



Rural Youth Group Committee Meeting

September 4th, 2025, at 6:00pm at 6 Mary St., Royal Canadian Legion

Present: Chair Marg French, Co-Chair Ashley Brandt, Mayor Chris Hope (Zoom), Jeannette Godfrey, Mary Thomson, Barry Burton, Corinne Penstone, Recording Secretary

Guests: None

Regrets: None

Delegations: None

1. The meeting was called to order at 6:00pm by Chair M. French
2. Land Acknowledgement: Not Completed
3. Disclosure of Interest: None
4. Acceptance of the Agenda: Agenda accepted for September 4, 2025
Moved by B. Burton – Seconded J. Godfrey
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the agenda of the meeting for September 4, 2025
Carried.
5. Adoption of Previous Meeting Minutes:
Moved by J. Godfrey - Seconded by C. Hope
THEREFORE, BE IT RESOLVED THAT the Rural Youth Group approves the minutes of the meeting held on August 7, 2025.
Carried.
6. **Old Business:**
 - a) **Review Council Resolutions**
The Committee reviewed the resolutions passed by Council on August 19, 2025. No questions or concerns were raised.
 - b) **5-Month Plan – Finalize**
The Committee reviewed the five-month plan, outlining activities and initiatives scheduled from August to December 2025. Members agreed that the plan accurately reflected the Committee's intentions. The document will be included as an attachment to the minutes for Council's review. *Information only.*
 - c) **Coordinator Job Description – Volunteer Description – Finalize**
The Committee reviewed and discussed the job description for the Rural Youth Group Coordinator position as well as the Volunteer Description. Amendments were made to both documents to reflect the Committee's collective input. A vote was held, and the amended Rural Youth Group Coordinator Job Description and amended Volunteer Description were approved unanimously. The Committee

recommends submission of the amended documents to Council for approval. The final draft versions will be included as attachments to the minutes.

d) Semi-Monthly Workshops – September/October

The Committee reviewed and discussed the first planned workshop for the Rural Youth Group. Members agreed that the workshop is well-organized and clearly laid out. Concerns were expressed regarding engagement of younger participants; however, the Committee was enthusiastic about moving the workshop forward. The workshop will be held at the Young at Heart Senior Centre, 136 Yonge Street, Burk's Falls. Two potential dates are available but have not yet been confirmed by the workshop host, Kath Roberts.

The workshop presentation deck will be attached to the minutes for Council's review. *Information only.*

e) Program Advisory Sub-committee – Terms of Reference

The Committee reviewed the draft *Terms of Reference* for the Rural Youth Group Advisory Sub-Committee. Questions were raised and addressed during discussion. The document was amended to reflect the Committee's agreed-upon revisions. A vote was held, and the amended *Terms of Reference* was approved unanimously. The Committee recommends submission of the amended document to Council for approval. The final draft version will be included as an attachment to the minutes.

Moved by B. Burton – Seconded by C. Penstone

Carried

f) Press Release – Hydro One

The Committee reviewed the press release regarding the Hydro One donation. Hydro One had requested involvement in the creation of the release. M. French has completed the communication with Hydro One.

The press release has not been issued publicly but was reviewed by the CAO-Clerk, D. Duguay. Sarah Cooke from North Bay Nipissing News (Almaguin News) has received a copy but has not posted it.

The Committee discussed procedures for future press releases. It was agreed that Council should approve the use of the following platforms for all future releases: Great North Arrow, Huntsville Doppler, North Bay Nipissing News (Almaguin News), 705 Black Fly, social media online platforms, and the Village of Burk's Falls website. The Committee understands that all press releases must be submitted to the Village Office for approval prior to release.

A vote was held, and the Committee's recommendation regarding the approval process for future press releases was passed unanimously.

Moved by M. Thomson – Seconded by J. Godfrey

Carried.

g) Youth Group Survey – Extension

The Committee discussed the potential extension of the online survey. To date, there have been 51 youth responses and 23 parent responses. Members expressed differing opinions regarding the value of extending the survey period.

A vote was held on extending the survey: 2 members were in favor, and 5 members were not in favor. The Committee agreed to conclude the survey. Chair, M. French,

was requested to compile a report of the survey findings to be presented at the next meeting.

Moved by B. Burton – Seconded by C. Hope

Carried.

h) Financial Update

There have been no changes to the financial status.

i) Website and Social Media

The Committee discussed the use of social media for engaging the public. Members expressed concerns that requiring Council approval for each post or poster—given that Council meets only once a month—would hinder timely engagement. The Committee indicated a preference for maintaining activity at least every three days, including new posts, posters, or re-shared content.

The Committee recommends to Council that individual posts and posters not require separate approval, while understanding that all content must still be submitted to the Village Office for review prior to release.

A vote was held, and the Committee’s recommendation regarding the social media process was passed unanimously.

Moved by A. Brandt – Seconded by M. Thomson

Carried.

j) Fundraising Update – Go Fund Me

Chair M. French, provided an update on the Rural Youth Group GoFundMe page. She requested that additional images be submitted for inclusion. All other aspects of the page are ready to be reviewed with the Village Treasurer. Chair M. French will book said review with Village Treasurer, Tammy Wylie. Discussion and review of the page were deferred to the next meeting of the Rural Youth Group Committee.

7. New Business:

a) Youth Centre Documentation

The Committee reviewed and discussed the Youth Centre Documentation.

Members agreed that the document accurately reflects the Committee’s vision and mission. The document will be included as an attachment to the minutes for submission to Council. *Information only.*

b) Other - Open House – Volunteers

The Committee discussed potential candidates for the Rural Youth Group Advisory Sub-Committee. It was noted that, while candidates have expressed interest in person, no formal submissions had been received. Additionally, the volunteer position for the Sub-Committee has not been publicly advertised.

The Committee recommended posting a “Seeking Community Committee Volunteers” advertisement and hosting an open house to provide information about the Sub-Committee. An application, prepared by M. Thomson, will be made available at the open house. Committee members will attend to share the mission and vision of the Rural Youth Group. Chair M. French volunteered to provide snacks, coffee, and tea for the event at her cost as a donation.

A vote was held, and the Committee's recommendation to host the open house was passed unanimously.

Moved by B. Burton – Seconded by C. Hope

8. Recommendations to Council

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

1. The approval of the job description for the Rural Youth Group Coordinator position;
2. The approval of the outlined responsibilities of volunteers supporting the Rural Youth Group;
3. The approval of the Terms of Reference for the Rural Youth Group Advisory Sub-committee;
4. The approval of future media outlets to be used for press releases;
5. The approval of the proposed process for social media use;
6. The approval to host an open house event.

10. Attachments

1. 5-Month Plan
2. Rural Youth Group Coordinator Job Description
3. Outlined Responsibilities of Volunteers
4. Rural Youth Group Sub-Committee – Terms of Reference
5. Smart Academic Goals
6. Youth Center Documentation

9. Date of Next Meeting: October 2, 2025, at 6:00pm

10. Meeting adjourned: at 7:47pm. Moved by C. Penstone - Seconded by J. Godfrey

Signature of Chair- Marg French