



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
OCTOBER 2, 2023 YOUTH ADVISORY COMMITTEE MEETING  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE MUNICIPAL OFFICE –  
7404 WELLINGTON ROAD 34, PUSLINCH

## **AGENDA**

**DATE:** October 2, 2023

**MEETING:** 6:00 P.M.

**≠ Denotes resolution prepared**

**1. Call the Meeting to Order**

**2. Roll Call**

**3. Moment of Reflection**

**4. Confirmation of the Agenda ≠**

**5. Disclosure of Conflict of Interest**

**6. Delegations**

**7. Consent Agenda ≠**

7.1. September 12, 2023 Youth Advisory Committee Minutes

**8. Presentations, Reports and Workshop Items ≠**

8.1. Presentation/Tour – Public Works Department

8.2. Workshop – Local Government

8.3. Report YOU-2023-018 - Proposed Terms of Reference and update to 2024 Youth Advisory Committee Meeting Schedule

8.4. Report YOU-2023-019 – Committee Goals and Objectives Update & Working on our Projects

**9. Correspondence**

**10. Announcements**

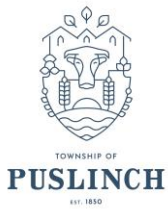


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**11. Notice of Motion**

**12. New Business**

**13. Adjournment ≠**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 11, 2023 YOUTH ADVISORY COMMITTEE MEETING  
IN-PERSON MEETING AT 7404 WELLINGTON RD 34, PUSLINCH

## **MINUTES**

**DATE:** September 11, 2023

**MEETING:** 6:00 P.M.

The September 11, 2023 Youth Advisory Committee was held on the above date and called to order at 6:12 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34, Puslinch.

### **1. CALL THE MEETING TO ORDER**

### **2. ROLL CALL**

**Attendance:**

Councillor Sara Bailey  
Ayla Panylo  
Carter Devries  
Chelsey MacPherson  
Katey Whaling  
Kenzo Szatori  
Laz Holford  
Oliver Van Gerwen  
Talia Wineberg  
Xander Wineberg

**Absent**

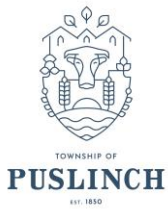
Aaron Dochstader  
Carter O'Driscoll

**Staff in Attendance:**

Courtenay Hoytfox, Municipal Clerk  
Laura Emery, Communication and Committee Coordinator

### **3. MOMENT OF REFLECTION**

### **4. CONFIRMATION OF THE AGENDA**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 11, 2023 YOUTH ADVISORY COMMITTEE MEETING  
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**Resolution No. 2023-048:**

Moved by Chelsey MacPherson and  
Seconded by Carter O'Driscoll

**That the Youth Advisory Committee approves the September 11, 2023 Agenda as circulated.**

**CARRIED.**

**5. DISCLOSURE OF CONFLICT OF INTEREST**

None

**6. DELEGATIONS**

6.1 Delegation by Sarah Bowers-Peter Crime Stoppers Guelph Wellington (CSGW) regarding Crime Stoppers 101

**Resolution No. 2023-050:**

Moved by Talia Wineberg and  
Seconded by Kenzo Szatori

**That the Youth Advisory Committee received the Delegation by Sarah Bowers-Peter, Crime Stoppers Guelph Wellington (CSGW) regarding Crime Stoppers 101.**

**CARRIED.**

**7. CONSENT AGENDA**

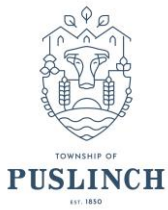
7.1 June 5, 2023 Youth Advisory Committee Minutes

**Resolution No. 2023-049:**

Moved by Xander Wineberg and  
Seconded by Laz Holford

**That Consent Agenda items 7.1 listed for the September 11, 2023 Youth Advisory Committee Meeting be received for information; and**

**Whereas the Committee members often participate in community events where it is important that they are identified as Township representatives;**



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**That Committee direct staff to request that Council consider adding a base budget increase to fund Committee apparel such as sweaters or t-shirt during the 2024 budget process.**

**CARRIED.**

**8. COMMITTEE AND STAFF REPORTS**

8.1. Report – YOU-2023-015 – Local Government Week Volunteers

**Resolution No. 2023-051:**

Moved by Talia Wineberg and  
Seconded by Ayla Panylo

**That report YOU-2023-015 entitled Local Government Week Volunteers be received for information; and,**

**That the following members form a Local Government Week Sub-committee to make a presentation on the importance Local Government Week to be presented at Aberfoyle Public School:**

**Kenzo Szatori and,**

**Aaron Dochstader and,**

**Carter O’Driscoll and,**

**Talia Wineberg and,**

**Oliver Van Gerwen and;**

**Katey Whaling.**

**CARRIED.**

8.2 Report – YOU-2023-016 – Committee Recommendation(s) Update

**Resolution No. 2023-052:**

Moved by Chelsea MacPherson and  
Seconded by Carter Devries



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
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**That report YOU-2023-016 entitled Committee Recommendation(s) Update be received for information.**

**CARRIED.**

8.3 Report – YOU-2023-017 – Committee Goals and Objectives Update & Working on our Projects

**Resolution No. 2023-053:**

Moved by Kenzo and  
Seconded by Katey

**That report YOU-2023-017 entitled Committee Goals and Objectives & Working on our Projects be received; and,**

**That the verbal updates provided by the Sports Day Sub-committee, Hobbies Day Sub-Committee and Fall Fair Sub-Committee be received.**

**CARRIED.**

**9. CORRESPONDENCE**

None

**10. ANNOUCEMENTS**

Councillor Bailey noted the Badenoch Community Barbeque is happening on Saturday September 16.

Courtenay Hoytfox, Municipal Clerk, noted a ribbon cutting ceremony in partnership with the Trillium Foundation for the completion of Boreham Park. A date is yet to be chosen. When the date is confirmed, it will be circulated with the Youth Committee.

**11. NOTICE OF MOTION**

None

**12. NEW BUSINESS**

Youth Advisory Committee members can bring out their phones 15 minutes prior to the meeting ending, to text a guardian about the pick-up time for the evening.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
SEPTEMBER 11, 2023 YOUTH ADVISORY COMMITTEE MEETING  
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**13. ADJOURNMENT**

**Resolution No. 2023-054:**

Moved by Carter Devries and  
Seconded by Kenzo Szatori

**That the Youth Advisory Committee hereby adjourns at 7:55 p.m.**

**CARRIED.**



## **REPORT YOU-2023-018**

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TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: October 2, 2023

SUBJECT: Proposed Terms of Reference Amendment and update to 2024 Youth Advisory Committee Meeting Schedule

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### **RECOMMENDATIONS**

**That staff report YOU-2023-018 regarding the Proposed Terms of Reference Amendment and update to 2024 Youth Advisory Committee Meeting Schedule be received for information; and,**

**That the Youth Advisory Committee endorse the proposed amendment to the Committee's Terms of Reference to include two (2) joint committee meetings annually with the Recreation Advisory Committee to be considered by Council at a future meeting; and further,**

**That the Youth Advisory Committee approve the amendments to the 2024 Youth Advisory Committee Meeting Schedule.**

### **Purpose**

The purpose of this report is to provide the Youth Advisory Committee with a proposed amendment to the Youth Advisory Committee's terms of reference to include that the Youth Advisory Committee hold two (2) joint committee meetings with the Recreation Advisory Committee. Staff is seeking the Committee's endorsement of the proposed amendment to the Youth Advisory Committee's Terms of Reference.

### **Background**

At the September 6, 2023 Council Meeting Council directed staff to present an amendment to the Youth Advisory Committee's Terms of Reference to include two (2) joint committee meetings with the Recreation Advisory Committee.



**Comments**

A draft of the proposed Youth Advisory Committee Terms of Reference is attached as Schedule A to this report. Below are the proposed amended dates of the 2024 Youth Advisory Committee Meetings:

<b>2024 Meeting Dates</b>
January 15, 2024 (moved a week for holiday) Joint meeting with Recreation Advisory Committee
February 5, 2024
March 4, 2024
April 8, 2024
May 6, 2024 Joint meeting with Recreation Advisory Committee
June 3, 2024
July 2024 – NO MEETING SUMMER BREAK
August 2024 – NO MEETING SUMMER BREAK
September 9, 2024 (moved a week for holiday)
October 7, 2024
November 4, 2024
December 2, 2024

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

**Schedule A** – Draft Youth Advisory Committee Terms of Reference



## **Township of Puslinch Council Youth Advisory Committee Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED:

### **1. ENABLING LEGISLATION**

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction.

The Youth Advisory Committee was established through the adoption of By-law Number 2023-008.

### **2. ROLE**

To serve in an advisory capacity to Township of Puslinch Council and provide a meaningful and constructive voice for the youth of Puslinch.

### **3. MANDATE**

The primary function of the Youth Advisory Committee is to provide an effective and meaningful communication link between the youth of Puslinch and Council and to encourage the development of opportunities, programs and public service that will enhance the quality of life, health and wellbeing of the youth in our community.

The Youth Advisory Committee will provide youth with a better understanding of municipal structure and decision making. The Youth Advisory Committee will focus on developing and strengthening the leadership and communication skills of its Members in order to effectively engage with in their local government and community.

In addition, the Youth Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.



#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council and/or Committees where applicable;
2. Act as an advocate for youth within the Township;
3. Actively seek input from youth on important matters affecting them;
4. Actively support events and activities that relate to the Committee's mandate;
5. Strengthen and develop communication and leadership skills.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

- i. The Youth Advisory Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council (non-voting member); minimum of three (3) members to a maximum of eight (8) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council so long as the Qualifications are maintained.

##### **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the Youth Advisory Committee and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.

- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

**c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the Youth Advisory Committee mandate and purpose but must report through the Youth Advisory Committee. The maximum membership on any subcommittee is one less than the number required to meet quorum.

**d. Qualifications**

- a. Citizen Appointee with the following qualifications:
  - i. Demonstrated commitment and interest in the municipality;
  - ii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
  - iii. Resident of the Township of Puslinch for the duration of the term;
  - iv. Between 12-18 years of age;
  - v. For members under the age of 18, consent by a legal guardian;
  - vi. Shall apply and be appointed by Council when required based on current membership.

**7. MEETING SCHEDULE**

The Committee meets monthly on the first Monday of the month at 6:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Further, the Committee shall meet jointly with the Recreation Advisory Committee two (2) times annually during its regularly scheduled meetings.



TOWNSHIP OF  
**PUSLINCH**  
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During a municipal election year, meetings shall be cancelled where possible in the last quarter.

Meetings shall not be scheduled during the months of July and August.

#### **8. PROCEDURES AND PROTOCOLS**

The Township Youth Advisory Committee shall adhere to the Township's Procedural By-law.

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## **REPORT YOU-2023-019**

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TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: October 2, 2023

SUBJECT: Committee Goals and Objectives Update & Working on our Projects

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### **RECOMMENDATION**

**That report YOU-2023-019 entitled Committee Goals and Objectives & Working on our Projects be received; and,**

**That the verbal updates provided by the Sports Day Sub-committee, Hobbies Day Sub-Committee and Fall Fair Sub-Committee be received.**

### **Purpose**

The purpose of this report is for the Youth Advisory Committee to receive updates from the Youth Advisory Sub-committees regarding work on their Goals and Objectives.

### **Background**

At the March 6, 2023 Youth Advisory Committee meeting, the Committee passed a resolution approving and endorsing the Committee's Goals and Objectives for Council's consideration. At the March 22, 2023 Council Meeting, Council approved the Committee's Goals and Objectives.

Each meeting the table in the comments section will be updated with the progress of each sub-committee in achieving their Goals and Objectives.

### **Comments**

#### **Goals and Objectives Updates**

With Council's approval of the Youth Advisory Committee's Goals and Objective the next steps are to complete a comprehensive project proposal which outlines the specifics of each project and identify any costs and fundraising opportunities for Council's approval.

Each meeting the sub-committees will provide verbal updates regarding the progress of their Goals and Objectives, which will be documented in the table below.

<b>Sports Day</b>	
<b>Meeting Date</b>	<b>Update</b>
March 6, 2023	Goals and Objectives proposal was submitted and approved by Committee
April 3, 2023	Sub-committee met and discussed financial implications of holding a sports Day. Determined there would be financial cost to provide some equipment to those who did not have their own.
May 1, 2023	The Committee discussed potential dates and selected July 9 <sup>th</sup> . In conversation with other members of the sub-committee, it was determined that a different date would need to be selected.
June 5, 2023	The Committee discussed finalized the date of September 24, 2023 and outlined a basic schedule for the day. The Committee agreed to have a sub-committee meeting on July 7 <sup>th</sup> as a summer progress update.  At the July 7 <sup>th</sup> sub-committee meeting staff confirmed the booking of the Puslinch Optimist Recreation Centre's rink, gym and ball diamond for September 24 from 12:00 p.m. to 4:00 p.m. Staff circulated for volunteers and will recirculate the volunteer request the week of September 4 <sup>th</sup> . Staff are assisting in the promotion of Sports Day with advertisements being posted on Township social media channels and in-person at the Aberfoyle Public School.
September 11, 2023	The Committee discussed the plans and schedule for Sports Day on September 24. Advertisements were posted on Township social media channels, and the sub-committee prepared posters to be put up in high traffic areas in the Township.

<b>Hobbies Day</b>	
<b>Meeting Date</b>	<b>Update</b>
March 6, 2023	Goals and Objectives proposal was submitted and approved by Committee
April 3, 2023	No update at this time
May 1, 2023	The Committee received a delegation from an Agricultural Society member who advised they would be able to provide space for their events during the Fall Fair. The sub-committee discussed potential uses of the space.
June 5, 2023	Sub-committee participation at the Fall Fair from 5:00 p.m. to 6:30 p.m. on Friday and Saturday in the gym. Promotion was completed for this event. Outcomes to be discussed at the September 11 <sup>th</sup> meeting.

September 11, 2023	The Committee discussed the outcomes of the Fall Fair. The ages of people who participated in the Hobbies Day events were younger than anticipated. Timing was also discussed in terms of if both the Friday evening and Saturday evening are needed in future years.
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<b>Fall Fair</b>	
<b>Meeting Date</b>	<b>Update</b>
March 6, 2023	Goals and Objectives proposal was submitted and approved by Committee
April 3, 2023	The sub-committee requested support from staff to connect with staff from the Agricultural Society.
May 1, 2023	The Committee received a delegation from an Agricultural Society member who advised they would be able to provide space for their events during the Fall Fair. The sub-committee discussed potential uses of the space.
June 5, 2023	Sub-committee participation at the Fall Fair from 1:00 p.m. to 4:00 p.m. on Saturday in the gym. Promotion was completed for this event. Outcomes to be discussed at the September 11 <sup>th</sup> meeting.
September 11, 2023	The Committee discussed the outcomes of the Fall Fair including not needing to have a set schedule for sports and allowing for more of a fluid timeline and how there is no need to have an age range of people who can participate. It was also mentioned how the event allowed different members of the community to come together.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Engagement Opportunities**

None

**Attachments**

None