



Rural Youth Group Committee Meeting

December 1, 2025, at 5:30pm at 172 Ontario Street

Present: Chair Barry Burton, Co-Chair Ashley Brandt, Mayor Chris Hope, Jeannette Godfrey, Recording Secretary

Guests: None

Regrets: Mary Thomson, Corrine Penstone

Delegations: None

1. The meeting was called to order at 5:32pm by Chair B. Burton

2. **Land Acknowledgement:**

Co-Chair A. Brandt provided the Land Acknowledgement for the Committee.

3. **Disclosure of Interest:**

None

4. **Acceptance of the Agenda:**

Moved by C. Hope - Seconded by A. Brandt

THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting for December 1, 2025.

Carried.

5. **Adoption of Previous Meeting Minutes:**

Moved by C. Hope - Seconded by J. Godfrey

THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on November 6, 2025.

Carried.

6. **Old Business:**

a) **Hiring of Youth Coordinator**

The advertisements for both the Youth Coordinator position and volunteer opportunities have been posted on the Village website, as well as on the Village and RYG Facebook pages. J. Godfrey will receive all expressions of interest, and any applications submitted to the Village Office will be forwarded to her.

Members reviewed the proposed interview questions. J. Godfrey, along with another committee member, will conduct the interviews. The results will be brought back to the Committee, with a final recommendation to be submitted to Council for approval.

The position description was not included in the initial posting; however, J. Godfrey will condense the approved version and submit it to the Recording Secretary for review and approval.

The Committee requested that the posting be shared more broadly. The Recording Secretary is asked to post the advertisement on Indeed and Agilec.

Chair B. Burton will explore the local digital papers to advertise, as well share with colleges.

b) Facility Rental

The landlord of the proposed space is currently away. The Committee has contacted a plumber to obtain pricing for the washroom renovations. Accessibility requirements and necessary inspections will also need to be completed.

The Recording Secretary advised the Committee that projects exceeding \$1,000.00 must follow the tender process.

Chair B. Burton provided preliminary costing for computers, gaming equipment, and related items.

c) Finance

One new donation was received from Burton Lighting in the amount of \$100.00.

The Committee discussed the donor tree and whether any outstanding thank you letters remain to be sent. Chair B. Burton will look for the template previously used by the former Chair. If he is unable to locate it, he will reach out to the Recording Secretary or the Mayor for assistance.

d) Short Term Initiatives- Social Media, Communication

The Committee wishes to keep the Facebook page active. Co-Chair A. Brandt will forward proposed posts to the Recording Secretary for approval. (See recommendation to Council.)

Results of Call for Committee Members

No expressions of interest were received. Chair B. Burton noted one potential volunteer. The Committee will develop a volunteer form, and Chair B. Burton will request a template from Clearview Township.

e) 6 Month Budget

A discussion took place regarding the minimum required hours of work, specifically as it pertains to meetings. The Recording Secretary is asked to consult with HR regarding the minimum number of working hours.

7. New Business:

a) Attracting Volunteers

Chair B. Burton will review the materials provided by the former Chair. Based on this, J. Godfrey and the Chair will contact individuals who previously expressed interest in volunteering to inform them of the current call for volunteers. The Committee also discussed volunteers and insurance requirements. The Recording Secretary was asked to seek clarification on individuals volunteering their time to assist with centre related tasks (e.g. painting and decorating).

b) Review of Youth Centre TO DO list

Chair B. Burton reviewed and updated the To-Do list.

c) Naming of the Centre

Due to meeting attendance, this item was deferred to the next meeting.

Other- Council provided resolution 2025-272 stating: *"That the Rural Youth Group host up to two youth-focused workshops per month until such time as the permanent Youth Centre is operational, subject to available resources and space."* Chair B. Burton will contact the CAO-Clerk to provide clarification. Mayor C. Hope will follow up with Council.

8. Recommendations to Council

Moved by A. Brandt – Seconded by C. Hope

THEREFORE, BE IT RESOLVED THAT the Rural Youth Group Committee recommends the following to Council:

a) That Council permit members of the Rural Youth Group (M. Thomson, J. Godfrey, C. Penstone, Councillor A. Brandt, Recording Secretary) to post 10-15 preapproved posts to the RYG Facebook page to keep it active. Posts will be inspirational and motivational in nature as well share local youth related events.

9. Date of Next Meeting: January 12, 2026, at 5:30pm

10. Meeting adjourned at 6:50pm.

A handwritten signature in black ink, appearing to read "B. Burton".

Signature of Chair

