



PRAC - Youth Advisory Subcommittee

Terms of Reference

March 7, 2023

1. PURPOSE & MANDATE

To provide a meaningful and constructive voice for the youth of Lucan Biddulph, while advising the Parks and Recreation Advisory Committee (PRAC) on important social, recreational, and lifestyle issues concerning the municipality's younger population and addressing their needs in regards to parks, recreation and programming.

2. ROLES & RESPONSIBILITIES

Coordinated by the Parks and Recreation Department, the Youth Advisory Subcommittee will be responsible for the following:

1. keeping PRAC informed on important matters affecting youth in Lucan Biddulph;
2. acting as a positive advocate for youth in Lucan Biddulph;
3. actively seeking input from youth on important matters affecting them and their families with regards to parks and recreation;
4. providing leadership experience for Lucan Biddulph's young people;
5. undertaking community development and social research initiatives to respond to community needs;
6. providing input to help with evaluation of existing programs or the establishment of innovative programs; and
7. implementing recommendations from the Parks and Recreation Master Plan specific to youth.

3. CRITERIA FOR MEMBERSHIP

The Subcommittee is open to young people who are between the ages of 12 to 17 years of age who live, work, study, or recreate in the Township of Lucan Biddulph. The following membership criteria also applies:

- An ability to constructively participate in a fair and open-minded manner;
- An ability to consider a broad range of views that reflect the diversity of the community;
- Good knowledge and understanding of the local issues that are relevant to young people;
- An ability to look beyond personal interests for the benefit of the community and residents of Lucan Biddulph;
- An ability to facilitate communication and engagement with young people;
- A capacity to commit to the Youth Advisory Subcommittee for the required duration;

- A willingness to celebrate the success and achievements of young people in the Lucan Biddulph.

4. MEMBERSHIP COMPOSITION

The Youth Advisory Subcommittee shall be composed nine (9) members; one (1) member of the PRAC committee, six (6) members of the public and two (2) members of staff as follows:

Chair: representative of PRAC (chair or vice chair of PRAC)

Public Members: a maximum of six (6) youth members at any given time between the ages of 12 and 17 years of age

Staff: Parks and Recreation Manager
Recreation Coordinator

Membership of the Youth Advisory Subcommittee is voluntary.

5. COMMITTEE CHAIR AND VICE CHAIR

Of the voting members, the Vice Chair of PRAC will only attend if the Chair of PRAC is unable to attend. If a Chair or Vice Chair is not present, The Staff liaison shall serve in the same capacity for the duration of that meeting but will not be a voting member.

The Chair is responsible for ensuring the effective operation of the Youth Advisory Subcommittee and its roles in accordance with the municipality's meeting procedures. Specifically, the Chair shall be responsible for:

- Calling meetings to order and completing roll call of members present;
- Conducting meetings in accordance with the municipality's Council Appointed Committees Procedure By-law;
- Encouraging the exchange of ideas through conversation and discussion;
- Acting as spokesperson for the Subcommittee and;
- Representing the Lucan Biddulph Youth Advisory Subcommittee when necessary.

6. SELECTION AND APPOINTMENT OF MEMBERS

Appointment to the subcommittee will be for a period of one year. Applications to the subcommittee will be reviewed by a selection committee composed of the two (2) Staff liaisons, Chair and Vice Chair of PRAC and a recommendation will be made to PRAC for appointment. Should a vacancy arise mid-term, the Selection Committee will convene to review applications. Staff will assist with the recruitment of members through advertising for any vacancy which may occur. Mid-term appointments will be for the duration of the remaining committee term. Members of the subcommittee may re-apply for the subcommittee annually.

7. MEETING SCHEDULE

Meetings of the Youth Advisory Subcommittee will be held quarterly, or more often on an as-needed basis by agreement between the committee members. A schedule of meetings will be developed and agreed to annually. A meeting may be cancelled or rescheduled at the discretion of the staff liaison.

It is expected that each member of the Youth Advisory Subcommittee will attend a minimum of two (2) meetings during the term. Should a member miss two (2) or more scheduled meetings, the member may be vacated from their role at the discretion of the staff liaison.

The Youth Advisory Subcommittee may hold joint meetings with other community groups such as service clubs and minor sports groups, to deal with issues beyond the scope of the Youth Advisory Subcommittee alone.

8. QUOROM

Quorum shall be five (5) committee members.

If quorum is not achieved, any business requiring a vote will be deferred to the next scheduled Youth Advisory Subcommittee meeting.

9. CODE OF CONDUCT

All employees and volunteers will be guided by the Township of Lucan Biddulph's policies and procedures, including but not limited to the Respect in the Workplace policy and the RZone policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Committee members will be provided with an orientation of the municipality's relevant policies and procedures at the beginning of their term.

10. CONFLICT OF INTEREST

Members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on the Youth Advisory Subcommittee for personal or political gain.

11. STAFF SUPPORT

The Youth Advisory Subcommittee will be supported the Manager of Parks and Recreation and Recreation Coordinator.

The Parks and Recreation department staff will provide support by:

- Providing the Terms of Reference to new committee members;
- Facilitating a review process for the committee and its terms of reference on an annual basis;
- Overseeing the recruitment and selection process for committee membership;
- Providing information and education on good governance issues such as conflict of interest and confidentiality;
- Providing training on relevant Township of Lucan Biddulph policies and procedures;
- Compiling and circulating agendas, attending meetings, and maintaining a record of discussion; and
- Preparing staff reports / reporting back to PRAC and Council.