



**Mayor's Youth Advisory Committee
(MYAC)**

TERMS OF REFERENCE

1.0 GOAL

To provide a communication link between the youth and Council through the office of the Chief Administrative Officer (CAO) on important issues concerning the younger population of the Town of Erin, and to organize community events encouraging youth involvement throughout the year.

2.0 PRINCIPLES

Principles that guide the Mayor's Youth Advisory Committee (MYAC) include:

- A commitment to promoting meaningful youth involvement in the community
- A commitment to enhancing youth development and experience through positive leadership
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the MYAC is to provide a voice for the youth of the Town of Erin, while keeping Council informed on important issues concerning the Town's younger population.

- To plan, coordinate and undertake activities and events that build youth involvement and awareness
- To provide youth with a positive leadership experience
- To act as a positive advocate for youth
- To actively seek input from the younger population of the Town of Erin on important matters affecting youth
- To encourage programs that will enhance the quality of life, health and well-being for the Town of Erin's youth
- To communicate and collaborate with Town of Erin staff, Council, and youth organizations

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Mayor's Youth Advisory Committee shall consist of 5-13 members between the ages of 13 to 20, who live in the Town of Erin and are currently enrolled in high school or post-secondary education.

- 4.1 Members shall be appointed for a one year term from September to June. Once appointed, Members will be considered for reappointment each year that eligibility requirements are met. Members may be appointed for a shorter more flexible terms in consideration of special circumstances.
- 4.2 A Chair and recording secretary for MYAC will be elected by majority vote among the members at the first meeting at each term.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, MYAC may recommend removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absences. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 If at any time Committee size drops below five (5) members, Council shall appoint an appropriate number of additional members as deemed necessary.
- 4.7 In considering new appointments to the Committee, Council may select members from any remaining applications received during the MYAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request the Chief Administrative Officer (CAO/Town Manager) to make staff and/or Town consultants available to advise the Committee as deemed appropriate.

5.0 REPORTING

- 5.1 MYAC is an advisory committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and responsible to Council.
- 5.2 MYAC reports directly to Council through the office of the Chief Administrative Officer (CAO/Town Manager), under the signature of the Chair or designate. MYAC reports and communications will normally be directed to the CAO and then where appropriate, directed through the Town Clerk to Council.
- 5.3 As part of its ongoing reporting requirements, MYAC shall prepare an annual Status Report, which shall be submitted to Council through the office of the Chief Administrative Officer (CAO/Town Manager) in June of each year. The Report shall among other things:
- a) Summarize the activities and achievements of MYAC over the previous year;
 - b) Describe ongoing activities and issues and identify any priorities/concerns, and
 - c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.
- 5.4 The Committee shall keep proper minutes and records of every meeting and provide Council with a copy of same, through the Clerk's Office.

6.0 OPERATING BUDGETS

- 6.1 Financial support for the Committee will be reviewed annually as part of the Town's regular budget process. The Committee, from time to time, may submit additional, special project funding requests.
- 6.2 Committee members will receive no remuneration for their involvement in MYAC Committee activities. An exception to this clause may be granted by resolution of Council if so requested by MYAC.

7.0 CONFLICT OF INTEREST

- 7.1 Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1 Administrative support to be provided by the Town will include: the coordination of MYAC related communications and correspondence; ensuring MYAC reports are included in Council Agenda packages as deemed appropriate by the CAO; and minor clerical support as needed (such as photocopying).
- 8.2 Technical support to be provided by the Town will include: advice and consultation with Staff Department Heads of Town owned facilities.
- 8.3 The Director of Finance/Treasurer will administer the MYAC budget.
- 8.4 Public Works, labour and equipment support for minor projects from time to time.

9.0 MEETINGS

- 9.1 All committee meetings shall be open to the public.
- 9.2 The Committee may, from time to time, invite resources to attend a meeting.
- 9.3 The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include MYAC members, with the approval of the Chair, provided a MYAC member chairs the sub-committee. Sub-committees shall report to the MYAC through the sub-committee Chairperson.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus majority position to the Town CAO. On matters where there is significant lack of Committee consensus, minority positions may also be reported to Council through the office of the Chief Administrative Officer (CAO/Town Manager) at the discretion of the Chair. The Chair, except where disqualified to vote, may vote on all questions, and when doing so, shall vote last.

10.0 AMENDMENTS

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 MYAC may wish to review the Terms of Reference, from time to time, and make recommendations to Council through the office of the Chief Administrative Officer (CAO/Town Manager) regarding amendments.



Mayor's Youth Advisory Committee (MYAC) – Application Form

Date:	
Name:	
Home Phone:	Cell Phone:
Address:	
Town:	Postal Code:
School:	
Grade:	Age:
Parent/Guardian Name:	

I have read and understand the terms of reference of the committee and am willing and able to make the time commitment necessary for the Mayor's Youth Advisory Committee (MYAC):

X

Youth Signature

X

Date

Parental Consent required if youth is under the age of 18:

I am the Parent/Guardian of and give permission for _____
to seek the position of representation to the Mayor's Youth Advisory Committee.

Parent/Guardian Name: _____

Address and Phone No: _____

X

Parent/Guardian Signature

X

Date:

1. Why do you want to join the MYAC?
2. What personal skills and characteristics do you possess that would make you a good representative for youth?
3. Describe something you have accomplished that was of great importance to you. How did you contribute to the achievement?
4. List any awards or significant accomplishments you have achieved.
5. What clubs, organizations, or extra-curricular activities are you currently involved with?
6. Do you hold any leadership positions in any of the above?
7. Describe an important issue affecting the youth in the Town of Erin?
8. How do you think you can address the issue and make a difference?
9. What would you like to have accomplished by membership on this committee?

**** completed application can be forwarded to clerk@erin.ca or in person (the Town has an after hours mail slot at the front entrance)**