

# THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

## BY-LAW NO. 43/2011

### *Being a By-law to Establish the Youth Advisory Committee for the Corporation of the Municipality of Port Hope*

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local boards;

AND WHEREAS the Council of the Corporation of the Municipality of Port Hope deems it advisable to establish the Youth Advisory Committee for the Corporation of the Municipality of Port Hope to provide advice and recommendations on matters relating to youth activities and services in the Municipality of Port Hope;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS FOLLOWS:

1. Committee Title

That a Committee to be known as the Youth Advisory Committee is hereby established, hereinafter referred to as the Youth Advisory Committee.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of Port Hope Procedural By-law shall apply.

3. Policies/Procedures

3.1 That the rules and regulations of the Corporation of the Municipality of Port Hope Procedural By-law shall govern all proceedings of the Youth Advisory Committee.

3.2 That policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.

4. Records

That the records of the Youth Advisory Committee shall be retained and preserved in accordance with the provisions of the Corporation of the Municipality of Port Hope Records Retention By-law.

5. Composition

That the Youth Advisory Committee shall consist of a maximum of nine (9) members appointed by Council annually all being voting members as follows:

- maximum of 8 youth members (age 13 to 17) of the Municipality, including the Student Councillor, to be appointed for a one year term
- 1 member of Council appointed for the term of the appointing Council, or until their successors are appointed.

The Youth Advisory Committee shall report directly to Council for the Municipality of Port Hope.

Ex-officio

The Program Manager of the Department of Parks, Recreation and Culture or designate shall be an ex-officio member of the Committee who shall act in an advisory capacity and shall be a non-voting member.

6. Term of Office

Members shall be appointed by Council annually for a one year term. Council may reappoint any member whose term has expired, provided the Youth member is within the specified age limit and has discretion in filling any vacancy by appointment for the remainder of any applicable term. Appointment to serve on the Youth Advisory Committee is at the discretion of Council. In the event a Youth member resigns prior to the completion of their term, a replacement appointed by Council, will assume the duties to the completion of the term.

7. Mandate

That the Mandate and Goal Statements and Terms of Reference of the Youth Advisory Committee are set out in Schedule "A" attached hereto and forming part of this By-law.

That in carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of Port Hope.

8. Repeal of By-laws

That By-law 83/2007 establishing a Youth Advisory Committee is hereby repealed.

9. Force and Effect

That this By-law comes into force and takes effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 29<sup>th</sup> day of March, 2011.

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Linda Thompson, Mayor

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S. C. Dawe, Municipal Clerk

SCHEDULE "A" TO BY-LAW 43/2011  
YOUTH ADVISORY COMMITTEE  
TERMS OF REFERENCE

**MISSION STATEMENT AND GOAL STATEMENTS**

MISSION STATEMENT

"To enhance the quality of life for our youth residents through the provision of leisure and recreation services".

**GOAL STATEMENTS**

General:

To ensure all services provided by the Department are safe, accessible and affordable.

Community Facility Development:

Programs

To provide recommendations for the development of a variety of creative programs for youth to participate in.

To provide a network with other groups (i.e. Seniors) to enrich the quality of life for the entire community, especially to youth.

Community Development

To promote volunteerism and service to the community through support services, for all residents.

Planning and Research

To proactively research and provide recommendations for present and future parks, recreational and cultural needs as they pertain to youth.

Short Term

To actively recruit new members from the community to play a role in the development of parks, recreation and culture activities for Youth.

Long Term

To work closely with the Parks, Recreation and Cultural Advisory Committee in seeking input from youth and other individuals, in the ongoing process of providing quality, safe, affordable and accessible programs for youth residents.

**TERMS OF REFERENCE**

1. GENERAL:

- 1.1 Committee Meetings shall be conducted in accordance with the Municipality's Procedural By-law and records shall be maintained in accordance with the Municipality's Records Retention By-law.
- 1.2 Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- 1.3 Members shall ensure that policies, practices and procedures governing the provisions of its goods or services are consistent with the Corporation's Accessibility Standards for Customer Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard – Ontario Regulation 429/07.
- 1.4 The Committee shall hold regular monthly meetings, as required, unless otherwise agreed by a majority vote of the members.
- 1.5 The Committee shall elect a chairperson and may elect a vice-chairperson annually at its first meeting, or as soon as practicable, from among the members. In the absence of the chairperson, and vice-chairperson as the case may be, an acting chairperson may be appointed by a majority vote of the members present to preside at the meeting where the chairperson is absent.
- 1.6 The Committee may appoint, as it deems necessary sub-committees to act in an advisory capacity to the Committee.
- 1.7 The Committee shall provide recommendations to the Committee of the Whole on matters referred by Committee of the Whole/Council to the Committee.
- 1.8 The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mission statement in order to gain support for approved initiatives and is authorized to work jointly with other Municipal Boards, Committees and/or services in establishing, operating and maintaining a supervised youth program, primarily in conjunction with the Parks, Recreation and Cultural Advisory Committee.
- 1.9 Approved minutes shall be forwarded by the Department of Parks Recreation and Culture to Council, through the Municipal Clerk (Director of Corporate Services) for inclusion in the Committee of the Whole agenda.
- 1.10 The said Committee shall submit such other reports or information as may be required of deemed necessary to Council through the Director of Corporate Services/Municipal Clerk.
- 1.11 The Chair shall submit an annual report outlining the committee activities both past and current and proposed work plan for the upcoming year, to be submitted at the end of each year to Council through the Municipal Clerk (Director of Corporate Services).

## 2. ROLES AND RESPONSIBILITIES

### 2.1 CHAIRPERSON:

- Provide leadership to the Committee
- Chair Committee meetings in accordance with the Municipality's Procedural By-law
- In co-operation with Staff of the Parks, Recreation and Culture Department, prepare written agendas for meetings
- Report to Council annually and at other times as required
- In co-operation with the Staff of the Parks, Recreation and Culture, ensure that adopted minutes are forwarded for submission to Council through the Director of Corporate Services/Municipal Clerk in a timely manner
- Act as spokesperson for the Committee
- Express consensus as reached by Committee
- Ensure that the Municipality's By-laws and Policies are adhered to with respect to all matters
- Ensure that all invoices recommended for payment are recorded in the minutes
- Ensure that invoices recommended by the Committee for payment are forwarded to the Municipal Finance Department for processing in a timely manner.

- 2.2 VICE-CHAIRPERSON:
- Act in the position of the Chairperson in the absence of the Chairperson.
  - Otherwise, regular Committee member role.
- 2.3 COMMITTEE MEMBERS:
- Attend regular Committee meetings
  - Advise the Chairperson if unable to attend a meeting
  - Actively participate in Committee meetings
  - Actively participate in carrying out the responsibilities of the Youth Advisory Committee
- 2.4 RECORDING SECRETARY:
- The duties of the Recording Secretary, approved by the Municipality, are to record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-law.
  - When the Recording Secretary is a Municipal employee or has a service contract with the Municipality, such Recording Secretary is a non-member, with no voting privileges.
  - When the Recording Secretary is a Member of the Committee, subject to the approval of the Municipal Clerk (Director of Corporate Services), the Member Recording Secretary may retain voting privileges.

3. PLANNING AND DEVELOPMENT:

The Committee:

- 3.1 Shall provide suggestions/recommendations and develop and provide goals and objectives for the delivery of youth community leisure services in the Municipality of Port Hope with particular regard to the following:
- Mandate and goal statements
  - Facility development and operations
  - Youth program development and operations
  - Community support services
  - Revenue generation
  - Promotion and marketing
- Goals and priorities to be reviewed on an annual basis.
- 3.2 The Committee shall play an active role in ongoing fundraising and organizing of capital ventures including, but not limited to, the Community Centre, Youth Centre, a Skateboard Park and any other facility that impacts youth in the Municipality of Port Hope.
- 3.3 The said Committee will continuously investigate and research innovative methods of youth programming and establish the necessary liaison with other organizations as they relate to youth programs and services.

4. COMMUNITY LIAISON:

The Committee:

- 4.1 Will assist the Parks, Recreation and Cultural Advisory Committee and staff in the identification of youth needs as they pertain to community leisure services.
- 4.2 Shall liaise with Youth groups and individuals of the youth community to remain aware of their requirements and to solicit citizen input. The identification of these needs and their priorities will assist in the maintenance of a long-term plan concerning youth services in the community.

5. FINANCE:

- 5.1 A Youth Reserve Account shall be maintained by the Municipality for expenditures related to capital or to assist in the development of programs that meet the goals and objectives related to this by-law and the youth of the community. Funds from this account shall only be used for the above purposes. The funds may also be used for maintenance or upgrade of a youth centre or its equipment. Funds may be received from gifts or bequests, or specific fundraising activities.

The said Youth Advisory Committee, with approval of Council, may solicit or receive any gifts or bequests of money and services, to be applied in furtherance of the community leisure service delivery system as they pertain to the Youth of the Community, and shall be deposited in the Youth Reserve Account.

- 5.2 Recommendations for use of the Youth Reserve funds shall be provided by the Youth Advisory Committee to the Parks, Recreation and Cultural Advisory Committee.
- 5.3 No debt or obligation shall be incurred by the Youth Advisory Committee. All payments and financial obligations are processed within the approved Budget of the Department of Parks, Recreation and Culture.
- 5.4 The said Youth Advisory Committee may recommend to Council in conjunction with the Parks, Recreation and Cultural Advisory Committee, fees for participating in or admittance to any part of the community program of recreation or culture or facilities used.
- 5.5 As defined by the Interpretation Act, R.S.O. 1990, Chapter I.11, s. 29(2), the terms “may” shall be construed as permissive and “shall” be construed as imperative.