



The Municipality of
SOUTH DUNDAS

34 Ottawa Street P.O. Box 740
Morrisburg, ON K0C1X0
613-543-2673 | southdundas.com

YOUTH ADVISORY – WORKING GROUP

TERMS OF REFERENCE

APPROVAL DATE: January 24, 2024



VISION

The Municipality of South Dundas envisions Youth Advisory Working Group as a tool to improve youth engagement and wellness in South Dundas. While providing a voice for local youth in municipal matters, operations, and services.

PURPOSE & BACKGROUND

The working group may determine their own short-term and long-term goals with the guidance and support of Staff and Council Resources to improve engagement, services, and wellness for Youth of South Dundas. Additionally, the Municipality may request the input of the Working Group on aspects of municipal matters, operations, and services.

This working group is committed to fostering positive community development through supporting defined objectives, leveraging age-specific expertise, and making optimal use of available resources. Additionally, the members should champion intergenerational and community projects to bridge generational gaps within the community to promote unity. Through these endeavours, the members of this group aim to create an inclusive, educational, and unifying environment where every individual's voice is valued, therefore fostering a thriving, and connected community.

Examples of tasks that would be completed by the working group include but are not limited to:

- Providing age specific resident and organizational based expertise.
- Provide Council with age specific feedback on municipal operations.
- Organizing events and programs that promote youth wellness.
- Collaboration with municipality for designing youth friendly spaces.
- Collaboration with municipality for programming and accessibility for youth.
- Intergenerational/community projects and initiatives.
- Plan and implement a community health initiative event – duration is determined by group.

STRUCTURE

The working group will be comprised of a core group of youth volunteer public members with 3 to 20 members who are South Dundas Residents from ages 12 to 25 years of age. Volunteers who require hours towards graduation can be acquired and a letter of reference if requested.



The members will be led by a Youth Co-Chair and Staff Liaison Co-Chair amongst the selected from members. All members will consider input in good faith and communicate and/or represent these points of view back to the Staff Liaison.

Meeting agenda and accompanying materials will be circulated electronically five business days prior to all meetings. Agendas will be prepared by the Staff Liaison in coordination with members' input. Members are expected to review all distributed materials prior to meetings.

Volunteers for the working group shall be sought through municipal advertising campaigns including both public advertising and direct advertising in local schools.

STAFF & COUNCIL RESOURCES

The Recreational Department through the Recreation Coordinator will act as the staff liaison for the working group. The Staff Liaison will act as the Co-Chair of all meetings working with a Youth Co-Chair. The Staff Liaison shall provide staff support for the purposes of agendas, minutes, scheduling, and overseeing projects of the working group.

The Director of Parks, Recreation and Facilities and Clerk will act as alternative and support for the Recreation Coordinator and will attend meetings and support the working group as requested by the Recreation Coordinator.

Council members have a focused role. A council representative will act as Community Champion for the Working Group. The Council Representative will be encouraged to attend meetings and to act as a liaison between the Working Group, Residents and Council. In cases where a project within the goals/mandate of Working Group requires Municipal Council input/approval, the council representative shall act as a Champion for the Working Group at the appropriate council meeting.

MEETINGS

There will be a minimum of 4 meetings per year and no maximum. Meetings will occur at the frequency determined by the Co-Chairs. The meetings shall be scheduled on an annual basis, including a specified day and time of the month. The Chair may however use his/her discretion in re-scheduling meetings, provided proper notice is provided.

REPORTING PROCESS

The Committee shall provide Council with written reports and updates and/or recommendations on an as required based.



BUDGET

Budget, including projects will be approved by Staff Co-Chair. Significant expenditures shall be reported to Council as per the reporting process and future expenditures should be accounted for in the annual Municipal Budget. All procurement and spending shall be done through the Staff Resources made available to the Committee and in conformance with Municipal Procurement Policy By-Law.

TERM & CONDUCT

The minimum term is one year for an applicant (September to June). Continued participation is optional through July/August months. Once appointed, committee members will be considered for reappointment each year. The committee's success hinges on the experience and guidance of returning members.

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Working Group members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other Working Group members.

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the Working Group activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of interest may occur when a Working Group member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Working Group member has a close personal relationship, directly or indirectly, regardless of the size of the benefit. In cases where the Working Group agenda or discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Working Group. All Working Group members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Youth Working Group.