

# **MUNICIPALITY OF TEMAGAMI**

## **TERMS OF REFERENCE**

### **FOR THE TEMAGAMI YOUTH ADVISORY COMMITTEE**

#### **Purpose**

This is the Terms of Reference for the Temagami Youth Advisory Committee as directed by Council by Resolution 20-204 passed July 16, 2020. The purpose of the Committee is provide youth centric advice, opinion, or options to Council on matters important to the Youth of our Community. The Committee will also consider assuming responsibility for certain events and activities in our Community. These will be discussed with Council at least annually and in conjunction with the Recreation and Events Committee that has been previously established by Council.

#### **Background**

Memo 2020-M-073 outlined the benefits of a Youth Advisory Committee to the Youth of our Community and to the Community as a whole. Council will benefit from the knowledge gained from having issues considered from a different perspective. This Committee can be used as training to Administrative Staff. The Youth will benefit from a greater sense of Community and involvement. The ultimate benefactor will be the Community as a whole.

#### **Context and Scope**

The Committee shall meet regularly to review items that will be considered by Council and where the Committee deems appropriate, provide comments for Council's consideration.

The Committee will be responsible to organize, facilitate and assist in running certain community programs that are more focused on the Youth.

In carrying out their function the committee shall:

- Implement and develop recreational activities for different age groups;
- Research and make recommendations regarding funding initiatives, or user charges to off-set cost;
- Provide budget submissions for Council's consideration, during the budget process;
- Ensure that the programs are planned with appropriate safety, including public health guidelines, as appropriate;
- If members are working directly with vulnerable persons such as children or elderly in municipal activities a Vulnerable Sector Police Check may be required. The municipality will provide a letter to enabled volunteers to obtain at no cost.

In making their report, the Committee shall also identify/define and advise Council on all pertinent issues, including but not limited to the following:

- Financial considerations regarding events;
- Funding initiatives taken; and
- Level of risk (liability) or obstacles to the municipality.

#### **Committee Members**

The Committee shall be comprised of 5 to 10 members. The Committee shall attempt recruit members from the Youth of our community. For the purpose of this Committee, Youth will be defined as those between and including the ages of fourteen (14) to twenty-five (25). Membership should come from different areas of the Municipality whenever possible.

### **Meetings**

As a Committee established by Council, all Meetings are governed by the rules outlined in the Procedural By-Law of the Municipality of Temagami.

Should the Committee wish consideration of different rules for meetings, these shall be recommended to Council for their consideration. Council has the option to approve these recommendations in total, in part, or to require the Committee to follow all of the requirements of the Procedural By-Law.

At a minimum meetings shall be held in public, either in person or through electronic participation (as permitted) and appropriate notice, including agendas, be made prior to the meeting.

Minutes of the meeting shall be maintained by an Administrative Staff Member to the same standard as other meetings as defined by the Municipal Act 2001, as amended.

At the first meeting of the Committee, and when appropriate thereafter, an overview of how meetings in this context work will be reviewed with Members of the Committee.

### **Administrative Support Staff**

The Municipality shall provide Administrative Staff support to the Committee. This support shall include:

- Providing advice on the structure and holding of meetings;
- Providing research and reporting on items as requested by the Committee;
- Provide advice and background information;
- Provide administrative support in preparing agendas and recommendations of the Committee;
- Assist the Chair in performing their duties during the meeting;
- Take minutes of all Committee meetings. Minutes shall record the proceedings of the meeting without note or comment. This means recording the agenda items considered, the general nature of the discussion thereon, and any action items, recommendations, or resolutions resulting there from. The minutes shall be submitted to Council once approved;
- Assist in acquiring information from funding initiatives; and
- Other tasks and/or duties as directed.

Ideally, the assigned Staff will be a more junior member so their work with the Committee can be used as training in parliamentary proceedings. Regardless, Staff will be appropriately directed and supervised by the more senior members of Staff.