

Rural Youth Group Committee Meeting

November 6th, 2025, at 5:30pm at 172 Ontario Street

Present: Chair Barry Burton, Co-Chair Ashley Brandt (arrived 6:00pm), Mayor Chris Hope (left 6:37pm), Jeannette Godfrey, Corinne Penstone, Mary Thomson, Recording Secretary

Guests: None

Regrets: None

Delegations: None

1. The meeting was called to order at 5:30pm 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 for November 6, 2025.
Carried.
5. **Adoption of Previous Meeting Minutes:**
Moved by C. Hope - Seconded by M. Thomson
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on October 2, 2025.
Carried.
6. **Old Business:**
 - a) **Results from Council Meeting**
Results from the recent Council meeting were emailed to all committee members. Overall, the Committee expressed satisfaction with the outcome; however, there was some disappointment regarding the change in oversight of the Coordinator position from direct supervision by the Committee to the Village CAO-Clerk. Mayor Hope clarified that while the CAO will now be responsible for staff supervision, overall direction will come from the Committee. Overall, members were pleased to be moving forward.

The Committee was asked to develop a six-month budget.

The Recording Secretary has posted an advertisement for a new committee member in accordance with the approved resolution.

b) Hiring of Youth Coordinator

Chair B. Burton presented a draft advertisement for the Youth Coordinator position. J. Godfrey will refine the draft.

Motion: Moved by C. Hope - Seconded by C. Penstone, that J. Godfrey be authorized to refine ad and send to members for review, and submit the job posting to CAO-Clerk for approval. Carried.

The Committee discussed forming a hiring panel and developing interview questions. M. Thomson, Co-Chair A. Brandt, and J. Godfrey volunteered to serve on the hiring committee.

In addition, it was noted that eight adult volunteers will be required to assist the coordinator at the centre. Volunteers could be expected to provide approximately four hours of support every two weeks. The Committee would like them to complete the Village's Volunteer Application Form and submit a Criminal Reference Check with Vulnerable Sector Screening once approved. The Committee will review applications and make recommendations. J. Godfrey will prepare the volunteer recruitment advertisement. This will need approval from CAO-Clerk.

c) Facility Rental

Questions were raised about who would prepare the rental agreement between the potential landlord and the Village. Mayor Hope confirmed that the Village will prepare the contract.

Mayor Hope will obtain a quote for the washroom renovation from the contractor currently engaged by the Village. The committee will need to follow the Procurement Policy, and possibly tender the project.

The Recording Secretary will confirm the applicable threshold for the tendering process.

Mayor Hope noted that the Accessibility Committee will need to review the proposed space.

The Committee set a target opening date of February 16, 2026, recognizing this as ambitious, but the goal none the less.

Chair B. Burton distributed a "Youth Centre TO DO List" to those present in the room.

d) Finance

The former Chair provided committee documents to the Recording Secretary, which have since been given to Chair B. Burton. Chair B. Burton will review the file to identify potential grant opportunities and submission deadlines. C. Hope and J. Godfrey will assist with preparing applications. A list of potential grants must first

be submitted to the CAO. J. Godfrey and Chair B. Burton will review the materials provided by the former Chair and develop a draft list for submission.

The Committee discussed the anticipated cost of computers and the importance of involving an IT provider in system setup and monitoring. Mayor Hope confirmed that the Village has an existing IT contractor.

The Committee agreed to place the proposed GoFundMe page on hold until a facility has been secured.

Chair B. Burton will contact ACED to explore possible funding opportunities.

e) Short Term Initiatives- Social Media, Communications

The Great North Arrow has approached the Youth Group for an interview. Mayor Hope will seek clarification from the CAO regarding whether the Committee may proceed. Chair B. Burton volunteered to conduct the interview once approval is obtained.

7. New Business:

a) Open House

The Committee agreed to postpone hosting an Open House until a location is confirmed and staff are in place to avoid further rescheduling.

b) Attracting Volunteers

Chair B. Burton will review the committee materials to identify individuals who have already expressed interest in volunteering at the centre.

The Committee will also reach out to local colleges and universities to recruit additional volunteers.

c) Marketing the Youth Centre

C. Penstone and Co-Chair A. Brandt will design a promotional flyer for the Youth Group to distribute in local schools. The draft will be submitted to the CAO-Clerk for approval prior to release.

The Committee agreed not to publicly promote the facility until the location has been finalized.

d) Update Terms of Reference

The Committee discussed the need to expand membership to prevent burnout among members. The idea of establishing a subcommittee involving youth was raised, though no decision was reached at this time.

e) Common Vision for Centre- Drop In, Education, Recreation

The Committee agreed that the new facility will serve as a Youth Centre, offering a

mix of recreation, relaxation, education, and fun activities in a welcoming environment.

Members suggested the Centre should have a name. C. Penstone proposed “*The Zone*” as an example. All members will bring up to three name ideas to the next meeting for review.

f) Workshop Updates

The last scheduled workshop was cancelled. Members suggested that the first session should be fun and interactive.

g) Change of Meeting Day

Previously, meetings were held at the Legion, utilizing internet provided by the former Chair. The Seniors Centre is unavailable Thursday evenings.

In the interim, meetings have been held in the former Council Chambers, though the space poses accessibility challenges.

Motion: Moved by C. Penstone - Seconded by J. Godfrey, that the Committee hold its meetings on the first Monday of each month at the Seniors Centre, beginning in December. Carried.

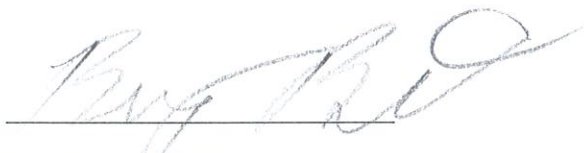
The Recording Secretary will book the location.

8. Recommendations to Council

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

9. Date of Next Meeting: December 1, 2025, at 5:30pm

10. Meeting adjourned at 6:50pm. Moved by C. Penstone - Seconded by J. Godfrey

A handwritten signature in cursive script, appearing to read "C. Penstone", written over a horizontal line.

Signature of Chair