

TOWN OF RICHMOND HILL
YOUTH ACTION COMMITTEE
TERMS OF REFERENCE

Name

This committee shall be known as the Youth Action Committee (the “Committee”).

Purpose

The purpose of the Committee is to work with the Parks, Recreation and Culture Department staff to advise on appropriate programs and services for youth in the Town of Richmond Hill (the “Town”) and address the current trends and issues related to youth.

Mandate

The mandate of the Committee is to act as an advisory committee to Council and provide advice and input on issues of concern to youth. It shall act as an advocate to provide new ideas and views to staff and Council with respect to youth programs within the Town. It shall also raise awareness in the community through planned events and services and encourage youth participation within the community through these events. The Committee shall also develop and implement special events as it deems necessary and evaluate and promote current programs.

Delegated Authority

The Committee is an advisory committee to Council and does not have any delegated authority.

The Committee has no authority to direct staff and any recommendations requiring implementation, reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

Committee Composition

There are two components to the Committee – the Core Committee and the Ambassador Members.

For the purposes of these Terms of Reference, “citizen member” means a member of the Committee other than a member of Council.

Core Committee: The Core Committee membership will be comprised as follows:

- the Mayor;
- a minimum of one (1) additional member of Council and no more than two (2) additional members of Council;
- a maximum of 24 citizen members may be appointed to the Core Committee, in addition to the Mayor and the member(s) of Council based upon the following criteria:
 - a minimum of one (1) representative from each of the local secondary schools (defined as having catchment areas established by the relevant School Boards that include Richmond Hill); for purposes of these Terms of Reference, “School Boards” means the York Region District School Board and the York Catholic District School Board;
 - additional representatives from Grades 7 and 8 in local elementary schools (defined as having catchment areas established by the relevant School Boards that include Richmond Hill);
 - additional secondary school representatives residing in Richmond Hill but attending schools having catchment areas that do not include Richmond Hill may also be appointed; and
 - appointees must be residents of the Town; and be between the ages of 13 and 19 and be able to attend meetings of the Committee in accordance with the meeting schedule provisions for the Committee.

Only members of the Core Committee may vote on any issue.

Ambassador Members: In addition to the Core Committee, a number of Ambassador Members will be appointed.

- The role of Ambassador Members is to provide representations to the Committee, participate in the Committee’s discussions and support the decisions of the Committee. Ambassador Members are encouraged to attend all meetings of the Committee.
- The criteria for age, residency within the Town and school attendance set out for the Core Committee shall also apply to Ambassador Members.

Appointment

For the purposes of these Terms of Reference, “Ex-officio members” mean persons who are members of this Committee by virtue of another office. Without limiting the generality of the foregoing, the following are ex-officio members:

- the Mayor.

All members of the Committee, save and except for ex-officio members, will be appointed by Council.

The advertising of vacancies on and appointments to this Committee will be in accordance with the policies adopted by Council from time to time.

Without limiting the generality of the foregoing, every attempt will be made to establish a Committee with representation from each secondary school in the Town.

Subcommittees

The Committee may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Committee of the Whole and Council. Subcommittees are responsible for preparation of their own agendas and minutes as required and making their own arrangements for meeting locations. Only members of the Committee (Core Committee and Ambassador Members) may be members of any subcommittee.

Term of Office

All members of the Committee other than a member of Council will hold office for a term coincident with the school year (September – June of the following year). Members of the Committee who are members of Council will hold office for a term coincident with the term of Council.

No one citizen member of the Core Committee shall be appointed for more than four (4) consecutive terms. After four (4) consecutive terms of service on the Core Committee, an individual will not be appointed again to the Committee before an absence of one (1) term from the Core Committee. Ambassador Members' appointments to the Committee will not be counted in the number of consecutive terms served.

In the event of a vacancy by death, resignation or from any other cause other than the expiration of the term for which the member was appointed, such vacancy shall be managed in accordance with the policies adopted by Council from time to time.

Lead Department/Reporting Relationship

The lead department for the Committee shall be the Parks, Recreation and Culture Department, Children and Youth Services Section.

Staff from the Parks, Recreation and Culture Department, Children and Youth Services Section, will attend meetings of the Committee to provide technical support and perform the administrative functions related to the Committee.

Additional staff and/or representatives from special interest groups may be asked to attend at the discretion of the Committee.

Any staff attending meetings of the Committee are not members of the Committee.

Administration of the Committee

Members of the Committee will serve without remuneration other than reimbursement of expenses approved by the Committee and the Commissioner of Parks, Recreation and Culture (or his/her designate), incurred in the performance of Committee duties. All such expenses shall be within the approved budget for the Committee.

Save and except as set out in these Terms of Reference, the rules of procedure for Committee of the Whole as set out in the Municipal Code shall apply to the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Core Committee will elect two Co-Chairs and an Executive comprised of members of the Core Committee as it may deem necessary to serve for such period as determined by the Committee.

Quorum/Meeting Prerequisites

Quorum shall be a majority of the members of the Core Committee, not including the Mayor. However, if the Mayor is present at a meeting, he/she may be counted in determining if quorum is present.

The Manager, Children and Youth Services or her/his designate, or the Youth Program Coordinator, or his/her designate must be present at all meetings of the Committee for the meeting to take place.

Meeting Schedule

The Committee will meet every month, with the specific dates and times for meetings to be determined by the Committee at the beginning of each year. As the annual Committee appointments terminate at the end of June in each year, there will be no meetings during the months of July and August. Additional meetings may be called by either of the Co-Chairs, in consultation with Staff. The Co-Chairs can cancel any meeting in consultation with Staff.

Meetings of the Committee shall not conflict with regular meetings of Committee of the Whole and regular meetings of Council.

Core Committee members are expected to attend all regularly scheduled meetings and Ambassador Members are encouraged to do so. In the event a member (including Ambassador Members) other than the Mayor is unable to attend a meeting, the member must contact the Manager of Children and Youth Services or the Youth Program Coordinator in advance and advise him or her. If a member of the Core Committee has been absent for three (3) consecutive regularly scheduled meetings and has failed to advise the Manager of Children and Youth Services or the Youth Program Coordinator in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Staff Resources

Secretariat assistance to the Committee will be provided from within the Parks, Recreation and Culture Department, Children and Youth Services Section.

The Manager, Children and Youth Services or her/his designate, or the Youth Program Coordinator, or his/her designate must be present at all meetings of the Committee and will provide technical support and advice, and perform other administrative functions of the Committee.

In the event a matter within the mandate of the Committee arises between meetings, staff will consult with the Co-Chairs of the Committee and the matter will be placed on the agenda for the next meeting for ratification.

Miscellaneous

Unless otherwise directed by Council, the minutes of all Committee meetings will be presented to Committee of the Whole and subsequently Council for adoption and approval of any recommendations.

These Terms of Reference for the Youth Action Committee are established by Council and can only be altered by Council.

Date of Adoption by Council: June 24, 2008

Date of Amendment: