



Clearview Youth Centre Advisory Committee

MINUTES

June 12, 2019

3:30 p.m.

Clearview Youth Centre

Members Present: Ben Murray (Chair), Deputy Mayor Barry Burton, Councillor Robert Walker, Krista Taylor-Bleich, Kaitlyn MacDonald, Barb Sawyer, Caroline McIntosh, and Mary Thomas (3:51).

Members Absent:

Staff Present: Cayla Reimer, Committee Coordinator, Terry Vachon, General Manager of Parks, Culture, and Recreation, and Courtney Rogers, Youth Coordinator.

Chair, Ben Murray welcomed members and opened the meeting at 3:30 p.m.

1. Approval of [Agenda](#)

Resolution:

Moved by Krista Taylor-Bleich, seconded by Barb Sawyer, Be It Resolved that the Clearview Youth Centre Advisory Committee hereby approve the Agenda dated June 12, 2019 as presented.

Motion Carried.

2. Disclosure of pecuniary interest and the general nature thereof

No pecuniary interest was declared.

3. Approval of [Minutes](#) – May 8, 2018

Resolution:

Moved by Deputy Mayor Barry Burton, seconded by Councillor Robert Walker, Be It Resolved that the Clearview Youth Center Advisory Committee hereby approve the minutes dated May 8, 2019 as presented.

Motion Carried.

4. Township Update

General Manager of Parks, Culture, and Recreation, Terry Vachon introduced himself to the committee and provided a brief background on the Youth Centre, transition process, and hiring process. Terry discussed his role with the Youth Centre and provided information on the resources available to the program through the Parks, Culture and Recreation Department. Terry then introduced the successful candidate of the Youth Coordinator position, Courtney Rogers.

5. Youth Coordinator Report

Youth Coordinator Courtney Rogers provided a brief introduction and background on herself before providing a verbal report.

Courtney informed the Committee on tasks which have been completed;

- Cleaning up the Youth Centre,
- Signage is being complete,
- Created a page on the Clearview.ca website,
- Secured an information booth at the Music Market and Park It event,
- Moved forward with Library programming partnership, and
- Implementing newly acquired 10 passenger van for use.

Future tasks;

- Create a survey to better understand wants/needs of a Youth Centre from parents, youth, and the community. To be launched soon,
- Implement attendance software to better collect and organize statistics,
- Update awnings with Youth Centre branding,
- Outreach - attend other markets in Clearview to better inform the public, high school and social media presence.
- Add vibrant/stimulating furniture to the Centre,
- Continue to build on programming (satellite sites, cooking, community garden)
- Create partnerships to help provide youth with nutritious snacks,
- Apply for grants and funding (Canada Post, RBC, Home Depot, Telus, Trillium)
- Build community partnerships (Aviation Park, United Way, etc.), and
- Create a fundraising plan.

Courtney is committed to building a solid foundation over the summer months, by connecting with the youth and local service clubs in the area; while maintaining current operational hours of Monday – Friday evenings until June 28 and then move to day time options for July and August. The Clearview Youth Center plans to host a soft re-opening at the end of August to promote fresh programming and a re-created space.

Courtney would like to create a 3-year strategic plan for the youth Centre in alignment with the Township of Clearview's 10-year Recreation Master Plan.

6. Business arising from the Minutes

6.1 Terms of Reference

The committee reviewed the revised Terms of Reference (attached).

Resolution:

Moved by Mary Thomas, seconded by Deputy Mayor Barry burton, Be It Resolved that the Clearview Youth Centre Advisory Committee hereby approve the revised Terms of Reference as presented.

Motion Carried.

7. New Business

7.1 Council Update

Deputy Mayor Barry Burton informed the Committee that the name change to the Clearview Youth Centre Advisory Committee was passed at the June 10, 2019 Council Meeting.

7.2 Committee Composition

The Committee discussed enlisting two youth representatives to sit on the Committee.

7.3 Roxodus

The event has donated two (2) four (4) day passes to the Clearview Youth Center. The Committee discussed the best way to host a fundraiser with the generous donation. Courtney will create a silent auction platform to raise funds and award the donated tickets.

7.4 United Way Fundraiser

The results from the United Way Giving Campaign fundraiser was over \$500 donated.

7.5 The Door

The Committee expressed concern with The Door hosting another fundraiser and the possible confusion this could result as The Door is no longer operational in the Clearview area. The Committee discussed informing the public through a news paper advertisement of the new management, partnerships, fundraising campaigns, and programming expected in the future.

8. Next Meeting – Wednesday July 31, 2019 at 3:30 p.m.

9. Adjournment

Resolution:

Moved by Mary Thomas, Be It Resolved that the Clearview Youth Services Committee meeting be adjourned at 5:00 p.m.

Motion Carried.

Date Minutes Approved: July 31, 2019

Ben Murray, Chair

Cayla Reimer, Committee Coordinator



Clearview Youth Centre Advisory Committee

Terms of Reference

Mission Statement

Clearview Youth Services will be a committee of community orientated volunteers, geared towards advocating on behalf of all youth in Clearview. It will work with existing youth organizations to encourage and develop new opportunities for our youth to achieve leadership and social skills, positive scholastic levels and mental health wellness.

Purpose

To advise the recreation department in ensuring the Clearview Youth Centre remains a drop-in centre with positive mentorship, free of negative influences, that supports the youth of Clearview to develop into productive and contributing members of the community.

To support our youth in;

- transitioning into the responsibilities of adulthood;
- showcasing and developing their skills and talents;
- initiating their ideas and projects, and
- mental health wellness.

Committee Composition

- The Committee shall be composed of no more than nine (9) members.
- All members shall be appointed by Council.
- Committee membership will be comprised of Council Members and General Members.
- Members shall serve the term of council, or until his or her successor has been appointed. Council member terms will end with the term of council.

Council Members

Two (2) members of Clearview Council to be appointed by the Mayor and approved by Council.



General Members

To be members of the various youth organizations and local Schools (one member per organization) and persons from the general public.

The Committee shall elect a Chairperson from its membership.

Responsibilities

- to advise on the programming of the facility.
- to assist in the liaison of various youth organizations to provide timely use of the facility and provide optimal services for the benefit of Clearview youth.
- to assist with organizations and resources for the betterment of the facility and future youth services
- to be available to attend workshops or other training opportunities that may occur
- to bring youth issues and opportunities to the forefront of the community
- to support fundraising and seek grant and donation opportunities to help support the operating cost of the facility and support vital fundamental programs for the Youth of Clearview
- to assist in the identification and procurement of needs/services of professional persons who can offer guidance and to implementation of necessary services through their areas of expertise.

Meeting Procedures

Meetings will be held monthly on a predetermined schedule established for each calendar year by the Chair. The Chairperson can at any time may call a special meeting. Seventy-two (72) hours notice must be provided to all committee members by email for special meetings.

All agendas and minutes shall be posted to the Township of Clearview website.

The Committee must follow all procedural rules and regulations as established by Council of the Township of Clearview for its committees.