



**Port Colborne  
Mayor's Youth Advisory Committee  
Terms of Reference**

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**Committee:** Mayor's Youth Advisory Committee

**Date Approved:**

**Date Revised:** N/A

**Approval:** Council

**Committee Resource:** Executive Assistant to the Mayor and CAO

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## **1. Purpose**

The Mayor's Youth Advisory Committee ("MYAC") is an Advisory Committee of Council established to provide a voice for the youth of Port Colborne, as well as to offer advice and recommendations to Council with respect to various recreational and social issues concerning the City's youth population.

## **2. Mandate**

The MYAC will provide a forum for the exchange of information on youth needs, options, and initiatives across Port Colborne. MYAC will also coordinate events for the youth of Port Colborne throughout the school year as well as volunteering in the community and encouraging other youth to do the same. In order to provide a communication link between the youth of Port Colborne and City Council and to encourage facilities and programs that will enhance the quality of life, health, and well-being for youth in our community, the MYAC will:

- 2.1 Identify and keep Council informed of important matters and issues affecting youth in Port Colborne.
- 2.2 Act as a positive advocate for youth.
- 2.3 Seek input from youth on important matters affecting youth via surveys, forums and workshops and to address these issues through presentations to City Council, events or initiatives.
- 2.4 Support events created by City Council that relate to the mandate.
- 2.5 Provide leadership experience for youth.



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2.6 Help enhance the image of youth in the City of Port Colborne.

### **3. Membership Composition**

The MYAC shall consist of the following voting and non-voting members:

- 3.1 A maximum of eight (8) voting youth members shall be appointed from the public at large by resolution of Council, including:
  - 3.1.1 Representatives from each of the two (2) local high schools, and those studying at Brock University/Niagara College.
- 3.2 One non-voting member of Council will be appointed to the MYAC to act as a liaison to the Committee. The Mayor is an ex-officio non-voting member of every Committee.
- 3.3 One non-voting member of staff who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. Additional members of staff may be called on for specific subject matter expertise as a committee resource.

### **4. Membership Eligibility Criteria**

To facilitate the nomination and appointment of new citizen members to the MYAC, the following criteria will be considered. The aim is to achieve diverse committee representatives.

- 4.1 Residency – Applicants must either live, be a tenant or owner of land, or the spouse/partner of such owner or tenant or go to school in the City of Port Colborne.
- 4.2 Age Requirement – Applicants must be between 13 and 25 years of age for the entirety of their proposed term.
- 4.3 Availability – It is imperative that an applicant be able to attend as many MYAC meetings as possible.



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### **5. Membership Recruitment**

- 5.1 Membership recruitment will be conducted in accordance with the City's Appointments to Boards and Committees Policy.
- 5.2 The membership on the Committee shall consist of appointments by Resolution of Council.

### **6. Term**

Four (4) members will follow a two-year term and four (4) members will follow the term of the Council that appointed them. Each member of the MYAC shall hold membership until his/her successor is appointed. In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

### **7. Resignation**

A voting member of the MYAC shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the MYAC entered into the minutes.

### **8. Appointment of Chair and Vice-Chair**

At the first meeting of the new term of the MYAC, the members shall appoint, from among their number, a Chair and Vice-Chair. Members of Council are not eligible to act as Chair or Vice-Chair.

### **9. Role of the Chair**

The role of the Chair is to:

- 9.1 Preside at the meetings of MYAC in accordance with the City's Procedural By-law and keep discussion on topic.
- 9.2 Provide leadership to MYAC to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.



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- 9.3 Review agenda items with the Staff Liaison.
- 9.4 Oversee the overall success of the MYAC by motivating members to complete tasks they are capable of completing, and to track individual member's contributions to the Committee's work.
- 9.5 Serve as an ex-officio member of subcommittees and attend subcommittee meetings when necessary.
- 9.6 Liaise with other MYAC members.
- 9.7 Network and play an active role in initiatives within the City of Port Colborne, especially as they pertain to youth.
- 9.8 Make deputations/delegations, presentations, etc. before Council.

### **10. Role of the Vice-Chair**

In the absence of the Chair, the Vice-Chair will chair meetings and assume all functions of the Chair as necessary.

### **11. Role of Committee Members**

The role of Committee Members is to:

- 11.1 Ensure that the mandate of MYAC is being fulfilled.
- 11.2 Assist at all special events the MYAC participates in during the course of the term.
- 11.3 Conduct research to help inform of any youth programs, outreach campaigns, by-laws, etc.
- 11.4 Provide the Chair with solid, information regarding agenda items.
- 11.5 Advise on any controversial or significant issues.
- 11.6 Notify the Staff Liaison if unable to attend MYAC meetings to ensure that quorum will be available for all meetings.



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11.7 Review projects as requested by Council and City staff related to various matters, including but not limited to climate change, parks and recreation, and active transportation.

### 12. Meetings

12.1 All meetings shall be open, and no person shall be excluded therefrom except for improper conduct or for matters identified in section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25.

12.2 All matters pertaining to a closed meeting must first be approved by the Clerk to ensure it is appropriately being dealt with in closed session.

12.3 The MYAC shall hold a minimum of four (4) meetings in each calendar year. At the first regular meeting of the new term, a meeting schedule will be adopted by the Committee.

12.4 The Chair shall cause notice of the meetings, including the agenda for the meetings in accordance with the City's Procedural By-law.

12.5 Meetings will be held on a set day and time as may be determined by the MYAC or at the call of the Chair. The MYAC will establish a meeting schedule, taking into account the business needs and the schedule of Council.

12.6 The location of the meetings will be set by the MYAC at a City facility.

### 13. Minutes

The minutes of all MYAC meetings shall be recorded and distributed to MYAC Members and to the City Clerk for safekeeping and inclusion on the regular Council agenda.

The minutes shall be open to inspection in accordance with the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended and such minutes will be posted on the City's website.

### 14. Quorum

A quorum of the MYAC shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.



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If quorum for a meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the MYAC may proceed without a quorum, provided that at least three Members are present. The Clerk is not required to be present, and no motions will be passed, or minutes prepared.

### **15. Conflict of Interest**

It is the responsibility of each member to identify and disclose a pecuniary interest on any item or matter before Council, or Committee in accordance with the *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50.

Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, the Member will, in accordance with *Municipal Conflict of Interest Act*, R.S.O.1990, c.M. 50 (5):

- file a written statement of the interest and its general nature with the Clerk prior to the meeting;
- not take part in the discussion of, or vote on any question with respect to the matter;
- not attempt in any way before, during and/or after the meeting to influence the vote on the matter.

Where a meeting is not open to the public, in addition to complying with the requirements under the *Municipal Conflict of Interest Act*, the Member will forthwith leave the meeting for the part during which the matter is under consideration.

The Clerk will record the particulars of any disclosure of pecuniary interest made by Members of Committees in the minutes of that meeting and update the Pecuniary Interest Registry. The Registry will be available for public inspection.

### **16. Procedures**

Procedures for the proceedings of meetings shall be governed by the City's Procedural By-law as well as Robert's Rules of Order.

### **17. Remuneration**

All members of the MYAC shall serve without remuneration.



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### **18. Staff Liaison**

City staff will provide support for the reviews and activities of the MYAC. The Staff Liaison will provide administrative, procedural, and technical support to the MYAC. The Staff Liaison will co-ordinate all requests for advice from the MYAC, through meeting agendas. MYAC responses to such requests shall be co-ordinated by the Staff Liaison to the Clerk's Division.

### **19. Annual Workplan**

An annual workplan with an estimate of the resources necessary for the coming year shall be prepared by the MYAC.

### **20. Terms of Reference**

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Port Colborne staff. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the MYAC shall be recommended to Council via the City Clerk through a report. At the discretion or upon the mandate of the Committee being fulfilled, the MYAC may be dissolved by resolution of Council.

### **21. Resources**

- 21.1 Procedural By-Law
- 21.2 *Municipal Act*
- 21.3 Code of Conduct
- 21.4 Appointment to Boards/Committees Policy
- 21.5 *Conflict of Interest Act*
- 21.6 Robert's Rules of Order
- 21.7 *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*