

**Schedule “A” to By-law 2019-37
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, The department of Recreation, Events and Facilities, 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 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 promoting active living and healthy life styles and act as community liaisons, which will include, but not limited to:

- Advocate for youth
- Plan youth events and programs that meet 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 Recreation and 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 Recreation and 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:

- Four (4) youth members of the community, 13 – 19 years old, as voting members
- One (1) member of Council as a voting member
- Four (4) adult allies from local youth serving organizations, as voting members, will also act as liaisons with their respective agencies
- Three (3) Town of Wasaga Beach Staff (Recreation and Youth Coordinator, WBPL Program Coordinator and a Youth Assistant), as non-voting members

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

A member of council 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 provide 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

Application submission to YAC will be accepted in the Clerk's 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.

The four (4) YAC youth members will hold the position of Chair on four respective sub committees. The sub committees will bring awareness to their focused initiatives and organize a youth event each during youth week in Wasaga beach. The four sub

committees will consist of up to six non-YAC members and will focus on the Sport and Recreation, Culture, a Gay/Straight Coalition and Environmental. The sub committees are to be focused groups organizing one event annually, the youth chair of each sub committee will report directly to the YAC. Each sub committee of youth will be mentored by the same Youth Centre Assistant.

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. The Chair will act as a mentor to the vice chair for the duration of their term.

Vice Chair: A Vice Chair for the same duration will be chosen by majority vote of the Committee. The role of Vice Chair is to assume the role of Chair in the absents of the Chair. The Vice Chair will be mentored by the Chair for the duration of the term.

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 and may be a Town Staff representative.

Term of Office

The term of a youth members shall last one (1) year or until the member ages out at 18 years of age.

The term of an Adult Allie shall last four (4) years coinciding with a term of 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, upon a committee vote the member shall be deemed to have abandoned their appointment and the position shall be considered vacant. A leave of absence may be arranged through the Chair Person and the Recreation and Youth Coordinator for a reasonable length of time. While on leave YAC members remain as voting members.

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
- Council and Staff Report
- Sub-Committee Reports
- New Business
- 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 Section of Coordinated 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 Recreation and 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 Recreation and Youth Coordinator

YAC's activities are supported through 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 Recreation, Events and Facilities budget. Any and all expenses are to receive prior approval from the Recreation and 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 Council this 30th day of April, 2019.