



## **MILTON YOUTH ADVISORY COMMITTEE**

### **Terms of Reference**

#### **1. Committee Mandate**

The Milton Youth Advisory Committee is authorized and established by Milton Council via staff Report COMS-016-06. The Milton Youth Advisory Committee will report to Milton Council through the Community Services Standing Committee via a respective staff report.

#### **2. Goal**

The goal of the Milton Youth Advisory Committee is to empower youth to participate and have a voice in the Milton community, thereby fostering a positive image and improving the lives of all young people in Milton.

#### **3. Scope and Purpose**

The purpose of the Milton Youth Advisory Committee is:

1. To act as an advisory body to Town Council, the Community Services Advisory Committee, and the Milton community on matters which affect youth.
2. To identify and bring forward issues which affect Milton youth. This may include the presentation of recommendations for action.
3. To act as a positive advocate for youth through the Town Councillor representative.
4. To address, foster discussions, or make recommendations on youth issues to all levels of government.
5. To actively participate in community events and activities.
6. To encourage committee members to become familiar with the working of local government through education, involvement and participation.

#### **4. Definitions**

**Committee** – shall mean the Milton Youth Advisory Committee (MYAC)

**Members** –shall mean voting members appointed to the Committee.

**Youth member**-shall mean a member between the ages of 13 and 24.

**Delegate** – any member of the public who wishes to address the Committee and registers within the timeframe referenced in Section 14.1.

## **5. Composition**

The Committee shall be composed of the following members:

General Membership on the Committee will be open to Milton Youth between the ages of 13 and 24. All General Members have full participation and voting rights providing they have attended the initial meeting and have demonstrated a commitment to the Committee in order to vote for elected positions.

The Adult Support Committee will act as a resource for the Milton Youth Advisory Committee and provide support to the Committee as required. The Adult Support Committee will include members who are not between the ages of 13 and 24, and have no voting rights, including:

Town of Milton Mayor

Town of Milton Councillor

Town of Milton staff appointed to support the Committee

Region of Halton staff appointed to support the Committee

Halton Region Police Services Representative

Milton based agency staff, with a youth mandate, appointed to support the Committee.

Staff, volunteers or community members with an area of expertise or resources to support the mission of the MYAC

## **6. Selection of Members**

- 6.1 Committee members will be recruited on an annual basis, concurrent with the school year (September to June). Recruitment letters from the Mayor to the schools, as well as recruitment advertising, will take place at the start of the school year. An application must be submitted within a specified timeframe, prior to the first meeting. Applicants will be interviewed and recommended for appointment by a Nominating Committee, and approved by Town of Milton Council via a Staff Report. The Nominating Committee will attempt to ensure that members represent a broad range of youth from the community.

The minimum requirements for an appointee to this Committee must be in accordance with Corporate Policy No. 25.

- 6.2 At the end of all members one-year term, an annual General Meeting will be held to select the positions for the following term from the General Membership. Those who wish to run for a position must declare their intention at the previous meeting. Nominations can be made from the floor. The existing officers are permitted to run for consecutive terms provided he/she still qualifies as a General Member.
- 6.3 Any Committee member, who misses three meetings will have his/her membership reviewed by the Committee and may be removed from the Committee membership list unless he/she has contacted the Town of Milton staff or Town Council appointee. Moreover, his/her responsibilities may be deemed vacant at which point the Committee would undertake to appoint a replacement.
- 6.4 The General Membership will hold an election for the following positions outlined below. Any member interested in performing a duty may do so. If more than one person expresses interest in a duty, it may be shared. A member may also volunteer to perform any duties that arise on an ad-hoc basis.
  - Chairperson
  - Secretary
  - Treasurer
  - Government Affairs

## **7. Term**

- 7.1 Committee members are encouraged to return each school year as part of the civic engagement and skill development process. There is no maximum limit on the number of years an individual can be a member as long as they submit an application within the required timeline, meet the age requirements, and actively participate in the committee's responsibilities.

## **8. Frequency & Location of Meetings**

Committee meetings are held on a monthly basis, except during the months of July and August, or at the call of the Chair. Meetings take place at a location that is mutually agreed to by the Committee.

## **9. Quorum**

- 9.1 A quorum of the Committee is a majority of the number of voting members currently on the Committee.
- 9.2 If the quorum for a Committee meeting is not present within fifteen(15) minutes of the time fixed for the commencement of the meeting, the Committee may proceed without a quorum, but no voting/decision making shall take place at such meeting.

## **10. Selection of the Chair and Vice-Chair**

- 10.1 The Committee will select the Chair and Vice-chair at the initial meeting for a term of one (1) year.

## **11. Role of the Chair and Vice-Chair**

- 11.1 The Chairperson shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.
- 11.2 The Chairperson will:
  - a) Serve as an objective facilitator of all Committee meetings.
  - b) Designate the Vice Chairperson to serve in his/her place should he/she be unable to perform any of his/her duties.
  - c) Receive and submit to a vote all motions presented by members.
  - d) Announce the results of the vote on any motions presented.
  - e) Decline to put to vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Committee.
  - f) The Chair will vote on tied motions.
  - g) Perform a ceremonial role for leadership and organization of the Committee.
  - h) Represent the Committee at any social function or meeting in which the input of MYAC is requested.
  - i) Enforce due observance of this Terms of Reference and rule on questions of order in all Committee meetings.
  - j) Endeavour to foster a strong liaison with the appointed Town Council representative, and the community as a whole.
  - k) Endeavour to meet or communicate with the Town Council representative regularly.
  - l) Adjourn the meeting when business is concluded.
  - m) Perform other duties when directed to do so by resolution of the Committee or Milton Council.

11.3 The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

11.4 If the chair or vice chair resigns from their position within the four year term, the committee will select a member to fill the respective role for the remainder of the term at the next committee meeting.

## **12. Roles and Responsibilities of Members**

12.1 Committee members shall attend and actively participate in all meetings and work with other members to attempt to reach consensus on decisions before the Committee.

12.2 All members are encouraged to attend all of their respective meetings in accordance with Corporate Policy No. 25.

12.3 Conduct of Committee members during all meetings will be:

- a) To confine all remarks to the motion under debate.
- b) Speak only once to a motion unless all other members desiring to speak have done so.
- c) To appeal to the Chairperson to correct any improper procedure.
- d) To uphold and respect the Chairperson's role.

12.4 The Government Affairs representative:

- a) Will endeavour to keep reasonably informed on the deliberations of Milton Town Council through Minutes or by other means.
- b) Will further endeavour to present Committee members with a short statement or presentation of relevant or important issues discussed by Town Council, at which time a discussion may be prompted. The Committee may take a position on any given issue presented to Town Council.
- c) May be used as the member to convey, in writing or otherwise, Committee positions and reports to Town Council and other concerned parties.
- d) Will oversee constitutional reforms and will present proposed amendments as required by the Committee.

## **13. Voting**

13.1 When an issue arises, the Chairperson will attempt to reach a consensus on how the Committee should resolve the issue.

- 13.2 If a consensus cannot be attained, question(s) before the Committee will be put to a vote, in the form of a motion and each Committee member will be entitled to one vote.
- 13.3 A motion shall be deemed to be carried when a majority of the voting members present have voted in favour of the question. The Chair will vote only in the case of a tie vote.

#### **14. Public Access and Delegations**

- 14.1 Any delegation wishing to address the Committee:
- a) Regarding matters on the agenda may be heard by the Committee, by making a request to the appropriate staff member, stating the issue to be presented to the Committee, prior to the agenda circulation date.
  - b) Regarding matters not on the agenda, may be heard by the Committee by making a request to the appropriate staff member in writing, stating the issue to be presented to the Committee, at least five (5) days before the date and time of the meeting of the Committee.
- 14.2 Every delegation shall be limited to ten minutes for speaking to the Committee, unless approval of the Committee is obtained by the Chair, to extend or further limit the speaking time for the delegation.
- 14.3 Upon completion of a presentation to the Committee by a delegation any discourse between Committee members and the delegation shall be limited to the member asking questions for clarification and obtaining additional, relevant information. Committee members shall not enter into debate with the delegation with respect to the presentation.
- 14.4 Following the hearing of all delegations the members of the public and the press will be requested to leave the meeting. Members of the Committee will then discuss the items on the agenda and make resolutions as necessary.
- 14.5 Any member of the public who requests a copy of the minutes of a Committee meeting shall be afforded a copy. Requests must be made in writing to the appropriate staff. Minutes will be dispatched following their approval at the subsequent Committee meeting.

14.6 No delegation shall:

- a) Speak disrespectfully of any person.
- b) Use offensive word or unparliamentarily language.
- c) Speak on any subject other than the subject for which they have received approval to address the Committee.
- d) Disobey the rules of procedure or a decision of the Chair or the Committee.

**15. Sessions Closed to the Public/Press**

A meeting of the Committee may be closed to members of the public of and the press if the subject matter being considered related to:

- a) Security of the property of the municipality or local board.
- b) Personal matters about an identifiable individual, including municipal or local board employees.
- c) A proposed or pending acquisition or disposition of land by the municipality or local board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals.
- f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.
- h) If the following conditions are both satisfied:
  - i) The meeting is held for the purpose of educating or training the members.
  - ii) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**16. Resources**

**Support Staff**

- 16.1 Appropriate staff from the Community Services Department shall provide administrative support, including the taking of minutes, distribution of minutes and agendas, and the general administrative and coordination of meetings.

### **Advisory Staff**

- 16.2 Community Services Department staff shall provide support to the Committee, including background information, resources and advice to the Committee members to assist them in their role.
- 16.3 Community Services Department staff will ensure that the Committee members follow the Terms of Reference and provide advice to the Committee Members on proper meeting procedures.

### **Membership Support**

- 16.4 Members will be provided with resources necessary to fully participate on the Committee, which shall include access to agendas and minutes.

### **Additional Resources**

- 16.5 From time to time the Committee may request the advice or participation of individuals or organizations with an area of expertise, relevant to the scope and purpose of the Committee.

## **17. Committee Records**

- 17.1 Staff from the Community Services Department will coordinate and retain Committee records, in accordance with the records management policy, including Agendas and Subcommittee Reports, all of which shall be forwarded to the Clerk's Division for circulation to Council from time to time. The Committee shall file with the Town Clerk, or designate, a copy of all their minutes for distribution to Members of Council and Senior Management or affected Staff, in accordance with Corporate Policy No. 25.
- 17.2 The Committee shall prepare, at minimum, an annual report including, but not limited to, activities and achievements during the year, in accordance with Corporate Policy No. 25.

## **18. Conflict of Interest**

- 18.1 Where a member of the Committee, either on his or her own behalf or while acting for, by, with, or through another, has any pecuniary interest (financial gain), direct or indirect, in any matter and is present at a meeting of the Committee at which the matter is the subject of consideration, he or she:



- a) shall, prior to any consideration of the matter at the meeting disclose his or her pecuniary interest and the general nature thereof;
  - b) shall not take part in the discussion of, or vote on, any question in respect of the matter; and
  - c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question;
- 18.2 Where the interest of a member of the Committee has not been disclosed as required by section 18.1, by reason of his or her absence from the meeting referred to therein, the member shall disclose his or her interest and otherwise comply with section 18.1 at the first meeting of the Committee attended by him or her after the meeting referred to in section 18.1.
- 18.3 Every disclosure of pecuniary interest and the general nature thereof made under section 18.1 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Secretary-Treasurer of the Committee.
- 18.4 Every disclosure of pecuniary interest made under section 18.1, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.
- 18.5 Committee members have an obligation to disclose all pecuniary interests and to remove themselves from discussion and voting on the matter, as per Corporate Policy No. 25. A pecuniary interest is a direct or indirect financial interest in a matter.
- 18.6 All members of Council are required by law to disclose their pecuniary interest in any matter that comes before Council for discussion and to remove themselves from discussion and voting about that matter.
- 19. Maintenance and Refinement of Terms of Reference**
- 19.1 These Terms of Reference shall be maintained by Community Services Department staff.
- 19.2 Amendments to these Terms of Reference may be proposed by the Committee through staff, to the Community Services Standing Committee. Only Milton Council, through the Community Services Standing Committee, may approve changes to these Terms of Reference.

## **20. Public Communications**

- 20.1 When appearing before a Town of Milton Standing Committee or Milton Council on behalf of or as a representative of the Committee, members shall present the Committee's official position on a particular matter.

However, where a Committee member appears before a Town of Milton Standing Committee or Town Council and clearly indicates that they are appearing on behalf of another organization or a citizen and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of the organization they represent.

- 20.2 Only statements, positions or opinions that have been authorized by Milton Council through specific direction or through the Committee's fulfilment of the goal(s) listed in section 2, shall be released publicly as the Committee's positions and goal(s).
- 20.3 The Committee shall not declare that the Committee's position is the official position of the Town of Milton without the direct authorization of Milton Council.
- 20.4 A statement, position, or opinion released by Milton Council shall be the official statement of the Town of Milton and the Committee shall recognize and work to support Milton Council's position publicly.
- 20.5 Nothing in section 20.1 or 20.2 is meant to affect the free and open dialogue at Committee meetings or among Committee members.

## **21. Parliamentary Authority**

The *Board* shall use the Town of Milton's procedural by-law for the dispatch of their business, unless the *Board* has established their own procedural rules and practices, at which time such procedural rules and practices shall take precedence over the Town's procedural by-law.