



# Town of/Ville de Lakeshore Youth Council

## **TERMS OF REFERENCE (final amended version)**

### **1. Background**

The Town of/Ville de Lakeshore Youth Council (TLYC) was approved as an advisory body to Town Council and administration by Council in the fall of 2006 and shall be subject to an annual review during the budget process.

### **2. Purpose**

The Youth Council will:

- a. Provide advice to Town Council and the Community & Development Services Department on issues that affect youth in the Town of/Ville de Lakeshore.
- b. Work with other departments, agencies, and organizations that are involved in youth initiatives.

To fulfill this mandate, the TLYC will strive to develop and maintain a positive liaison with other individuals, groups, agencies, organizations, etc., who are addressing issues of concern to Lakeshore's youth.

### **3. Authority**

The Town of/Ville de Lakeshore Youth Council will report directly to the appointed Staff Resource Person and the Community & Development Services Department, and is advisory to Town Council and administration.

### **4. Duties and Responsibilities**

- a. Provide relevant input into policy development.
- b. Initiate and facilitate occasional youth recreational opportunities and community activities.
- c. Act as an Advisory Council to the Town of/Ville de Lakeshore on issues brought to the Youth Council as well as issues researched and brought forward by the Youth Council.
- d. Develop partnerships and mentorship with youth-driven/youth-serving organizations.
- e. Interacting and developing partnerships and liaisons with other Town committees.
- f. Raise awareness about the Youth Council and its initiatives as well as other positive youth-driven/youth-serving organizations and activities.
- g. Provide an annual report of achievements and future goals to council at the end of a TLYC term to the Community & Development Services Department and Council.

- h. Provide minutes to Council on a regular basis.
- i. Volunteer Forms may be submitted quarterly to the Staff Resource Person.

## **5. Composition**

- a. The TLYC will be composed of 6 – 12 youth between the ages of 13 and 23 who reside in the Town of/Ville de Lakeshore, as approved by Town Council. To become a member, an applicant must submit an application to the Review Panel (Staff Resource Person and Adult Advisors) and attend at least two (2) meetings as a guest. The Review Panel will then review the applications with TLYC members. The recommendations will be brought forward to Administration for final review. The suggested appointments will then be brought to Council for approval. Volunteer adult advisors will be recruited as needed by the Staff Resource Person and Administration and approved by Council.
- b. Town Council may appoint new members to replace members who have resigned.
- c. Members of TLYC over the age of eighteen will be required to obtain a criminal reference check prior to their appointment.

## **6. Tenure of Members**

- a. The Town of/Ville de Lakeshore Youth Council's year runs from September 1 to August 31 of the next year.
- b. Members may remain on the TLYC as long as they are able to fulfill their duties and meet the requirements of the committee.
- c. Resigning members must submit written notice one month prior to their last intended meeting. An exiting interview may be conducted.
- d. Members who anticipate difficulty fulfilling their obligations as members of TLYC, may request a leave of absence of a duration of 3 months, which may be granted by TLYC on a case-by-case basis and approved by Council. Town Council as a whole must approve any extensions beyond this.

## **7. Attendance**

- a. An excused absence is considered as school commitments (i.e. exams, midterms, finals, and class projects), illness, emergency and prior commitments deemed at the discretion of the TLYC.
- b. When possible, members should notify TLYC twenty-four hours in advance of a meeting if they know that they will be absent. If this is not possible members should make every effort to phone the Staff Resource, contact any member, or email TLYC in regards to the reason for their absence.

If a member misses two consecutive "unexplained absences" meetings a TLYC member in good standing will be appointed to contact the member to see if there are unknown

circumstances. If the absences continue of the contact, the member may be asked to resign from TLYC.

- c. Event attendance is mandatory and the same procedure applies to events as to the meetings.
- d. If the Chairperson is unable to attend a meeting, the vice-chairperson shall chair the meeting.
- e. If the Secretary is unable to attend a meeting, he/she must make arrangements for a temporary Secretary.
- f. When members join TLYC (as approved by Town Council), they will be asked to submit an application.

## **8. Meetings**

The TLYC will meet once monthly on Thursdays from 6:30 p.m. until 8:30p.m. (minimum). The Chairperson, or three members, when needed with forty-eight hours notice, may call special meetings. Quorum is one half of the current TLYC, excluding those taking a leave of absence, plus one (1) member.

## **9. Voting**

Each member of the TLYC is entitled to one (1) vote, excluding the Chairperson. In the event of a tie, the Chairperson will initiate and encourage further discussion. In the event of additional ties, the Chairperson will have the right to vote on the issue in order to break the tie.

Proxy votes are not allowed.

Advisors, Councillors and staff do not vote.

## **10. Committees**

The TYLC may establish or disband committees, subcommittees, and ad-hoc committees as required.

TLYC members will define terms of reference for each committee.

## **11. Chairperson**

- a. The Chairperson and Vice Chairperson will be elected by vote at the end of a meeting and will serve a term of one meeting, at which time a new Chairperson and Vice-Chairperson will be elected.
- b. When called upon by the Staff Resource Person to attend Council or Public meetings, two TLYC members will represent TLYC.
- c. If the Chairperson is unable to attend a meeting, they will be represented by the Vice Chairperson. If the Chairperson is not fulfilling their duties, the advisors and coordinator will contact the Chairperson and inform the Chairperson of their duties, responsibilities and roles.

- d. If the Secretary is not fulfilling their duties, the Chairperson will consult the Secretary privately in regards to their performance.
- e. The Chairperson's role is to facilitate discussion among members, to chair all meetings and assist in the development of meeting agendas.
- f. The Chairperson must prepare an agenda for every meeting and circulate it by the Thursday prior to the next meeting so that members may suggest amendments and additions.
- g. The Chairperson may not vote unless there is a tie.

## **12. Financial Reporter**

Any interested member will fill the Financial Reporter position by approval of the TLYC. The Financial Reporter will serve a term a one year. The Financial Reporter will update TLYC on the state of the budget at the beginning of every month. The Financial Reporter will have the opportunity to update the Youth Council at the beginning of every meeting.

As well, the Financial Reporter will remind TLYC members when to hand in expense claim forms. Duties also include keeping track of money left in budget, as well as noting various expenses and expenditures. The Financial Reporter will be in regular contact with the Staff Resource Person and update the TLYC as to their current budget status.

## **13. Secretary**

Any interested member will fill the Secretary position by approval of the TLYC. This position may be shared among two or more members, if so desired. The secretary will serve a term of one year. The Secretary will be responsible for recording the Minutes of each meeting and submitting them to the TLYC by no later than the evening of the following Thursday.

The Secretary is responsible for monitoring TLYC attendance:  
If the Secretary is unable to attend a meeting, they must make arrangements for a temporary Secretary.

## **14. Adult Advisors Roles and Responsibilities**

Adult Advisors attend the TLYC meetings as per their chosen schedule, twice a month, and other subcommittee meeting if required, etc. They will meet as required with the Staff Resource Person to discuss TLYC matters.

Advisories will include one staff appointed member from the Community & Development Services Department, two appointed adults (25 years old plus, male or female from the Town at large, and two Councillors from Town Council.

The two adult advisors will be required to obtain a Criminal reference check prior to participation.

Minimum of one Adult Advisor should be present at every event.

## **15. Expenses**

In accordance with Town policy, TLYC members shall be reimbursed for their reasonable out-of-pocket expenses to attend each meeting of the Youth Council and working groups, upon submission of receipts.

## **16. Budget**

Subject to annual budget approval from Town Council, a minimum of \$10,000 per year, at the discretion of Council, will be set aside for the operating and funding of the Town of/Ville de Lakeshore Youth Council. This budget shall be contained within the overall budget of the Community & Development Services Department and shall be subject to regular audit procedures of the Town.

Additional funds for special functions, grants and sponsorship dollars may be raised by the TLYC but shall also be deposited within the Community & Development Services Department and be subject to regular audit procedures.

## **17. Support**

The Community & Development Services Department shall be responsible for administrative support for the Town of/Ville de Lakeshore Youth Council. The TLYC may access Town Departments for information, advice, and consultation through a contact person designated by each Department or Municipal Authority. The Community & Development Services Department will be responsible for administrative expenses.