Mayor’s Youth Advisory Committee - Terms of Reference

Mandate

The Municipality of Leamington Mayor’s Youth Advisory Committee (MYAC) will provide a structured opportunity for youth to voice their opinions in Leamington, by providing a two-way channel for communication with Council on important recreational and social issues concerning Leamington youth. The MYAC will also organize community events for the youth of Leamington throughout the year in order to encourage community involvement including volunteering within the community and encouraging other youth to do the same.

Purpose

1. Provide youth with a better understanding of municipal politics
2. Present the opportunity for youth to provide input in regard to Council initiatives
3. Establish youth related priorities annually for recommendation to council
4. Engage and retain youth as part of a larger sustainable youth strategy and to foster youth returning to the community after the completion of their post-secondary education.
5. Create information forums, workshops and surveys for youth to establish their needs, concerns, wants, and to promote general awareness of services/events that are targeted towards youth
6. Plan and execute community events for both charity and fundraising
7. Partner with established community organizations to provide a link to existing youth activities and other programs in the community
8. Promote a positive recognition of youth in the community
9. Provide an annual report to Council on the statue of projects/activities
10. Provide an opportunity to youth in the community to earn their mandatory volunteer hours

General Membership

Voting Members:

A. The committee will consist of 8-12 youth members, each member must be a resident of the Municipality of Leamington. Attention will be paid to ensure representation of all three high schools and a minimum one member from the age categories 13/14, 15/16 and 17/18 if applications provide the opportunity.
Non-voting members:

A. One member of Leamington Municipal Council for the duration of the term of council
B. The Mayor (Chair) for the duration of the term of council
C. Staff Liaison from Culture and Recreation Department
D. Community Service Officer from the OPP

Executive Membership

There will be a Youth Leader who is chosen by the committee. This person will work closely with the Mayor and Staff Liaison.

Appointment to the Mayor's Youth Advisory Committee

Members will be approved annually for a one or two year term. Appointment will focus on ensuring overlap of member terms to ensure cohesiveness and continuity. A member’s acceptance is based upon their formal application, essay question, interview and if applicable their performance in their last term. Youth applicants must be between the ages of 13 and 18 at the deadline for applications. The Mayor with the assistance of the Staff Liaison will appoint members to the committee. The Committee can request new members be appointed at any time to replace those who resign or whose membership has been terminated.

All applicants for the MYAC must possess some of the following attributes; demonstrating initiative, developing good communication skills, having a positive attitude, being open minded, enjoy problem solving and being able to mediate conflict. Members who are 18 years of age when they apply will be allowed to remain a member for the full two year term making the oldest allowable age for a youth member 20. Current or past Leamington MYAC members may re-apply after each term.

Responsibilities of the Chair and Youth Leader

1. Prepare all agendas for the Committee meetings with the assistance of a staff liaison.
2. Oversee all work of the Committee and foster a positive line of communication with Committee members.
3. Motivate individual Committee members and actively recognize each member’s contribution to the Committee.
4. Delegate suitable tasks to individual Committee members.
5. Organize sub-committees when appropriate.
6. Network with the local high school student councils and other youth organizations to foster cooperation and potential collaboration.
7. Make presentations to Council with the assistance of a staff liaison.
8. Represent the Mayor’s Youth Advisory Committee at any social function or other events where the Mayor’s Youth Advisory Committee’s attendance is required.
9. Supervise attendance of Committee members at their respective meetings in consultation with the staff liaison.
10. Call supplementary meetings in consultation with the staff liaison when necessary.
11. Lead forums, workshops/public meetings, as required.

Responsibility of Members

1. Attend all meetings both those regularly scheduled and special meetings as assigned.
2. Assist and participate in special events organized/supported by the committee.
3. Play an integral role on the Committee by contributing to projects/special events coordinated by the Committee/Council.
4. Actively participate at all meetings.
5. Notify the Chair or the Staff Liaison if they are unable to attend a meeting (with valid reason only).

Responsibility and Authority of Non-Voting Members

The Mayor

1. Review and recommend to Council MYAC applications.
2. Appoint and terminate committee members
3. Communicate regularly and work with the MYAC Youth Leader
4. Act as liaison on behalf of MYAC to Municipal Council
5. Ex-officio
6. Attend MYAC meetings at least once every other month

The Staff Liaison

1. Provide assistance to the MYAC members on protocol, meeting management
2. Ensure MYAC records are complete and clear.
3. Ensure motions are recorded accurately.
4. Forward MYAC minutes to Municipal Council in a timely manner.
5. Maintain and record contact information for MYAC members.
6. Provide mentorship to members

The Municipal Council Representative & the OPP Community Service Officer

1. Provide an advisory role to Committee members
2. Attend meetings
3. Assist with developing and monitoring policy, procedure, and budgets
4. Provide advice, information and guidance regarding issues and suggestions for action

Creation of Subcommittees

Sub-committees for special events/projects may be created when necessary and chairs of these committees will be appointed by the Mayor.

Meetings

Meetings will be held once a month.

Attendance

Should a member fail to attend 25% of meetings, within a calendar year, they will be asked to meet with the Mayor and Youth Leader to discuss their continued participation in the MYAC.

Decision Making

The MYAC will approve matters by passing a motion through the simple majority of voting members. Reports with respect to activities, projects and budgetary requests will be prepared by the staff liason.

The MYAC will act in an advisory capacity to Municipal Council.