



TERMS OF REFERENCE - YOUTH COUNCIL

1. Reporting Structure:

In accordance with the City of Barrie's Procedural By-law, as amended, the Youth Council is a Council authorized by City Council. The Youth Council has been established by City Council in accordance with the below Terms of Reference and shall report to City Council through the Infrastructure and Community Investment Committee. Decisions of the Youth Council are not final until approved by City Council unless delegated authority is granted by Council.

2. Mandate

To provide advice and recommendations to Council about social, environmental, and municipal issues that interest and/or affect youth in the City of Barrie.

3. Objectives

The Youth Council will develop objectives to align with the mandate established by City Council at the beginning of the term.

4. Composition

The Youth Council shall be composed of the following:

- a) Two (2) members of Council;
- b) Up to 12 youth representatives, ages 12 - 20

5. Term

Council members shall be appointed for a two (2) year term, and Youth Council members will be appointed for a one (1) year term with an option to extend to a second year term.

A member may resign from the Youth Council at any time by advising of this intention in writing to the Chair of the Youth Council.

A member may be re-appointed by City Council for an additional term(s).

A member who is absent for three (3) consecutive meetings without permission will be removed from the Youth Council.

6. Frequency of Meetings

The Youth Council meetings shall generally be scheduled every second month and additional meetings may be scheduled at the call of the Chair.

7. Selection of the Chair and Vice-Chair

The selection of Chair shall be recommended by the Mayor. A Vice-Chair shall be selected at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Youth Council and assist in reaching a consensus on fundamental policy issues of concern.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.



9. Roles and Responsibilities of Members

All members shall:

- a) Attend and actively participate in all meetings;
- b) Work with other members to attempt to reach a consensus on decisions before the Committee; and
- c) Adhere to the terms of reference, the City of Barrie's Procedural By-law, Purchasing By-law, the Council/Committee Code of Conduct, and any other by-laws, policies, or procedures that apply to the members.

10. Rules Governing the Proceedings of Council/Committee Meetings

The business of the Youth Council shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

A quorum of the meeting shall be a majority of the members. The majority is defined as 50% plus one.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the members will attempt to reach a consensus on how to resolve the issue.

A question before the Youth Council will be put to a vote and each member will be entitled to one vote.

A motion shall be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Role of the Legislative Coordinator

The Legislative and Court Services Department provides a Legislative Coordinator to each Committee of Council. The Legislative Coordinator works with the Youth Council to coordinate the proceedings of the Youth Council, including the taking of minutes, the distribution of minutes and agendas, and the general administrative coordination of meetings.

Advisory Staff

Staff shall provide advisory support to the Youth Council, including background information, resources, and advice to members to assist them in their role.

From time to time, the Youth Council may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Legislative Coordinator will coordinate the request through consultation with the Chair.

14. Application of the Code of Conduct

The Youth Council shall always follow the policies and procedures in the City of Barrie's Council/Committee Code of Conduct.



16. Other

Members must keep in mind that while they serve on the Youth Council, it has specific goals and objectives, and the function is advisory in nature. The final decision on recommendations made will rest with City Council.

City Council's responsibility is to the broad public and, as such, Council may consider other matters beyond those considered by the Youth Council when making its final decision on the matter.