



CLEARVIEW

Clearview Youth Centre Advisory Committee

Minutes

December 01, 2021

3:30 p.m.

[Webinar](#)

Members Present: Ben Murray (Chair), Councillor Robert Walker, Krista Taylor, Caroline McIntosh, Deputy Mayor Barry Burton, and Mary Thomas.

Regrets: Kaitlyn MacDonald.

Staff Present: Committee Coordinator, Cayla Reimer and Youth Coordinator, Shannon McCormick.

Chair Ben Murray welcomed members and brought the meeting to order at 3:31 p.m.

1. Approval of [Agenda](#)

Resolution:

Moved by Caroline McIntosh, seconded by Krista Taylor, Be It Resolved that the Clearview Youth Centre Advisory Committee hereby approves the Agenda dated October 06, 2021 as presented.

Motion Carried.

2. Disclosure of Pecuniary Interest and the nature thereof

No pecuniary interest was declared.

3. Approval of Previous [Minutes](#) – October 06, 2021

Resolution:

Moved by Councillor Robert Walker, seconded by Caroline McIntosh, Be It Resolved that the Clearview Youth Advisory Committee hereby approve the meeting Minutes dated October 06, 2021 as presented.

Motion Carried.

4. Business Arising from the Minutes

5. Youth Coordinator Report

Chair, Ben Murray introduced Shannon to the Committee.

Youth Coordinator, Shannon McCormick provided a report (attached) and highlighted the success of the activity kits which will continue for youth unable to attend the centre. All of November's 75 kits were claimed, the 75 available for December have been promoted and are currently 99% spoken for.

Wellness Wednesdays will focus on job readiness in preparation for summer employment.

Covid capacity limits have been lifted and the centre has been able to implement more programming and hope to host a pool tournament that has received a lot of attention already.

Christmas skating, snowshoeing, a Christmas shopping event to the Georgian Mall and a Christmas party for youth centre visitors have been planned for the month of December.

Youth Centre numbers have increased steadily since post lock down with approximately 150 youth in a month, 28 youth are repeat visitors.

January will see programming geared towards health and wellbeing in relation to the Bell Let's Talk campaign.

Shannon provided an overview of the Halloween Haunt and YMCA trips, both of which were successful and would like to continue next year.

The Board discussed mental health initiatives to be considered for January activities.

6. New Business

6.1 Terms of Reference Review

Chair, Ben Murray provided a brief background on the proposed Terms of Reference.

The Committee discussed the direction of the committee and moving forward, including the term length as there is concern that four years might be too long for youth to commit to and discussed ageing out. The Committee would like to see volunteer hours offered as an incentive to join the Committee, and a reference letter attached to each application.

The Committee would like to see seven (7) members appointed to the Committee; two (2) Councillors, one (1) adult (19+) community member, and four (4) student positions; (1) senior student, (1) sophomore student, one (1) junior student, and one (1) additional student.

Resolution:

Moved by Councillor Robert Walker, seconded by Deputy mayor Barry Burton, Be It Resolved that the Clearview Youth Advisory Committee hereby approve the Terms of Reference as amended to increase membership from five to seven as described, reduce the length of term for youth to two years, include volunteer hours as incentive, and request a letter of reference from each applicant.

Motion Carried.

Shannon discussed hosting a round table with the youth of the centre to better gauge their interest and to allow those interested to gain a better understanding of committee process and procedure.

7. Next Meeting – February 02, 2022

8. Adjournment

Resolution:

Moved by Krista Taylor, Be It Resolved that the Clearview Youth Center Advisory Committee hereby adjourn the meeting at 4:30 p.m.

Motion Carried.

Date Minutes Approved: February 02, 2022

Ben Murray, Chair

Cayla Reimer, Committee Coordinator



CLEARVIEW

YOUTH COORDINATOR REPORT

REPORT NUMBER: YC-002-2021

COMMITTEE: Clearview Youth Centre Advisory Committee

MEETING DATE: December 1, 2021

SUBJECT: Youth Coordinator Report – Fall 2021

RECOMMENDATION:

Be It Resolved, that the Clearview Youth Centre Advisory Committee hereby:

- 1) Receive YC-002-2021 Youth Coordinator Report – Fall 2021 for information.

BACKGROUND:

This report is provided to the Clearview Youth Centre Advisory Committee on a quarterly basis and summarizes the activities of the Youth Coordinator and the programs provided at the Youth Centre.

COMMENTS AND ANALYSIS:

Program Updates:

- The Youth Centre continues to implement the youth activity kits monthly. We have continued even while the Centre is open full time to account for those youth who are not comfortable returning and those youth that are unvaccinated. We have had several parents and youth provide us with positive feedback regarding these Kits.
- This month we have implemented a new program called Wellness Wednesdays. This program involves educating youth on life skill topics that relate to their overall physical, mental, educational, and professional development. The month of December focuses on Getting Job Ready in which we will be running workshops on creating resumes and cover letters, how to start the job search, how to ace the interview and so forth. We hope to bring in professional guests for certain topic areas in which professional field knowledge is important to provide.
- As January is the month of Bell Let's Talk, the Youth Centre plans on directing our Wellness Wednesdays towards the subject of mental health, with the help of outside resources and educators.

- Recently we have been notified that we no longer are restricted to a capacity limit of 10 youth within the Youth Centre at a time and the youth no longer have to socially distance while in the Centre. With these limits no longer in affect and as the pool table is a big draw in for many youths who attend the Centre, we will be hosting the first annual Clearview Youth Centre Pool Table Tournament December 10th with hopes to draw in a larger crowd and hold future competitions even against fellow Youth Centre's nearby. We already have a significant number of youth interested in or already signed up and excited to participate within this tournament night.
- The Youth Centre has numerous events planned for December, specifically, a Christmas Skate, Snowshoeing outing, a trip to the Georgian mall and a Christmas party.
- The number of youth attending the Youth Centre on a nightly basis has been increasing, going from numbers such as 3-4 Youth per night up to 9-10 within the past month.

PREPARED BY:

Shannon McCormick, Youth Centre Coordinator

1. Mandate

The Township of Clearview's Youth Advisory Committee has been created to advise Council, and the Parks, Culture and Recreation Department on matters pertaining to youth, and provide ideas that will assist in offering viable programming at the Township's Youth Centre and across Clearview Township. As a youth driven committee, another key function will be providing input, ideas, and opportunities for youth to acquire leadership skills through meaningful engagement in the community. Ideas can also focus on how to further connect and involve youth in the Clearview community.

2. Committee Composition and Appointments

The term of office of the committee is the same as the term of office of Council that takes office following the next regular election. Currently that is a four (4) year term.

The Committee will consist of a maximum of five (5) members, which will comprise of:

- Three (3) Youth Members who at the time of appointment are between the ages of 14-18
- One (1) Adult Representative who is over the age of 19
- One (1) Council Member Representative

The Mayor is an ex-officio member.

Committee members shall:

- Have a demonstrated expertise, interest, and involvement in the sector(s) of the specified committee;
- Fairly represent the sector(s) of the specified committee; and,
- Commit the time required to work on the committee.

The Youth Advisory Committee is established as an advisory committee and does not have any delegated authority.

The Committee has no authority to direct staff and any advice requiring implementation, reports or staff actions must first be considered by the Youth Centre Coordinator and then the General Manager of Parks, Culture and Recreation before any action by staff may be taken.

3. Commencement of Term

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term.

At the first meeting of the term of the newly appointed committee, the following must occur:



Youth Advisory Committee

Terms of Reference

- Elect a Committee Chair
- Establish regular meeting schedule by motion

The Recording Clerk calls for nominations of the Chair. A member of the Committee can make a nomination which must be seconded by another member of the Committee. When all nominations have been received the Recording Clerk will ask if the nominated person(s) accepts the nomination and then closes the call of nominations. If more nominations are made than positions available, votes are then cast. If there is a tie vote, ballots will be cast for the tied nominees until such time as a nominee receives the majority of the votes.

4. Meetings

The Committee will formally meet a minimum of four (4) times per year and may meet at any other such time as the Committee deems appropriate.

The Committee will conduct its meetings in an accessible public location.

The Committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Township's Procedure By-law, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

5. Attendance by Committee Members

If a member is unable to attend a meeting, they should inform the Chair and Recording Clerk.

In the event that a member of a Committee is absent from the meeting for three consecutive meetings without being temporarily excused and such permission recorded in the minutes, Council may terminate the appointment and may, by motion, appoint a new person to fill the vacancy.

If the Chair is absent for three (3) consecutive meetings through illness or otherwise, the committee may appoint an Acting Chair or a new Chair, as deemed appropriate. While presiding, the Acting Chair shall have all the powers of the Chair.

6. Quorum

A quorum is a majority of the whole number of committee members, more than 50%, is necessary to form a quorum to exercise its decision making authority.

If there is no quorum within thirty minutes after the time appointed for the meeting, the Recording Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.



Youth Advisory Committee

Terms of Reference

Where a member of the committee resigns, or is dismissed by resolution of Council, quorum shall be the majority of the remaining members.

7. Responsibilities and Protocol

Responsibilities of Committee Members

Committee members shall:

- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Township;
- Adhere to the Township's Code of Conduct for Boards and Committees;
- Be professional, courteous, and respectful with other members, Council, administration, and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the Committee's relationship to Council;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to ensure quorum is achieved);
- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Operate under the Township's Procedural By-law, as well as other Township policies and procedures where applicable;
- Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

Responsibilities of Chair

The Chair holds the following responsibilities:

- Operate under the Township's Procedural By-law;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Generally refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Assist staff liaison/recording clerk when possible or when requested;
- Represent the views of the committee and not personal views.



Youth Advisory Committee

Terms of Reference

Responsibilities of Council Member Representative

Council Members appointed to the Committee have all of the rights and privileges of any other member, including voting. The Mayor is an ex-officio member of all Committees.

In addition, the Council member is also responsible for:

- Liaising between Council and the committee, providing information and clarification;
- Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council;
- When necessary and appropriate, explain the rationale behind the committee's recommendation when brought forward to Council.

Responsibilities of Staff Liaison

As a non-voting member, the responsibilities of the staff liaison are, but not limited to:

- Provide guidance and advice and remain impartial during discussions of committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the committee do not contradict the Township's budget, by-laws or policies and procedures.

Responsibilities of Recording Clerk

(In some instances, the recording clerk and staff liaison are one in the same)

As a non-voting member, the responsibilities of the recording clerk are, but not limited to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in Township's Procedure By-law;
- Post agendas, minutes, and meeting dates/times to the Township's website;
- Record the minutes of the meeting including resolutions, decisions, and other proceedings at the meeting, without note or comment;
- Report any resignations of committee members to the Township Clerk;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

8. Agendas & Minutes

Agenda items should be relevant to the business of the Committee and should only include items that require the attention or action of the Committee.

Committee members are encouraged to submit agenda items to the Recording Clerk. A deadline may be established for submission of agenda items.

The agenda will be prepared in consultation with the Committee Chair and posted to the Township's website in accordance with the Township's Procedure By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the Committee. Minutes provide a permanent and official record of all proceedings, policy and budgetary decisions. Minutes should reflect actions taken.

The recording clerk will include the minutes of the previous meeting on the agenda for the next, regularly scheduled committee meeting for approval.

9. Rules of Procedure & Records

The Procedure By-law shall apply to all Committees, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their designate is available to assist Committees with the interpretation of the rules.

Under Section 2(3) of MFIPPA, as amended, records relating to the business of the municipality, created or received by a body considered part of the municipality, are accessible under the Act.

10. Conflict of Interest

A conflict of interest may arise for Committee members appointed by Council when their personal or business interests clash with, or affect the duties and decisions of the Committee. These members are required to adhere to the Municipal Conflict of Interest Act, which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk of the municipality or the Recording Clerk of the Committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Boards and Committees, and the Municipal Conflict of Interest Act.

11. Committee Member Conduct

Committee members shall, at all times follow the policies and procedures set out in the Township of Clearview's Code of Conduct for Boards and Committees.

All Committee members shall also comply with all applicable Township policies and procedures.



Youth Advisory Committee

Terms of Reference

12. Communications

Any written communications, including media releases, advisories, flyers, posters, and other printed materials shall be vetted by the Township's Communications Coordinator or designate.

Letters of appreciation or recognition or correspondence related to the Committee's mandate do not require Council's approval.

Communications to Council or Administration are generally through the Staff Liaison, Recording Clerk or Chair.

Committees and committee members are not authorized to design and launch websites or social media accounts. Responsibility for managing and monitoring corporate websites and social media sites is centralized through the Township Administration. Any Township policies relating to social media shall apply.

Only authorized spokespersons may speak on behalf of a committee.

13. Budget and Expenses

In the event a Committee has been approved a budget to carry out the mandate of the Committee, the Staff Liaison or Recording Clerk shall oversee the finances of the committee and ensure that all purchases are in accordance with the Township's Procurement Policies.

Expenses incurred by a Committee against an approved budget shall be detailed in the meeting minutes, with a resolution approving the expenditure.