

THE CORPORATION OF THE TOWN OF WASAGA BEACH

YOUTH ADVISORY COUNCIL

TERMS OF REFERENCE

Purpose/Mandate

The purpose of the Town of Wasaga Beach Youth Advisory Council (YAC) is to advise Town Council, local organizations and businesses on matters pertaining to youth. YAC also works to further connect and involve youth in the community, as well as create and support positive relationships between youth and adults in the Wasaga Beach community.

Responsibilities

The Town of Wasaga Beach YAC shall make itself aware of the policies, procedures and decisions of the Town which relate to its mandate and ensure that its decisions and activities are consistent.

The Council will assist with community facility development, community planning, and act as community liaisons, which will include, but not limited to:

- Advocate for youth
- Plan YAC events and programs that meet the Council's mandate
- Work to develop a positive image of youth in the Community

Delegated Authority

The YAC is established as an advisory committee and does not have any delegated authority.

The YAC has no authority to direct staff and any advice requiring implementation, reports or staff actions must first be considered by the Youth Coordinator and then the Director of Recreation, Events & Facilities before any action by staff may be taken.

Committee Composition

Youth Advisory Council members will be appointed by Town Council upon recommendation from the Mayor and with input provided by the Youth Coordinator and, once appointed, Youth Advisory Council Chair(s).

Council may, by resolution as and when required in order to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term.

The Committee will be composed of up to 11 voting members, as follows:

- Nine (9) youth members of the community, 13-19 years old, as voting members
- One (1) member of Council as a voting member
- One (1) Town of Wasaga Beach Staff (usually the Youth Coordinator), as a voting member
- Undetermined number of adult allies from local youth serving organizations, as non-voting advisor members, will also act as liaisons with their respective agencies
- Alumni YAC members, 20 years old and over, as non-voting advisor members

Only members, appointed by Council, may vote on any matter.

The Mayor shall serve ex-officio (by virtue of their office) as a voting member of the Committee.

Town Council may by resolution at any time and from time to time at its sole discretion remove any member, voting or non-voting, from the Committee, as it deems advisable.

A YAC member may apply for a re-appointment for any number of consecutive or non-consecutive terms.

Eligibility Criteria for the YAC:

- Be enthusiastic, energetic and pro-active
- Youth members must be between the ages of 13 and 19 years old
- Adult members must be a minimum age of 20 years
- Members 18 years and over must possess a clear Vulnerable Sector Check
- Resident of Wasaga Beach
- Genuine interest and commitment to making Wasaga Beach a youth friendly community

Application and Selection Process

Applications to be appointed to YAC will be accepted in the Clerks office.

Resignations from the Committee must be in writing to the Chair Person(s), which will then be forwarded to the Clerk's Department and the Youth Coordinator.

The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Town Council from time to time.

Subcommittees

The YAC may establish subcommittees, as needed, to consider specific matters. Subcommittees are responsible for the preparation of their own agendas and meeting notes as required and making their own arrangements for meeting locations. Subcommittee meetings are open to the public. Subcommittees must distribute a copy of their minutes (meeting notes) to the YAC and Community Services Section of Coordinated Committee.

Committee Positions & Roles

Chair: One member will be chosen, by majority vote of the Committee, at the first meeting of the new term. The appointed member will Chair the meetings and oversee the business of the YAC for a two year term.

Vice Chair: A Vice Chair for the same duration will be chosen by majority vote of the Committee. The Vice Chair assumes role of chair when the Chair is unable to attend meetings or when the Chair puts forth a motion to be voted on.

Secretary: The Youth Coordinator will act as Secretary. The role of Secretary is to confirm the meeting date and location, prepare the Agenda, take the minutes (meeting notes), and provide a copy to the Clerk's Department and all Committee members. The Secretary will provide support to the Chair.

Term of Office

The term of the members of the Committee shall coincide with the term of Town Council.

Meetings

The Youth Advisory Council will meet a minimum of six (6) times per year, additional meetings may be scheduled as required. Specific dates and times for meetings to be determined by the Committee at its September meeting each year, and provided to the Town Clerk

YAC members are expected to attend all regularly scheduled meetings. If a member has been absent for three consecutive regularly scheduled meetings and has failed to advise the Secretary in advance, the member shall be deemed to have abandoned their appointment and the position shall be considered vacant.

Further, Committee members are expected to:

1. Attend meetings regularly, arriving prepared and on time
2. Provide input to meetings in advance if unable to attend by communicating with the Secretary in advance.
3. Offer positive feedback and ideas
4. Represent Wasaga Beach's youth positively

5. Act as a role model for peers
6. Participate in subcommittees of the YAC as required
7. Focus on the subject matter not personal feelings and/or positions
8. Support decisions made by the YAC through due process and communicate YAC's position to the public if required
9. Honour confidentiality

Quorum – *minimum number of members necessary to conduct business*

Quorum shall be a majority of the appointed members of the Youth Advisory Council. A quorum shall consist of 50% plus 1 of the voting members.

Agenda

The Agenda of the YAC shall contain the following items:

- Call To Order
- Disclosure of Conflict of Interest
- Minutes of Last Meeting
- Deputations/Presentations
- Unfinished Business
- Sub-Committee Reports (if any)
- Council and Staff Report
- New Business
- Additional Items/Round Table
- Items for Future Meetings
- Date of Next Meeting
- Adjournment

Governance

The YAC shall be subject to the provision of the Town's Procedural By-Law to Govern the Proceedings of Council and its Committees, as amended, and shall adhere to Town policies and procedures.

Communication and Reporting

The YAC will prepare an annual report to be presented to Town Council through the Community Services Committee annually in June. The report will outline:

- Work undertaken
- Attendance
- Number of meetings held for that term
- The groups achievements

Municipal Support

The Recreation, Events and Facilities Department shall be the lead department and the Youth Coordinator the contact person for the Youth Advisory Council and for general inquiries.

Requests for documentation, reports and support materials required by YAC or outgoing correspondence will be directed to the Youth Coordinator

YAC's activities are supported through the Youth Centre, which is a branch of the Recreation, Events and Facilities Department.

The Youth Coordinator or a representative of the Recreation, Events & Facilities Department as a liaison staff member must be present at all meetings of the Youth Advisory Council.

Additional staff and/or representatives from special interest groups may be requested to attend meetings at the discretion of the YAC.

Finances

Any financial needs of YAC will be administered through the Youth Advisory Council budget. Any and all expenses are to receive prior approval from the Youth Coordinator.

Confidentiality

The *Municipal Act* shall bind the members of the Youth Advisory Council as it relates to confidentiality, conflict of interest, closed sessions, and any other requirement under the *Act*, which pertain to the conduct of officials.

Indemnities to Committee Members and Others

YAC members shall be covered by the municipality's general liability insurance policy as it relates to Advisory Committee of Council activities.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Town Council and can only be altered by Town Council

Approved by _____ this ____ day of _____, 2018.