



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
FEBRUARY 3, 2025 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON ROAD 34, PUSLINCH

A G E N D A

DATE: February 3, 2025

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. December 2, 2024 Youth Advisory Committee Minutes

Recommendation:

That the Consent Agenda item listed for the February 3, 2025 Youth Advisory Committee meeting be received for information.

8. Reports ≠

8.1. Ice Breaker Activity – Jasmine Coburn and Kenzo Szatori

Recommendation:

That the Ice Breaker Activity be received for information.

8.2. Report – YOU-2025-001 – Committee Goals and Objectives and Working on our Projects

8.2.1. Presentation #1: Aaron Dochstader

8.2.2. Presentation #2: Katey Whaling



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Recommendation:

That report YOU-2025-001 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Aaron Dochstader and Katey Whaling be received.

8.3. Report – YOU-2025-002 – Terms of Reference and Goals/Objectives Training

Recommendation:

That report YOU-2025-002 entitled Terms of Reference and Goals/Objectives Training be received for information.

9. Correspondence
10. Announcements
11. Notice of Motion
12. New Business
13. Adjournment ≠



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 2, 2024 YOUTH ADVISORY COMMITTEE MEETING
IN-PERSON MEETING AT THE MUNICIPAL OFFICE, 7404 WELLINGTON RD 34

MINUTES

DATE: December 2, 2024

MEETING: 6:00 P.M.

The December 2, 2024 Youth Advisory Committee was held on the above date and called to order at 6:07 p.m. via in person participation at the Municipal Office at 7404 Wellington Road 34.

1. CALL THE MEETING TO ORDER

2. ROLL CALL

Attendance:

Councillor Sara Bailey
Aaron Dochstader
Oliver Van Gerwen
Kenzo Szatori
Katey Whaling
Jasmine Coburn
Carter Devries

Absent:

Xander Wineberg
Kaiden Wineberg
Talia Wineberg

Staff in Attendance:

Laura Emery, Communications and Committee Coordinator
Sarah Huether, Interim Deputy Clerk

3. MOMENT OF REFLECTION

4. CONFIRMATION OF THE AGENDA

Resolution No. 2024-049:

Moved by Aaron Dochstader and
Seconded by Katey Whaling

That the Youth Advisory Committee approves the December 2, 2024 Agenda as circulated.

CARRIED



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5. DISCLOSURE OF CONFLICT OF INTEREST:

None

6. DELEGATIONS

None

7. CONSENT AGENDA

7.1 November 4, 2024 Youth Advisory Committee Minutes

Resolution No. 2024-050:

Moved by Oliver Van Gerwen and
Seconded by Jasmine Coburn

That the Consent Agenda item listed for the December 2, 2024 Youth Advisory Committee meeting be received for information.

CARRIED

8. COMMITTEE AND STAFF REPORTS

8.1 Report – YOU-2024-014 – Committee Goals and Objectives Update & Working on our Projects

Resolution No. 2024-051:

Moved by Oliver Van Gerwen and
Seconded by Carter Devries

That report YOU-2024-014 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Oliver Van Gerwen and Carter Devries be received.

CARRIED

8.3 Report – YOU-2024-015 – Snack Schedule

Resolution No. 2024-052:

Moved by Kenzo Szatori and
Seconded by Jasmine Coburn

That report YOU-2024-015 entitled Snack Schedule be received for information; and,

That the Snack Schedule be approved as presented.



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CARRIED

8.3 Ice Breaker Activity

Resolution No. 2024-053:

Moved by Aaron Dochstader and
Seconded by Oliver Van Gerwen

That the Ice Breaker Activity be received for information.

CARRIED

9. CORRESPONDENCE

None

10. ANNOUCEMENTS

None

11. NOTICE OF MOTION

None

12. NEW BUSINESS

None

13. ADJOURNMENT

Resolution No. 2024-054:

Moved by Carter Devries and
Seconded by Kenzo Szatori

That the Youth Advisory Committee hereby adjourns at 7:59 p.m.

CARRIED



REPORT YOU-2025-001

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: February 3, 2025

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

RECOMMENDATION

That report YOU-2025-001 entitled Committee Goals and Objectives & Working on our Projects be received for information; and,

That the presentations by Aaron Dochstader and Katey Whaling be received.

Purpose

The purpose of this report is to review the Youth Advisory Committee's Goals and Objectives and to receive presentations from two Youth Advisory Committee members.

Background

The purpose of this report is to review the goals and objectives that have been approved for 2025. Staff have also prepared an ice breaker and presentation schedule for the Committee to follow during the 2024/2025 school year.

At the December 18, 2024 Council meeting, Council approved the goals and objectives for the Committee for the 2025 calendar year. The approved 2025 goals and objectives include:

- Optimist Club of Puslinch Bike Rodeo (May 2025)
 - o Sub-committee Members: Councillor Bailey, Carter Devries
- Aberfoyle Agricultural Society Fall Fair (September 6, 2025)
 - o Subcommittee Members: Kaiden Wineberg, Kenzo Szatori, Aaron Dochstader
- Puslinch Community Showcase (October 4, 2025)
 - o Sub-committee Members: Aaron Dochstader, Katey Whaling, Jasmine Coburn, Oliver Van Gerwen, Kenzo Szatori
- Local Government Week (October 2025)

- o Aaron Dochstader, Kenzo Szatori

Comments

The ice breaker presentation schedule is noted below:

Ice Breaker Schedule (Joint)

| Meeting Date | Committee Member #1 | Committee Member #2 |
|---------------|---------------------|---------------------|
| October 2024 | Talia Wineberg | |
| November 2024 | Carter Devries | Katey Whaling |
| December 2024 | Aaron Dochstader | Xander Wineberg |
| February 2025 | Jasmine Coburn | Kenzo Szatori |
| March 2025 | Oliver Van Gerwen | Kaiden Wineberg |
| April 2025 | Aaron Dochstader | Xander Wineberg |
| May 2025 | Talia Wineberg | Carter Devries |
| June 2025 | Kenzo Szatori | Oliver Van Gerwen |

The presentation schedule is noted below:

Presentation Schedule and Sign up (Individual)

| Meeting Date | Committee Member #1 | Presentation Topic | Committee Member #2 | Presentation Topic |
|---------------|---|-------------------------------|---------------------|----------------------|
| October 2024 | Kenzo Szatori, Aaron Dochstader, Talia Wineberg | Local Government Presentation | | |
| November 2024 | Xander Wineberg | Five things about me | Jasmine Coburn | Five things about me |
| December 2024 | Oliver Van Gerwen | Fast Five of Puslinch | Carter Devries | |
| February 2025 | Aaron Dochstader | Fast Five into the Future | Katey Whaling | Puslinch Fast Five |
| March 2025 | Kaiden Wineberg | | Kenzo Szatori | Puslinch Fast Five |
| April 2025 | Jasmine Coburn | | Talia Wineberg | Under the Influence |

| | | | | |
|-----------|-------------------|--|-----------------|--|
| May 2025 | Oliver Van Gerwen | | Xander Wineberg | |
| June 2025 | Katey Whaling | | Carter Devries | |

Presentations should be between 3 to 5 minutes. Different presentation ideas include:

- Fast Five of Puslinch: Take 5 photos in Puslinch
 - Each photo should be meaningful to you in different ways
 - Share what the photos are and the story behind why each one is meaningful to you
- Fast Five of Volunteering: 5 Benefits to Volunteering in Your Community
 - Give reasons as to why it is important to volunteer in the community
 - Discuss the advantages of socializing in communities, sense of fulfillment and satisfaction gained from volunteering
- Pitch an Object Shark Tank Style: Bring an Object from Home and Sell it to the Committee
 - Decide on a simple object, pitch why the Committee should buy it, the importance of the object etc.
- Your Fast Five: 5 Interesting Facts We Don't Know About You
 - Have a list of a wide range of facts the Committee doesn't know about you: Can be sports, family, what you see for your future etc.
- Fast Five into the Future: 5 Things You Want Out of The Next Five Years
 - Discuss five different aspects (career, individual, personal, athletic) big or small that you see for yourself in the next 5 years
- Under the Influence: Most Influential Person in Your Life
 - Choose one person who is the most influential to you in your life right now and share who they are, their relationship to you and why they are so influential

Financial Implications

None

Applicable Legislation and Requirements

None

Engagement Opportunities

None

Attachments

None



REPORT YOU-2025-002

TO: Youth Advisory Committee

PREPARED BY: Laura Emery, Communications & Committee Coordinator

PRESENTED BY: Laura Emery, Communications & Committee Coordinator

MEETING DATE: February 3, 2025

SUBJECT: Terms of Reference and Goals/Objectives Training

RECOMMENDATIONS

That report YOU-2025-002 entitled Terms of Reference and Goals/Objective Training be received for information.

Purpose

The purpose of this report is to provide the Youth Advisory Committee with a review of its updated Terms of Reference with consideration to the goal and objective process and the number of active goals and objectives.

Background

Council at its November 6, 2024 meeting directed staff to review the Terms of Reference for all Advisory Committees and bring back recommended changes to Council. The revised Youth Advisory Committee Terms of Reference was approved by Council at its December 18, 2024 meeting. An updated Terms of Reference is included in Schedule "A" to this report.

The summary of the amendments to the Terms of Reference are as follows:

1. Section 8. PROCEDURES AND PROTOCOLS clarifies that Committee Members shall adhere to all of the Township's policies and procedures including the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

2. Section 9. ABSENTEEISM clarifies Committee Members responsibility regarding attendance at meetings and to seek authorization should an extended absence be required.
3. The committee will be limited to a maximum of two (2) active goals or objectives at any giventime. Goals and objectives referred by the Council will be prioritized. This streamlining aims to help the committee manage workload capacity effectively, ensuring that current projects can be completed before additional goals are introduced.
4. Clarifying subcommittee’s leadership responsibilities for goals/objectives.

In order to assist with the transition to Committees only having a maximum of two active goals/objectives at one time, staff have developed a 2025 work plan for the Youth Advisory Committee attached as Schedule “B” to this report.

The work plan lists all goals/objectives that are approved by Council and will identify which goals are active, and which goals are in-active and the anticipated completion of the goal/objective. These work plans are a living document and will be updated as goals/objectives are completed and added. Staff have also developed a Committee Training presentation attached as Schedule “C” to this report.

Financial Implications

None

Applicable Legislation and Requirements

Youth Advisory Committee Establishment By-law 2022-050

Attachments

Schedule A – Updated Youth Advisory Committee Terms of Reference

Schedule B – 2025 Youth Advisory Committee Goals and Objectives Workplan

Schedule C – Committee Training Presentation



Township of Puslinch Council Youth Advisory Committee Terms of Reference

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: October 18, 2023
December 18, 2024

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. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

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 scheduled 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.
- ii. The Youth Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Youth Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

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. Additionally, the Committee may meet jointly with the Recreation and Community Wellness Advisory Committee on an ad-hoc basis during its regularly scheduled meetings, as required by joint goals/objectives.

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 policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.

Committee Training Presentation



Agenda:

- Purpose of an Advisory Committee
- Goal and Objective Process
- Terms of Reference Process
- 2025 Committee Workplan



Purpose of an Advisory Committee

- Serve in an advisory capacity to Council providing a meaningful voice for the youth of Puslinch
- Encourage the development of opportunities, programs and public service that will enhance the wellbeing of the youth in the Puslinch community



Setting Goals and Objectives

Committee Goals and Objectives Process



- The Committee's Goals and Objectives are set at the beginning of a new term to be approved/endorsed by Council
- The two ways Goals and Objectives can be added to the Committee's workplan
 - Sub-committee writing a detailed proposal and endorsing the proposal to be approved by Council
 - Council refers a Goal and Objective to the Committee

Goals and Objectives Process Flow Charts



Consider budget timing if applicable



Goal/Objective Prioritization and Limitation

- Limited to two active goals or objectives at any given time
- Goals and objectives referred by Council will be prioritized
- Ability to request special consideration from Council to permit more than 2 active goals based on a time sensitive matter

Committee
Goals and
Objectives



Committee Member Led

Committee Goals and Objectives



- Subcommittees are required to lead goals/objectives
- Committee staff are a supporting role assisting as needed
- Committee member vs. staff led process

2025 Youth Advisory Committee Workplan

| Goal/Objective | Sub-Committee | Active/In-Active | Source | January | February | March | April | May | June | July | August | September | October | November | December |
|--|---|------------------|--------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Optimist Club Bike Rodeo | Councillor Bailey & Carter Devries | Active | Committee Recommendation | | | | | X | | | | | | | |
| Aberfoyle Agricultural Society Fall Fair | Kaiden Wineberg & Kenzo Szatori & Aaron Dochstader | Active | Committee Recommendation | | | | | | | | | X | | | |
| Puslinch Community Show Case | Kenzo Szatori & Aaron Dochstader & Katey Whaling & Jasmine Coburn & Oliver Van Gerwen | In-Active | Committee Recommendation | | | | | | | | | | | | X |
| Local Government Week | Kenzo Szatori & Aaron Dochstader | In-Active | Committee Recommendation | | | | | | | | | | | | X |

- Maximum of two active goals and objectives at one time
- Workplans are a living document and will be updated as goals and objectives are completed and added



Terms of Reference Updates

Committee Terms of Reference Updates



- Training and development opportunities and regular staff reports to Council do not quality as goals and objectives
- Changes to Procedures and Protocols section
- Changes to Absenteeism section



Questions?