

Municipality of West Nipissing
YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Youth Advisory Committee (YAC) will provide a voice for the youth of West Nipissing, while assisting Council in an advisory capacity on social and recreational matters that will enhance the quality of life, safety, health and well-being of West Nipissing's younger population.

2. MANDATE

The mandate of the YAC is:

- To be part of a two-way dialogue, through information sharing, between Council and youth.
- To provide youth with a better understanding of municipal politics.
- To present the opportunity for youth to provide input regarding Council initiatives.
- To provide an opportunity for youth to establish their needs, concerns, wants, and promote general awareness of services/events that are targeted towards youth.
- To keep Council informed of important matters affecting youth.
- To partner with established community organizations to provide a link to existing youth activities and other programs in the community.
- To establish youth related priorities annually for recommendation to council.
- To act as a positive advocate for youth in the community.

3. MEMBERSHIP

The Committee will be comprised of a maximum of 11 (eleven) voting members

- 8 (eight) youth, ages 14-24, appointed by council representing each Ward (*ages must be 14 years old prior to January 1st, 2023*)
- 3 (three) youth, representing each high school in West Nipissing

Members are selected by resolution of Council. To ensure a diverse and inclusive environment, when appointing individuals, Council will consider representatives from various race, religion, gender, gender identities or expressions, sexual orientation, national origin and disabilities.

The minimum term of the Committee is 1 school year (September to June). Once selected, YAC members will be considered for reappointment in future years. The YAC's success hinges on the experience and guidance of returning members.

The Committee shall, from amongst its members, choose a Committee Chair as well as 2 youth representatives who will be members of the Recreation and Culture Advisory Committee. These selections shall be made at the first meeting of the year for each year of the committee's term.

The volunteer hours spent on this Committee can be counted towards the 40 hours of community service needed to graduate from Ontario high schools, be added to a resume or post-secondary school

application, and provide an opportunity for career exploration. Members requiring transportation to meetings will be eligible for mileage reimbursement as per municipal policy.

Resource Team (Non-Voting Members):

Council;

- Mayor

Municipal Staff;

- Director of Economic Development and Community Services
- Community Development Officer
- Other Municipal Staff as required
- As required, community partners and key stakeholders (WN Health Centre, DNSSAB, Health Unit, Ministry of Tourism, Culture and Sports, etc.)

Adult Mentors;

- Maximum of 3 volunteer adult mentors who have experience working with youth

Representatives from Council and municipal staff, as well as adult mentors, will serve as facilitators and liaise with the Youth Advisory Committee, but will be non-voting members.

4. RESPONSIBILITY OF ALL YAC MEMBERS

Committee Members will:

- Attend all meetings.
- Play an integral role to the YAC by actively participating and contributing to projects/special events coordinated by the YAC.
- Establish priorities at the beginning of each school year and develop a work program with which to focus its attention.
- Give prior notification to the Chair of the YAC and the staff liaison to inform of their absence from a meeting if they are unable to attend.
- Establish youth related priorities for recommendation to council.
- High School representatives will advise their Principals of any important issues relating to the YAC and the students of the High School.
- Connect with youth in the community to inform them of upcoming events or initiatives.
- Participate in presentations and discussions with Council, with the assistance of the staff liaison(s).
- Participate as a team member, capable of a community ambassador role;
- Act as a positive advocate for youth in the community and be strong proponents of the Municipality's well-being.

5. ATTENDANCE/REGRETS

All appointed Committee members will make their best efforts to attend committee meetings.

Should appointed Committee members miss three consecutive committee meetings, without explanation or valid regrets (extracurricular activity/job), they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member appointed by Council.

Regrets should be sent as early as possible to the Chair and/or the staff liaison.

6. PROCEDURES AND PROTOCOL

Meeting Time & Location

The committee will hold a minimum of 6 meetings per school year (September – June), and as necessary. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters. Dates and times for meetings will be determined by the committee, during their first meeting, to best fit their schedules.

Meetings will be held in the Council Chambers at Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

Agenda & Minutes

Agenda items will be set by the staff liaison, in consultation with the Chair.

Minutes will be prepared and kept by the staff liaison, who will distribute the minutes to all of Council in accordance with municipal policy.

Decision Making & Quorum

The YAC will approve by motion those matters it wishes to advise Council. A resolution of the YAC will be adopted on a motion, carried by simple majority vote. A quorum will be required. A quorum consists of a minimum 50% + 1 of the voting members of the MYAC. Motions that end in a tied vote will be considered defeated.

Council Updates

The YAC will provide a minimum of 1 presentation/update to Council each year regarding their activities, concerns and key priorities identified. The update may be in the form of a report or a delegation to Council.

7. AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference of the YAC should be reviewed on an annual basis at the end of each year. The YAC may recommend revisions to the Terms of Reference which will require approval by Council.