



# Clearview Youth Centre Advisory Committee

## Meeting Minutes

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The Clearview Youth Centre Advisory Committee met in a virtual zoom session on February 09, 2022 at 3:30 p.m.

Those in attendance were:

Chair: Ben Murray  
Council Rep: Deputy Mayor Barry Burton  
Councillor Robert Walker

Members: Caroline McIntosh (absent)  
Marry Thomas  
Krista Taylor  
Kaitlyn MacDonald (absent)

Staff: Youth Coordinator, Shannon McCormick  
Committee Coordinator, Cayla Reimer  
Clerk, Sasha Helmkey

### Land Acknowledgement

I would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards and caretakers of the land. We acknowledge that Clearview Township is located within the boundaries of Treaty 18, the traditional lands of the Anishinaabeg, Haudenosaunee, Tionontati, Wendat, and is the home of many First Nations, Metis, and Inuit peoples as part of an intricate nationhood that reaches across Turtle Island. At this time of truth and reconciliation, we welcome the opportunity to work together towards new understandings and new relationships and ask for guidance in all we do.

### 1. Approval of Agenda

#### Resolution:

Moved by Krista Taylor, Seconded by Deputy Mayor Barry Burton, Be It Resolved, that the Clearview Youth Centre Advisory Committee hereby approve the agenda dated February 09, 2022 as presented. Motion Carried.

### 2. Disclosure of Disqualifying Interest and General Nature Thereof

No disqualifying interests were declared.

### 3. Approval of the Minutes

**Resolution:**

Moved by Councillor Robert Walker, Seconded by Deputy Mayor Barry Burton, Be It Resolved, that the Clearview Youth Centre Advisory Committee hereby approve the minutes dated December 01, 2021 and notes dated February 02, 2022 as presented. Motion Carried.

**4. Business Arising from the Minutes**

4.1 Youth Advisory Committee – Terms of Reference Review

Clerk, Sasha Helmkey provided a brief background on the proposed Terms of Reference and highlighted the recommendations received from the Committee and provided insight and background on best practices with the updated proposed Terms of References for the Youth Advisory Committee.

Chair, Ben Murray provided background information on volunteer hour requirements as outlined by the Simcoe County District School Board and will be happy to provide additional information to the Clerk.

The Committee discussed the application process and the possibility of adapting the questionnaire for youth applicants. The Committee highlighted the proposed membership numbers and would like to see up to seven (7), however; best practice is five (5). Council reduction is recommended as Council numbers are decreasing by two (2) and the Clerk is mindful of Council commitments to Boards and Committees in the next term.

**Resolution:**

Moved by Krista Taylor, Seconded by Mary Thomas, Be It Resolved that the Clearview Youth Centre Advisory Committee hereby:

- 1) Receive the Report (Updated Terms of Reference – Review of Committee Recommendations) dated February 2, 2022; and,
- 2) That the Committee endorse the draft Terms of Reference attached as Appendix B to this report; and,
- 3) That the Terms of Reference be provided to Council for consideration and approval.

Motion Carried.

**5. Youth Coordinator Report**

Youth Coordinator, Shannon McCormick provided an overview of the provided report and highlighted the new virtual cooking kits.

Shannon informed the Committee that there have been nine (9) new members in January

who participated both in person and virtually.

February will see an increase in outdoor winter activities and will visit the Barrie winter event to participate in a skating disco.

Bell “Let’s Talk” mental health material is available at the Center for youth and their families to access.

## 6. New Business

### 6.1 Youth Dropout Rates

Deputy Mayor Barry Burton discussed recent numbers provided in the Economic Development Committee presentation made to County Council regarding dropout rates in Simcoe County. Chair, Ben Murray provided background information and insight on the issue in Clearview.

Deputy Mayor Barry Burton discussed the importance of career fairs for youth in Clearview and would like to see opportunity for promoting trades and post-secondary careers.

### 6.2 Girl Guides and Boy Scouts

Deputy Mayor Barry Burton informed the Committee that Clearview Council has recognized Girl Guide and Boy Scouts Week and have done a proclamation and will fly the association flags during the week of February 21 – 25.

## 7. Next Meeting – Wednesday April 6, 2022 at 3:30p.m.

## 8. Motion to Adjourn

### Resolution:

Moved by Krista Taylor, Seconded by Mary Thomas, Be It Resolved, that the Clearview Youth Centre Advisory Committee Meeting hereby be adjourned at 4:07 p.m. Motion Carried.

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Ben Murray, Chair

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Cayla Reimer, Committee Coordinator



# Committee Report

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**To:** Clearview Youth Centre Advisory Committee

**From:** Sasha Helmkey, Clerk/Director of Legislative Services

**Date:** February 2, 2022

**Subject:** Updated Terms of Reference – Review of Committee Recommendations

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## Recommendation

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

- 1) Receive the Report (Updated Terms of Reference – Review of Committee Recommendations) dated February 2, 2022; and,
- 2) That the Committee endorse the draft Terms of Reference attached as Appendix B to this report; and,
- 3) That the Terms of Reference be provided to Council for consideration and approval.

## Background

The Clearview Youth Centre Advisory Committee was provided with a draft Terms of Reference seeking to revise and transition the Committee's mandate and composition to be more youth driven. The updates to the Terms of Reference would change the name of the committee to the "Youth Advisory Committee" and is proposed to be in effect for appointment to the 2022-2026 term of Council.

At the December 1, 2021 meeting, Committee members reviewed the revised draft Terms of Reference and provided the following feedback by 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.

The proposed feedback/changes have been captured under Appendix A, a redline version of the Terms of Reference.

## **Comments and Analysis**

The Clerks Department values the input of the Committee in drafting a revised Terms of Reference for Council's consideration. This input is important because Committee members work towards fulfilling the mandate and goals at each meeting and understand the functionality of the Committee in regard to what works and what does not.

After a review of the Clearview Youth Centre Advisory Committee's input, the Clerks Department wants to provide additional comments to discuss with the Committee and why certain terms are being recommended for Council's approval. Below is a review of each of the Committee's recommended changes and staff's analysis.

### **Membership – Change from 5 to 7**

The Committee is proposing that the membership change to be comprised of:

- 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.

With this transition to a more youth driven Committee, staff's recommendation to have five (5) members is based on past experience in recruiting members. Having a committee that relies heavily on youth appointments is a new venture for the Township and it is unknown how much interest there will be. The approach is to start small with three (3) youth members and gauge interest this first term. We can always amend the terms of reference for the next term if there is a lot of interest, which would be great! Regarding limiting the youth positions to specific grades of the students, this would be difficult to manage. To the point made above, we don't know how much interest there will be in sitting on the Committee. It's best practice to start more broadly (not limiting the student positions) however, consideration can be made to have fair representation of different ages within the 14-18 age category.

Additionally, with the ward reduction that occurred in 2021, starting with the 2022-2026 term, Council will be comprised of seven (7) members not nine (9) as it has been since amalgamation. This reduction in two Council members makes a difference when trying to appoint Council Member representatives to the 14 Committees and Boards. This number does not include any external boards and agencies that they are appointed to. To be successful in this new term with all the changes, the Clerks Department will be proposing one (1) Council Member representative sit on the Committee. This is standard representation seen on most of Clearview's Council committees and boards.

## **Student Term – Change from 4 years to 2 years**

The proposed appointment of Committee members for a four-year term is standard to reflect the Council term. That being said, there is merit in the Committee's concern that student members will "age out" or that a four-year commitment may be too long. The Clerks Department would be agreeable to change the student term to two years. That being said, there may be a small disruption in the continuity of Committee business while the Township recruits for the student members. With the Committee proposed to meet at a minimum four (4) times a year, this disruption can most likely be mitigated.

## **Inclusion of Volunteer Hours**

This is a great suggestion and can also work as an incentive to recruit student members to the Committee. The Clerk's Department would just be looking for confirmation from the School Board that Committee meetings would qualify for volunteer hours before including in the Terms of Reference.

## **Reference Letter with Committee Application**

It's important to note that the Township does not require letters of reference to accompany applications for any of its other committees and boards. It is great feedback, however; we want to be fair in the application process. We want to ensure we require the right information with our applications so Council can effectively review the applicants for membership, without making the application process too onerous. However, if letters of reference are submitted at the choice of the applicant they will be attached to their application.

## **Draft Terms of Reference for Council Consideration**

In review of the Committee's feedback, the Clerks Department would like to amend the draft terms of reference to include that student members can receive volunteer service hours for meetings and to change the student member appointment term from four years to two years.

It is staff's recommendation to leave the committee composition at five (5) members being comprised 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

It is also staff's recommendation not to require reference letters to be submitted with applications.

Attached as Appendix B is the draft Terms of Reference staff is proposing to submit to Council for final approval.

## **Clearview's Strategic Plan**

The above initiative supports the following strategic pillars:

- Governance

## **Financial Implications**

There are no financial implications as a result of this report.

## **Report Appendices**

Appendix A – Committee Feedback – Redline version Terms of Reference

Appendix B – Draft Terms of Reference Council Approval

## **Approvals**

**Submitted by:** Sasha Helmkey, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services

**Reviewed by:** Cayla Reimer, Dipl. M.A., AMP, Committee 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 ~~seven~~five (5) members, which will comprise of:

- ~~Three-Four~~ (3) Youth Members who at the time of appointment are one (1) senior student, one (1) sophomore student, one (1) junior student, and one (1) student between the ages of 14-18
- One (1) Adult Representative who is over the age of 19
- ~~One-Two~~ (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, student terms will last two (2) years.





# Youth Advisory Committee

## Terms of Reference

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

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# Youth Advisory Committee

## Terms of Reference

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- 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.

[Student positions will receive high school volunteer hours/credit for their Committee work.](#)

#### **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.

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.

### **Responsibilities of Council Member Representatives**

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 members ~~is~~ are 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

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### **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.

### 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; and,
- 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 (4 years), **with the exception of the Youth Member term which will be an appointment for two (2) years.**

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



# Youth Advisory Committee

## Terms of Reference

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- 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.

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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.

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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.

Youth Members will be eligible to receive high school volunteer hours/credit for their Committee work.

#### **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.

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

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### Responsibilities of Committee Members

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- 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);
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- 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.

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The Chair holds the following responsibilities:

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- 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

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In addition, the Council member is also responsible for:

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- When necessary and appropriate, explain the rationale behind the committee's recommendation when brought forward to Council.

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## **8. Agendas & Minutes**

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# Youth Advisory Committee

## Terms of Reference

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



CLEARVIEW

## YOUTH COORDINATOR REPORT

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**REPORT NUMBER:** YC-003-2022

**COMMITTEE:** Clearview Youth Centre Advisory Committee

**MEETING DATE:** February 2, 2022

**SUBJECT:** Youth Coordinator Report – Winter 2022

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### RECOMMENDATION:

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

- 1) Receive YC-003-2022 Youth Coordinator Report – Winter 2022 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 as there is consistent positive feedback from both youth and parents. We are currently preparing our February Kits which will include an activity for the whole family to do on Family Day as it falls within this month.
- Due to COVID-19 restrictions, we have been at a 5-youth capacity limit for the month of January. The capacity limit is often hit each night. With the recent announcement, we hope to increase our capacity to 50% on **January 31<sup>st</sup>, 2022**, allowing a capacity limit of 10 youth into the Centre at a time.
- With a capacity limit in place, we have been offering an increase in virtual programs. The virtual programs have been positive for the youth who cannot come into the Centre. An example of this is a virtual baking program we have had every Friday night for the past month. Like the activity kits, this program involves delivering needed ingredients to each youth who signs up and then meeting online to bake the recipe altogether. The number

of youth who have signed up for this program has been increasing weekly and shows the importance of providing virtual programs during restrictions and regulations.

- As noted in the committee meeting in December, our focus for January has been on mental well-being for the youth within Clearview. With daily social media posts surrounding the topic of mental well-being and specific programs and resources provided, Bell Lets Talk reached out wanting to help support our focus on this topic. Bell Lets Talk sent us a package of resources and supplies to give to our youth to keep the conversation on youth mental well-being going.

**PREPARED BY:**

Shannon McCormick, Youth Centre Coordinator