



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 4, 2023 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON ROAD 34, PUSLINCH

A G E N D A

DATE: December 4, 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. November 6, 2023 Youth Advisory Committee Minutes
 - 7.2. Township of Puslinch Council Resolution No. 2023-325 Youth Advisory Committee Terms of Reference Amendment
8. Presentations, Reports and Workshop Items ≠
 - 8.1. 2024 Community Service Hour Presentation – Laura Emery
 - 8.2. Report YOU-2023-022 – 2024 Snack Schedule
 - 8.3. Report YOU-2023-023 – Additional Committee Communications Options
 - 8.4. Report YOU-2023-024 – Committee Goals and Objectives Update & Working on our Projects
 - 8.5. Ice Breaker Activity
9. Correspondence
10. Announcements



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11. Notice of Motion

12. New Business

13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 6, 2023 YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 7404 WELLINGTON RD 34, PUSLINCH ON

MINUTES

DATE: November 6, 2023

MEETING: 6:00 P.M.

The November 6, 2023 Youth Advisory Committee was held on the above date and called to order at 6:10 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
Aaron Dochstader
Chelsey MacPherson
Kenzo Szatori
Laz Holford
Oliver Van Gerwen
Ayla Panylo

Absent:

Carter Devries
Talia Wineberg
Xander Wineberg
Katey Whaling
Carter O'Driscoll

Staff in Attendance:

Justine Brotherston, Interim Municipal Clerk
Laura Emery, Communications and Committee Coordinator
Sarah Huether, Interim Deputy Clerk
Jessica Buczynski, Public Fire and Life Safety Educator
John Uptegrove, Chief Training Officer

3. MOMENT OF REFLECTION



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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4. CONFIRMATION OF THE AGENDA

Resolution No. 2023-065:

Moved by Aaron Dochstader and
Seconded by Kenzo Szatori

That the Youth Advisory Committee approves the November 6, 2023 Agenda as circulated.

CARRIED.

5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 October 2, 2023 Youth Advisory Committee Minutes

Resolution No. 2023-066:

Moved by Chelsea MacPherson and
Seconded by Ayla Panylo

That Consent Agenda item 7.1 listed for the October 2, 2023 Youth Advisory Committee Meeting be received for information.

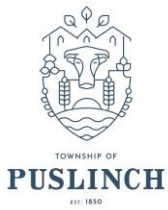
CARRIED.

8. COMMITTEE AND STAFF REPORTS

8.1 Report – Presentation/Tour – Fire Department

Resolution No. 2023-067:

Moved by Laz Holford and
Seconded by Oliver Van Gerwen



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
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That the Tour of the Fire Department presented by Jessica Buczynski, Public Fire and Life Safety Educator and John Uptegrove, Chief Training Officer be received for information.

CARRIED.

8.2 Ice Breaker

8.3 Workshop – Youth Ted Talks

Resolution No. 2023-068:

Moved by Kenzo Szatori and
Seconded by Ayla Panylo

That the Youth Advisory Committee defer items 8.2 and 8.3 to a future committee meeting.

CARRIED.

8.4. Report YOU-2023-021 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2023-069:

Moved by Kenzo Szatori and
Seconded by Laz Holford

That report YOU-2023-021 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That the verbal updates provided by the Local Government Sub-committee be received; and,

That the Youth Advisory Committee defer the 2024 Goals and Objectives to a future meeting.

CARRIED.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
NOVEMBER 6, 2023 YOUTH ADVISORY COMMITTEE
IN-PERSON MEETING AT 7404 WELLINGTON RD 34, PUSLINCH ON

9. CORRESPONDENCE

9.1 AMO Fellowship Program

Resolution No. 2023-070:

Moved by Oliver Van Gerwen and
Seconded by Chelsea MacPherson

That Correspondence item 9.1 AMO Fellowship Program be received for information.

CARRIED.

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2023-071:

Moved by Aaron Dochstader and
Seconded by Ayla Panylo

That the Youth Advisory Committee hereby adjourns at 8:02 p.m.

CARRIED.



Township of Puslinch
Youth Advisory
Committee
c/o Laura Emery,
Communications and
Committee Coordinator
VIA EMAIL:
lemery@puslinch.ca

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

October 31, 2023

RE: 9.3.3 Youth Advisory Committee Terms of Reference Amendment

Please be advised that Township of Puslinch Council, at its meeting held on October 18, 2023 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2023-325:

Moved by Councillor Hurst and
Seconded by Councillor Sepulis

That Report ADM-2023-057 entitled Youth Advisory Committee Terms of Reference Amendment be received; and

That Council approve the following amendment to the Youth Advisory Committee Terms of Reference:

1. That two (2) of the Youth Advisory Committee meetings be joint committee meetings with the Recreation Advisory Committee.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston,
Interim Municipal Clerk



Township of Puslinch Council Youth Advisory Committee Terms of Reference

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: **October 18, 2023**

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 eleven (11) 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
est. 1850

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.

DRAFT



Youth Advisory
Committee

REPORT YOU-2023-022

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 4, 2023

SUBJECT: Snack Schedule

RECOMMENDATION

That report YOU-2023-022 entitled Snack Schedule be received for information; and,
That the Snack Schedule be approved as presented.

Purpose

The purpose of this report is to provide the Youth Advisory Committee with a schedule for bringing snacks to Youth Advisory Committee Meetings.

Background

At the April 3, 2023 Youth Advisory Committee meeting the Committee requested that Staff develop a snack schedule and this schedule has been followed for the remainder of 2023. As such, a schedule has been developed for the 2024 meetings with the exception of snacks at the joint Youth Advisory Committee and Recreation Advisory Committee meetings.

Comments

Staff have developed a snack schedule for the Committee's consideration attached as Schedule A.

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

Schedule A – Youth Advisory Committee 2024 Snack Schedule

Youth Advisory Committee 2024 Snack Schedule

Date	Committee Members	
February 5, 2024	Aaron Dochstader	Ayla Panylo
March 4, 2024	Carter Devries	Carter O'Driscoll
April 8, 2024	Chelsey MacPherson	Katey Whaling
June 3, 2024	Kenzo Szatori	Lax Holford
September 8, 2024	Oliver Van Gerwen	Talia Wineberg
October 7, 2024	Xander Wineberg	Councillor Bailey
November 4, 2024	Carter Devries	Aaron Dochstader



Youth Advisory
Committee

REPORT YOU-2023-023

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 4, 2023

SUBJECT: Additional Committee Communications Options

RECOMMENDATION

That report YOU-2023-023 entitled Additional Committee Communications Options be received for information; and,

That staff be directed to explore and report back on an additional communications option at the February 5, 2024 Committee meeting.

Purpose

The purpose of this report is to provide the Youth Advisory Committee with additional options other than email for committee members to communicate with each other outside of Committee meetings.

Background

Throughout the term, staff have identified the need for additional forms of communications within the Committee in addition to email. Staff are seeking the Committee's feedback with respect to alternative communication methods that are currently or would be more frequently used by Committee members. All correspondence including agendas will continue to be sent by email. The purpose of the additional communication channel will be to send out reminders for committee meetings, work to be completed by sub-committees and providing a means to communicate with sub-committee members and staff.

Staffs have identified the following applications for the Committee's consideration:

1. Microsoft Teams App
2. GroupMe App

3. WhatsApp
4. Other applications as recommended by the Committee

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None



REPORT YOU-2023-024

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 4, 2023

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

RECOMMENDATION

That report YOU-2023-024 entitled Committee Goals and Objectives & Working on our Projects be received; and,

That the Youth Advisory Committee endorse the following Goals/Objectives to be considered by Council for 2024:

Goals and Objectives Proposal	Sub-Committee

Purpose

The purpose of this report is to set the Youth Advisory Committee's Goals and Objectives for 2024.

Background

The purpose of this report is to discuss potential goals and objectives that are to be completed by the Youth Advisory Committee in 2024 and to establish the sub-committees for these proposed goals and objectives projects.

Comments

Proposed 2024 Goals and Objectives

Staff recommend that the Youth Advisory Committee focus their 2024 Goals and Objectives on participating in and supporting existing local events. Staff have developed the following list of events for the Committee's input and consideration. Some known events include:

1. Optimist Family Day
2. Optimist Spring Clean-up
3. Safe Communities Bike Rodeo
4. Optimist Canada Day
5. Aberfoyle Agricultural Society Fall Fair
6. Local Government Week
7. Optimist Santa Claus Parade
8. Other community volunteer opportunities as they arise

Other ideas include:

1. A 2024 year end economic development event

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None