



Township of Puslinch Council Youth Advisory Committee Terms of Reference

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: October 18, 2023
December 18, 2024

1. ENABLING LEGISLATION

The Township's Procedural By-law provides that Council may at any time as is deemed necessary establish a Committee for matters within its jurisdiction. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

The Youth Advisory Committee was established through the adoption of By-law Number 2023-008.

2. ROLE

To serve in an advisory capacity to Township of Puslinch Council and provide a meaningful and constructive voice for the youth of Puslinch.

3. MANDATE

The primary function of the Youth Advisory Committee is to provide an effective and meaningful communication link between the youth of Puslinch and Council and to encourage the development of opportunities, programs and public service that will enhance the quality of life, health and wellbeing of the youth in our community.

The Youth Advisory Committee will provide youth with a better understanding of municipal structure and decision making. The Youth Advisory Committee will focus on developing and strengthening the leadership and communication skills of its Members in order to effectively engage with in their local government and community.



In addition, the Youth Advisory Committee is responsible to provide a forum for the exchange of information and engagement with the community.

4. PURPOSE

The Committee will accomplish its mandate by:

1. Advising Council and/or Committees where applicable;
2. Act as an advocate for youth within the Township;
3. Actively seek input from youth on important matters affecting them;
4. Actively support events and activities that relate to the Committee's mandate;
5. Strengthen and develop communication and leadership skills.

5. TYPE OF COMMITTEE

Council Advisory Committee

6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES

a. Composition

- i. The Youth Advisory Committee is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council (non-voting member); minimum of three (3) members to a maximum of eleven (11) members of the public as appointed by Council; and one (1) Township staff member being the Municipal Clerk or Designate (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council so long as the Qualifications are maintained.

b. Roles and Responsibilities

- i. The Chair shall be the Councillor appointed to the Youth Advisory Committee and shall be appointed at the first meeting of the



Committee and shall serve in this capacity for 4 (four) years being the term of Council.

- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a scheduled prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

c. Subcommittees

- i. Subcommittees may be formed to complete specific tasks related to the Youth Advisory Committee mandate and purpose but must report through the Youth Advisory Committee. The maximum membership on any subcommittee is one less than the number required to meet quorum.
- ii. The Youth Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Youth Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

d. Qualifications

- a. Citizen Appointee with the following qualifications:
 - i. Demonstrated commitment and interest in the municipality;
 - ii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
 - iii. Resident of the Township of Puslinch for the duration of the term;



- iv. Between 12-18 years of age;
- v. For members under the age of 18, consent by a legal guardian;
- vi. Shall apply and be appointed by Council when required based on current membership.

7. MEETING SCHEDULE

The Committee meets monthly on the first Monday of the month at 6:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary. Additionally, the Committee may meet jointly with the Recreation and Community Wellness Advisory Committee on an ad-hoc basis during its regularly scheduled meetings, as required by joint goals/objectives.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

Meetings shall not be scheduled during the months of July and August.

8. PROCEDURES AND PROTOCOLS

The Township Youth Advisory Committee shall adhere to the Township's policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.