Whitby Youth Council Terms of Reference

Number:	ToR-O-04
Reference:	Council Resolution #492-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	Supervisor, Recreation and Community Programs (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish Whitby Youth Council.

2.0 Mandate and Responsibilities

2.1 The mandate of the Whitby Youth Council is to:

- Provide youth input on the Town of Whitby's Boards and Committees, corporate projects and departmental initiatives;
- Create an inventory of Youth Services available in the Whitby area;
- Provide feedback as to what services are not being offered in the Whitby area that are needed;
- Communicate and coordinate events, services and initiatives available to Youth;
- Create action plans and prioritize future projects from feedback received; and,
- Recruit new volunteers for the Youth Council.

3.0 Lead Department

3.1 The Community Services Department will be the lead for the Whitby Youth Council. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

4.1 The Whitby Youth Council shall be comprised of Youth Representatives, Adult Representatives and one (1) Member of Council.

4.2 There is no limit to the number of Youth and Adult Representatives that can be appointed to the Whitby Youth Council.

4.3 Members of the Whitby Youth Council operate by consensus and do not provide recommendations or vote.

#	Committee Members
N/A	Youth Representatives
N/A	Adult Representatives
1	Member of Council

#	Contributing Stakeholders
1	Boys & Girls Club of Durham Representative
1	Station Gallery Representative
1	Whitby Public Library Representative

5.0 Member Recruitment

5.1 Beginning September of each calendar year, principals and/or Student Services/Guidance Departments from local secondary schools shall be contacted by the Youth Services Division to recruit Youth Representatives for the Whitby Youth Council.

5.2 Youth and Adult representatives shall be required to complete and submit a Whitby Youth Council Application Form. Applications are accepted throughout the year.

5.3 Interested applicants shall participate in an interview with the Youth Services Division before being appointed to the Whitby Youth Council.

6.0 Member Qualifications

6.1 The following qualifications should be considered for appointing members to the Whitby Youth Council:

6.1.1 Between the age of 12-21 years of age.

6.1.2 General interest in community involvement.

6.1.3 Participate in meetings and subcommittees for various events and initiatives.

7.0 Meeting Frequency and Schedule

7.1 The Whitby Youth Council shall meet on the second or third Tuesday of each month, through September to June. Due to student schedules, meeting dates may be subject to change.

7.2 The duration of the meeting shall be one-and-a-half (1.5) hours for each scheduled meeting date, from 4:00 p.m. to 5:30 p.m.

8.0 Minute Taking

8.1 The Recreation Program Coordinator shall take minutes for Whitby Youth Council meetings.

8.2 Whitby Youth Council minutes are not approved by its membership and shall be kept in the custody of the Youth Services Division.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017.