



Community Services Youth Advisory Committee – Terms of Reference

Project: Community Services Youth Advisory Committee – Terms of Reference

Date: February 19, 2021

Adopted: March 10, 2021

1.0 Purpose & Mandate

The Municipality of Middlesex Centre's Youth Advisory Committee ("YAC") will provide a meaningful and constructive voice for the youth of Middlesex Centre, while advising Council on important social, recreational, and lifestyle issues concerning the municipality's younger population.

Coordinated by the Community Services Department, the YAC will be responsible for the following:

1. keeping Council informed on important matters affecting youth in Middlesex Centre;
2. acting as a positive advocate for youth in Middlesex Centre;
3. actively seeking input from youth on important matters affecting them and their families;
4. supporting events and activities sponsored by YAC that relate to the mandate;
5. providing leadership experience for Middlesex Centre's young people;
6. undertaking community development and social research initiatives to respond to community needs;
7. providing input to help with evaluation of existing programs or the establishment of new programs; and
8. implementing recommendations from the Community Services Master Plan specific to youth.

2.0 Strategic Alignment

The YAC aligns with the following strategic themes for Middlesex Centre identified in the 2021-2026 Strategic Plan:

- Engaged Community
- Sustainable Infrastructure and Services
- Responsible Municipal Government

3.0 Criteria for Membership

The Committee is open to young people who are between the ages of 13 to 19 years of age who live, work, study, or recreate in the Municipality of Middlesex Centre. The following membership criteria also applies:

- An ability to constructively participate in a fair and open-minded manner;
- An ability to consider a broad range of views that reflect the diversity of the community;
- Good knowledge and understanding of the local issues that are relevant to young people;

- An ability to look beyond personal interests for the benefit of the community and residents of Middlesex Centre;
- An ability to facilitate communication and engagement with young people;
- A capacity to commit to the YAC for the required duration;
- A willingness to celebrate the success and achievements of young people in the Municipality of Middlesex Centre.

4.0 Membership Composition

The YAC will consist of the following membership structure:

- One (1) Councillor representative (appointed by Council resolution to serve for the duration of the Council term)
- A maximum of eight (8) young people at any given time between the ages of 13 and 19 years of age
- Co-opted members with specific input and / or expertise will join the committee on a temporary basis as required.
- Two (2) staff liaisons (see Staff Support)

Membership of the Youth Advisory Committee is voluntary.

5.0 Committee Chair and Vice Chair

Of the voting members, a Chair shall be elected by majority vote of the members present at the meeting to elect the Chair. The term of the Chair shall be two (2) years. The designated Council representative will act as the Vice Chair. If a Chair or Vice Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of that meeting.

The Chair is responsible for ensuring the effective operation of the YAC and its roles in accordance with the municipality's meeting procedures. Specifically, the Chair shall be responsible for:

- Calling meetings to order and completing roll call of members present;
- Conducting meetings in accordance with the municipality's Procedure By-law;
- Encouraging the exchange of ideas through conversation and discussion;
- Acting as spokesperson for the Committee and;
- Representing the Middlesex Centre YAC when necessary.

6.0 Selection and Appointment of Members

Appointment to the committee will be for a period of up to four years at the discretion of Council. Should a vacancy arise mid-term, staff may recruit following the below process.

Mid-term appointments will be for the duration of the remaining committee term. Members of the committee may re-apply for the committee after the four year term.

Terms of membership for the Committee shall align with the term of Council. Prior to the end of the 2018-2022 term of Council, and for each term thereafter, a call for nominations will be advertised on the municipality's website and social media platforms.

Nominations also will be sought from local youth service providers and schools. A nomination form must be completed by interested youth. All nominations will be assessed against the criteria for membership. All nominees will be interviewed by the Municipal Clerk and the Director of Community Services, or staff designates, before being recommended for appointment to the YAC.

The individuals who are recommended for membership by the Municipal Clerk and the Director of Community Services will be put forward to Council in the form of a report seeking confirmation of the appointments. The YAC has discretion to co-opt members to the committee to provide specific input and/or expertise for limited periods of time.

7.0 Meeting Schedule

Meetings of the YAC will be held quarterly, or more often on an as-needed basis by agreement between the committee members. A schedule of meetings will be developed and agreed to annually. A meeting may be cancelled or rescheduled at the discretion of the staff liaison

It is expected that each member of the YAC will attend a minimum of two (2) meetings each year. Should a member miss two (2) or more scheduled meetings in a calendar year, the member may be vacated from their role at the discretion of the staff liaison.

The YAC may hold joint meetings with other community groups such as service clubs and minor sports groups, to deal with issues beyond the scope of the YAC alone.

8.0 Quorum

Quorum shall be five (5) committee members.

If quorum is not achieved, any business requiring a vote will be deferred to the next scheduled Advisory Committee meeting

9.0 Code of Conduct

All employees and volunteers will be guided by the Municipality of Middlesex Centre's policies and procedures, including but not limited to the Respect in the Workplace policy and the RZone policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Committee members will be provided with an orientation of the municipality's relevant policies and procedures at the beginning of their term.

10.0 Conflict of Interest

Members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on the YAC for personal or political gain.

11.0 Staff Support

The YAC will be supported by staff within the Community Services Department. Staff contacts are:

Scott Mairs – Director of Community Services

Work: 519-666-0190 ext. 227

E-mail: mairs@middlesexcentre.on.ca

Lise Massen – Customer Service Coordinator

Work: 519-601-8022 ext. 101

E-mail: massen@middlesexcentre.on.ca

The Community Services Department will provide support by:

- Providing the Terms of Reference to new committee members;
- Facilitating a review process for the committee and its terms of reference every two years;
- Overseeing the recruitment and selection process for committee membership;
- Providing information and education on good governance issues such as conflict of interest, confidentiality, and register of interests;
- Providing training on relevant Middlesex Centre policies and procedures;
- Offering training for the Chair and Vice Chair;
- Compiling and circulating agendas, attending meetings, and compiling and distributing minutes; and
- Preparing staff reports / reporting back to Council.