment practices for our community. It will also allow for the Strategic Plan process to continue, with the hopes that it will identify initiatives and priorities that can be provided to Committees right away to review and provide feedback and recommendations on.

Option 2

Proceed with appointments to the Community Development Coalition at the June 23rd Regular Council Meeting with the applications received. The number of applications received to this point will equal the exact number required for quorum on the Coalition.

Another recruitment call can be posted for the remaining Economic Development Coalition and the advisory committees.

Option 3

Staff are open to further discussion from the Committee on other possible options to proceed with.

BUDGET/LEGAL IMPLICATIONS

None.

CONCLUSION

Staff are providing this report as an update and request that feedback from the Committee of the Whole be provided on the options as presented or other potential options.

ATTACHMENTS

None.

Submitted by:

Julia McCaugherty-Jansman, Clerk

Approved by:

Darlene Plumley, CAO