

## **Prince Edward County Youth Advisory Committee**

### **Terms of Reference**

#### **Article 1**

##### ***Mandate***

The goal of the Prince Edward Youth Advisory Committee will be to represent all youth in the County by advising the County of Prince Edward Municipal Council on any matter pertaining to youth. The Committee will undertake any other advisory duties as requested by Council with the common goal of making the County a better place for all youth.

##### ***Responsibilities***

The Prince Edward County Youth Advisory Committee will be responsible for the following:

- Open mindedness and acceptance of all ideas given to them with equal consideration.
- Removing all boundaries that will or could hinder the youth from full use of the resources available to them
- Holding of an annual symposium outlining and defining what the Youth Committee has accomplished and reviewing the events of the past year.
- Continuously informing youth on the topics of political processes and general civic matters.
- Holding annual meetings reviewing the past years accomplishments and outlining goals for the coming year.
- Create an opportunity for youth to communicate their concerns to Council.

#### **Article 2**

##### ***Organization***

The Prince Edward Youth Advisory Committee will be organized as follows:

- Seven youth residents of Prince Edward County with the intent that there be at least one member of each age category being 12 to 15, 16 to 18 and 19 to 21 if applications provide that opportunity.
- The Advisory Committee must also have 2 members of Municipal Council (1 from PRC Committee) and 5 non-youth members of the community to act as mentors.
- The total number of Committee members will be fourteen (14).
- All members are appointed for the term of Council.
- Members who are 21 years of age when they apply will be allowed to remain members for a full four year term making the oldest allowable age for a youth member 25.
- At the time applications are being received, an application committee, made up of 3 qualified people will be formed with the purpose of assisting applicants in submitting a successful application.

- Current or past Prince Edward Youth advisory committee-members may re-apply after each term.
- A staff member of the Recreation, Parks & Culture Department will serve as a facilitator and liaise with the Committee as a non-voting member.

### **Article 3**

#### ***Roles and Responsibilities***

1. Each new member of the Prince Edward Youth Advisory Committee must adhere to the Terms of Reference of the Committee.
2. The role and responsibility of each member shall include, but not be limited to the following:
  - All offices elected annually

##### Chair:

- Must be youth member
- Attend and preside over meetings
- Coordination of working groups
- Represent the group to the Recreation, Parks & Culture Committee
- Maintain order and follow agenda

##### Mentor to the Committee:

- Coordinate-fulfill duties not able to be completed by chair due to school commitments
- Represent and promote the Youth Advisory Committee in the absence of a youth member

##### Vice Chair:

- *Must be youth member*
- Attend meetings
- Take on all normal responsibilities of the Chair in his or her absence

##### All Members:

- Attend meetings
- Contribute a positive productive atmosphere during meetings and do their part in maintaining order
- Act as advocates of the Prince Edward Youth Advisory Committee and of youth in general

##### Staff Role:

- Prepare agenda packages
- Provide assistance to the Youth Advisory Committee member on protocol, meeting management
- Fulfill administrative responsibilities for the Committee
- Provide information/trends/granting advise to the Committee

## **Article 4**

### ***Eligibility***

1. Fully completed applications or resumes must be submitted to the County of Prince Edward Municipal Council.
2. Must be a resident of Prince Edward County.
3. Youth applicants must be between the ages of 12 and 21 at the deadline for applications.
4. Applicants must be willing to adhere to all mandates and requirements of the Advisory Committee.
5. Applicants must be willing to make an effort to attend every meeting.

## **Article 5**

### ***Qualifications***

All applicants must possess some of the following qualifications:

1. Previous leadership experience (Mandatory for Chair)
2. Demonstrate initiative
3. Good communication skills
4. Positive attitude
5. Open minded
6. Problem solver
7. Mediator

## **Article 6**

### ***Meetings***

- 1) The PEC Youth Advisory Committee will meet monthly or as often as needed to fulfill its duties to the youth of PEC.
- 2) The Chair shall conduct each meeting, in his/her absence; the Vice Chair shall run all business.
- 3) Eight members of the Committee must be present to hold an official PEC Youth Advisor Committee meeting.
- 4) The Chair or Advisory member of the Committee may call special meetings.
- 5) Refer to the County of Prince Edward Procedural By-law for meeting conduct
- 6) Recreation, Parks & Culture Department will provide support/resources to the Committee.
- 7) Official minutes shall be taken at each Committee meeting and forwarded to the Recreation, Parks & Culture Committee for review and receipt.

## **Article 7**

### ***Sub-Committee/Working Groups***

- 1) The Prince Edward County Youth Advisory Committee may establish sub-committees or working groups on a project basis to research and prepare information related to the objectives of the committee and to coordinate specific events.
- 2) At least one member of the PEC Youth Advisory Committee must attend the meeting and chair the meeting.

- 3) Members of the sub-committee/working group will be selected at the discretion of the PEC Youth Advisory Committee with assistance from the Recreation, Parks & Culture staff liaison.
- 4) A written record/report of all sub-committee meetings will be submitted to the PEC Youth Advisory Committee and circulated to all members with the agenda on a monthly basis.
- 5) A quorum is not required at sub-committee meetings.