



The Corporation of the Township of Havelock-Belmont-Methuen

YOUTH COMMITTEE

TERMS OF REFERENCE

1. GOAL

To advise Council, advocate for, and organize youth related activities and events for youths ages 9 – 15 residing within the Township of Havelock-Belmont-Methuen (HBM).

2. PRINCIPLES

Principles that guide the work of the Youth Committee include:

- A commitment to enhance the quality of life for residents ages 9 – 15.
- A commitment to being inclusive, welcoming, and accepting of all youths.
- A commitment to seeking out input from youth on important matters affecting them and recreational activities that interest them.
- A commitment to positively advocate for the youth of HBM.

Decisions of the Youth Committee are advisory and are not binding on the Township. Comments or decisions of the Committee must be in a form of a recommendation and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

3. MANDATE

The mandate of the Youth Committee of Havelock-Belmont-Methuen (HBM) is to:

- Engage youth within the Township of Havelock-Belmont-Methuen through the organization and execution of youth-based events and activities.
- Support and provide youth leadership opportunities.
- Ensure broad consultation with the youth community on youth related issues and opportunities.
- Communicate and collaborate, where appropriate, with other community organizations to engage youth throughout the township.
- Advocate in the best interests of the youth of HBM.

- Based on the stated mandate and purpose, the Youth Committee will establish its priorities at the beginning of each new term and develop a plan to focus the Committee's attention and actions.

4. MEMBERSHIP

The Committee shall consist of no more than ten (10) members appointed by the Township Council who meet the criteria as outlined in these Terms of Reference.:

- Two (2) members of Council with one acting as the Co-Chair
- One (1) staff member acting as the Secretary.
- Four (4) volunteers from the Community; two (2) adults (with one acting as the Co-chair) and two (2) youth representatives.
- No more than three (3) Committee advisors (non-voting)

Committee members will be selected from the community at large based on their demonstrated interest and participation in youth-based matters; volunteerism experience; availability; knowledge and applicable expertise.

Youth Committee meetings are open, the public are welcome to attend and share opinions, but all decisions will be the responsibility of the appointed committee.

5. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

6. COMMITTEE CO-CHAIR

One (1) member of Council shall function as a Co-chairperson of the Committee in conjunction with one (1) adult Co-chairperson member.

7. MEETING SCHEDULES AND LOCATION

Meetings shall be open to the public and shall be conducted monthly. Meeting dates, agendas, and minutes will be published on the township website www.hbmtwp.ca.

Meetings shall be held at the Town Hall, 1 Mathison St W, Havelock, or at a mutually agreed upon accessible location within the municipality.

The Co-chairperson(s) may call a “Special Meeting” to deal with issues of importance, which are time sensitive or urgent in nature. Notice to Committee Members and the public shall be provided at least 48 hours in advance of a meeting.

The accidental omission to give 48 hours notice of any meeting of the Committee to its Members or the non-receipt of any notice by any Member or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any Member of the Committee may at any time waive notice of any meeting.

The Quorum for meetings shall consist of a majority of the Members of the Committee (4 voting members). If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall be adjourned. Meeting minutes shall reflect this.

8. RESOURCES/STAFF SUPPORT

The CAO and/or assigned staff member shall provide advisory support, as needed, including such services as coordination of meetings.

The staff member will act as the Committee Clerk and will be responsible for preparing the meeting agendas and minutes.

The Committee may call upon the assistance of other Township Departments (e.g., Planning, Treasurer etc.), if needed.

9. REMUNERATION

Members of the Committee shall participate voluntarily, and as such, receive no compensation or remuneration.

10. REPORTING

It is not necessary for the Committee to submit reports to Council following each meeting. However, meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township).

The Committee may make recommendations to Council by way of a resolution in the minutes and these recommendations will be accompanied by a report from the CAO or Committee Clerk providing the pertinent background information to the recommendation for Council’s evaluation.

11. BUDGET

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

Any requests for funding that are outside the annual budget process must be submitted to Council for consideration and/or approval.

12. CLOSED MEETINGS

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of appointed Advisors and any Township Staff, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what sub- section of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Clerk and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations in a report to Council for the removal of any member in accordance with the adopted policy.

15. INSURANCE

The Youth Committee is insured for office meeting work through the Township's Policy as it applies to these terms of reference.

16. DISSOLUTION

At the discretion of Council, or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

17. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is not limited to, the member being in contravention of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, disrupting the work of the Committee or other legal issues. The process for expulsion of a member is as follows:

- If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

18. VACANCIES

Council retains the right to appoint a new Committee member to fill a vacancy for the remainder of the unexpired term should a vacancy occur, for reasons of expulsion, or in the event of the death or disability of a member.

19. AMENDMENTS TO TERMS OF REFERENCE

The Terms of Reference of the Youth Committee should be reviewed at the end of each term. The Committee may recommend revisions to the Terms of Reference to Council for consideration.

January 2024