



Rural Youth Group Committee Meeting

April 27, 2026, at 5:30pm at 136 Yonge Street, Burk's Falls

Present: Chair Barry Burton, Mayor Chris Hope (Zoom), Jeannette Godfrey, Mary Thomson, Corrine Penstone (Zoom), Recording Secretary

Guests: None

Regrets: Co-Chair Ashley Brandt

Delegations: None

1. The meeting was called to order at 5:33 pm by Chair B. Burton.
2. **Land Acknowledgement:**
C. Penstone provided the Land Acknowledgement for the Committee.
3. **Disclosure of Interest:**
None.
4. **Acceptance of the Agenda:**
Moved by C. Hope - Seconded by J. Godfrey
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting of April 27, 2026.
Carried.
5. **Adoption of Previous Meeting Minutes:**
Moved by J. Godfrey - Seconded by C. Penstone
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on March 30, 2026.
Carried.
6. **Old Business:**
 - a) **Update from Council Meeting**
At their meeting of April 21, 2026, Council provided the following resolution:
That the Council for the Village of Burk's Falls hereby adopts the Rural Youth Advisory Committee minutes of March 9, 2026;
AND Further accepts the following recommendations:
 - a) Council approves the hiring of a Youth Coordinator based on the previously submitted candidate selection, with the position set at 20 hours per week for an initial six-month term.
 - b) Council approve the six-month budget as presented in principle, with the option that rent could be reduced in consideration of any renovation costs.
 - c) Council direct staff to review the Rural Youth Committee policies and procedures provided by the Rural Youth Coordinator regarding operations of the future youth drop in centre.
Carried.

J. Godfrey attended the meeting and responded to questions from Council. J. Godfrey has contacted the top candidates to confirm their continued interest and availability. The Village Personnel Committee will conduct secondary interviews with selected candidates prior to final

selection, with the goal of completing this within the next one to two weeks, pending availability. J. Godfrey has offered to act as the primary point of contact for the staff member outside of meetings, which the Committee supports.

Discussion at both Council and Youth Group meetings identified the need for clarification regarding responsibilities for costs between the Village and the Youth Group. J. Godfrey and B. Burton will draft a Memorandum of Understanding this week for presentation to Council.

The Committee passed a resolution to accept the related Council resolutions as noted above. Moved by J. Godfrey - Seconded by M. Thomson.

b) Update on Space

B. Burton received communication from a realtor regarding a potential rental location. B. Burton and C. Hope will attend a viewing.

Moved by C. Penstone - Seconded by M. Thomson

Be it resolved that;

That Mayor C. Hope and Chair B. Burton meet with owner of potential site location this Friday.

Carried.

7. New Business

a) Strategy Moving Forward

A second site will be viewed prior to the next meeting, which will assist in determining timelines. Chair B. Burton will contact Clearview Township to request their youth program policy binder. Key policies for consideration include procedures for youth leaving the centre, late pick-up, substance use, staffing ratios, and sign-in processes etc. These will be provided to the coordinator for customization.

The Committee discussed petty cash and spending procedures. The Recording Secretary will forward related questions to Village administration for clarification.

Insurance was also discussed. Mayor C. Hope advised that the program will likely fall under the Village's insurance policy.

b) Set Completion Dates

To be determined at the next meeting, pending site availability.

c) Confirm location

To be determined at the next meeting, pending site availability.

d) Strategy to Increase Volunteers

C. Penstone has prepared 10 draft social media posts to promote volunteer recruitment, which have been submitted to the Village for approval. The Village will also reissue a call for volunteers in the next newsletter. The Committee emphasized the need for volunteers, as staff cannot operate alone. Committee members have been provided with the Village Volunteer Package to complete.

e) Fundraising, Accessibility Grants

An accessibility grant is currently open until May 7 however, due to the lack of a confirmed location, the Committee will not be applying at this time and will revisit the opportunity next year.

The Committee noted that grant writing will be a significant component of the Coordinator's role. An incentive program for donors was briefly discussed for future development. In the interim, tax receipts can be issued for donations.

8. Recommendations to Council

None.

9. Date of Next Meeting: May 4, 2026, at 5:30 pm.

10. Meeting adjourned at 6:16 pm.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Signature of Chair

