

At the Regular Meeting of the Council of The Corporation of the Township of Rideau Lakes held Monday, June 6, 2016, the following Resolution was passed:

RESOLUTION #104-2016

Moved By: Councillor Gunnewiek
Seconded By: Councillor Pollard

To pass a Resolution that;

WHEREAS at the Municipal Services Committee (GG) Meeting held May 24, 2016, Recommendation #72-2016 was passed recommending that Council concur with the proposed Terms of Reference for the Youth Advisory Council Ad-Hoc Committee and that the Youth Advisory Council Ad-Hoc Committee be established;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Township of Rideau Lakes hereby establishes the Youth Advisory Council Ad-Hoc Committee;

AND FURTHER that the Terms of Reference as provided by Sue Dunfield, Manager of Community & Leisure Services at the MSC (GG) Meeting held May 24th, 2016 be adopted, as amended;

AND FURTHER that the following members of Council be appointed: Councillors Hoogenboom, Carr and Monck.

Carried:

Signed: Ronald E. Holman, Mayor

Certified to be a true copy
of the original

Date: June 7, 2016

Signature: ME Jewell

Title: *Clerk*

Youth Council Advisory Ad Hoc Committee

Terms of Reference

Goal

To encourage youth, including unconnected and/or marginalized youth, to become more actively engaged in community leadership positions. It shall be the goal of the Committee to assess opportunities for recreation and leisure-time activities for youth in the Township of Rideau Lakes, implement a program of work within the scope of its mandate, and report and make recommendations to Council regarding said matters.

Mandate

The mandate of the Committee shall include the following:

- To generate better understanding of the recreation and leisure needs and opportunities in Rideau Lakes for youth.
- Recognize how recreation and leisure can be used to help youth engage and excel in their community.
- To provide advice and recommendations to Council on matters of youth.
- To work in a distinct and/or complimentary role with other sector organizations.
- To implement a program of work consistent with its mandate, and within the approved resource allocation.
- Other duties as assigned/approved by Council.

Administration

The following administrative structure will apply to the Committee:

- The Committee shall be comprised of three (3) members of Council who will be appointed by the Mayor;
- Up to six (6) non-Council members (“At Large Members”) may sit on the Committee, on a non-remunerated/volunteer basis. These six (6) At Large Members shall represent youth in the Township of Rideau Lakes and be under the age of 29.
- A quorum will consist of 51% of all members.
- The Manager of Community and Leisure Services will sit on this committee as a non-voting member, take on the role of secretary and act as a resource only.
- Appointment of Regular Members shall be at the direction of the Mayor as per the procedural by-law. Appointment of the At Large Members shall be on the

recommendation of the Committee and the approval of Council and shall be solicited through a public call for expressions of interest.

- Appointments shall seek to represent the various geographic areas of the Township.
- Committee business shall adhere to the Township's by-laws, including, but not limited to, the procedural by-law and procurement by-law as applicable.
- The Committee will meet 5 times during the 2016-17 school term on a set date to be determined by the committee after their inaugural meeting.
- In completing its mandate, the Committee may expend allotted funds as provided by the grant received from Parks and Recreation Ontario. The expenditure of funds within this allotment does not require the ongoing and/or direct approval of Council.
- The Committee shall report to Council via regular minutes.
- A Youth Advisory Toolkit comprehensive manual will be provided as a resource from Parks and Recreation Ontario.
- At the end of the school year, the Manager of Community and Leisure Services and committee members will participate in a brief survey to capture successes and learnings from their work.

Staff Resources

The following staff resources will be provided:

- The Manager of Community and Leisure Services or alternate shall act as a primary resource the Committee, providing advice, reporting, and invoice signing authority, and implementing programs of work and other duties as necessary.
- The work of the Committee shall consume, on average, no more than 30 hours of staff resources in any given month.
- It is recognized that staff time required for the core operational needs of the Township will take priority over Committee work. Accordingly, there may be seasonal variability and/or periods of limited resource availability.

Committee Member Responsibilities

The duties of the Regular Members shall be:

- To receive information and advice and provide recommendations to Council.
- To provide municipal prospective on youth matters.
- To act as ambassadors for the interests of the youth within our municipality.
- To direct inquires to appropriate staff for follow-up.

The duties of the At Large Members shall be:

- To provide information and advice by providing recommendations to Council.

- To provide a liaison mechanism between the Committee and their community and fellow youth.
- To act as ambassadors for the interests of the youth within our municipality.

Deliverables

During the current term of Council, the Committee shall consider the following deliverables:

- A SWOT analysis.
- The gathering and analysis of local youth opportunities.
- A youth focused communication strategy for the community at large and for Council specifically.
- Other priorities and opportunities that arise, consistent with the Committee's mandate and/or at the direction of Council.

Performance Measures

During the current term of Council, the following performance measures shall be considered:

- Meetings generate substantive and reasonable work plans and recommendations.
- Goals and timelines are met.
- Enhanced municipality-to-youth communications.
- A final report including an inventory of youth opportunities currently available in the municipality and future recommendations