

Terms of Reference – Mayor’s Youth Advisory Committee

MANDATE:

The Mayor’s Youth Advisory Committee will provide a voice for the youth of North Grenville, while advising the Mayor and Council of important recreational and social issues concerns the municipalities younger population.

VISION:

To provide a communication link between the youth of North Grenville and Council - and to Identify areas of interest and encourage municipal programs that will enhance the quality of life, health and well-being of youth in our community.

PURPOSE:

1. ADVISE

To keep Council informed on the important matters affecting youth by offering a forum for discussion and feedback on initiatives and opportunities which are identified as topics of interest to youth.

2. ENGAGE

Play an active role in youth engagement. Consult peers directly and advise on best practices and emerging trends for communicating with youth demographics. Assist the Municipal communications team in translating important consultation material to engaging content and experiences.

3. SHOWCASE

To act as a positive advocate for youth by identifying youth who are making a difference in their schools and community and showcase these examples to recognize, inspire and motivate.

MUNICIPAL COMMITMENT TO VALUE:

The Mayor’s Youth Advisory Committee commits to providing opportunities for youth to:

- learn how to engage and influence local government to improve your community
- shape local programs and services to address youth interest and accessibility
- help local government incorporate youth perspective
- develop leadership skills.

MEMBERSHIP:

The Mayor’s Youth Advisory Committee will include a minimum of 6 volunteer members, 15 to 23 years of age, with representation from each of the local secondary schools. There is no maximum number of members.

It is acknowledged that membership on this Committee may require more frequent recruitment as youth navigate changing life stages and priorities. 5

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

A staff person(s) from Parks, Recreation & Culture, the Mayor's Office, a representative from the North Grenville Library, and other complimentary organizations may also attend meetings as a liaison(s) to the Municipality.

The Mayor will also be an ex-officio member of the Committee.

COMMITTEE STRUCTURE:

Appointment to the Mayor's Youth Advisory Committee:

To be considered to sit as a member of the Committee all students will be required to complete an online committee application. Promotion will also happen over relevant social media applications.

Applications for representatives from each high school will be administered and reviewed at each school. Applications will be submitted to the Municipality of North Grenville and reviewed by the selection committee that will consist of the Mayor, a Council member, a representative from the Department of Parks, Recreation & Culture, a representative from the North Grenville Public Library and a representative from the local health unit.

TERM:

The term of the Committee will be one school year (September to June).

COMMITTEE CHAIR:

The Committee shall elect a Chair and Vice-chair from among its volunteer members, elected by secret ballot by majority of the voting members of the Committee.

The Committee will present the Committee's report and recommendations 2 times per year to Council.

ADVISORS:

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings when deemed appropriate and helpful.

MEETINGS:

The Committee shall meet once every month (for regular meetings) – either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Chair.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Mayor's Office/Department of Parks and Recreations within one week following the meeting.

QUORUM:

Quorum of the Committee shall be 50% +1 of the appointed members in attendance in person.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote of those in attendance.

DEPARTMENT JURISDICTION:

Parks, Recreation & Culture – The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

STAFF CONTACT:

Director of Parks, Recreation & Culture and the Mayor's Office.

ADMINISTRATIVE SUPPORT:

The Mayor's Office/Department of Parks and Recreation shall provide minute taking and agenda preparation and distribution in conjunction with the Chair.

BUDGET:

The Committee will prepare an annual budget for individual projects or tasks to be undertaken in any year. The Director of Parks, Recreation & Culture shall bring forward budget requests of the Committee as part of the Municipal budget process.

COVID-19:

Due to COVID-19 the meetings may be required to be held virtually.