

Mayor's Youth Action Committee (MYAC) Terms of Reference

1) Committee

Membership in MYAC is open to all youth between the ages of 13-21 years old who live in the Town of Halton Hills. This committee will strive to engage Halton Hills youth, including youth of diverse cultural, racial and ethnic backgrounds, youth with disabilities, youth of varied sexual orientation and youth who might be otherwise marginalized (e.g. out-of-school, homeless, substance mis-users, low income, etc.).

2) Mandate

To provide direction and to promote services related to youth, support and recognize their fellow youth, to act as an advocate to youth issues, and to support the of positive assets of youth within our youth friendly community.

3) Objectives

- To identify and advocate for matters which have an impact on Halton Hills youth.
- Recognize and celebrate youth
- To promote positive meaningful activities for youth in partnership with the community.
- To effectively communicate and spread awareness through youth friendly correspondence.
- To foster a positive image of youth in our community by participating actively in community events and activities in Halton Hills.

4) GUIDING PRINCIPLES

The following principles will guide the process of Youth Engagement:

- **Youth Needs Study**- material and recommendations from the study will provide background information and guidelines for decision making. (<http://www.haltonhills.ca/initiatives/YouthStudy.php>)
- **Positive Youth Development (PYD)** – provides research based approaches and guidelines on how to support youth to be competent and healthy and to develop to their full potential. Within these approaches are methods and strategies for adults and youth working together on decision making initiatives. (<http://www.engagementcentre.ca>)
- **Asset-Based Approach** –views effective community building as enhancing existing strengths and opportunities, rather than defining interventions in terms of deficiencies or needs. Emphasizing the promotion of strengths and skills of youth, and where youth are viewed as

assets in the making (Search Institute; Developmental Assets®).
(<http://www.search-institute.org>)

- **Youth Friendly Communities Approach-** suggests how policy-makers can develop structures and decision-making processes that strengthen and promote the health and wellbeing of young people in a community. Its long-term vision is to create living, playing learning and working environments for young people that are safer, healthier and more enriching (Play Works Partnership). (<http://playworkspartnership.ca/youth-friendly-communities>)

5) Membership

Membership to MYAC is to be renewed every September. Applications for new members will be taken at the September meeting.

At the September meeting, an executive is chosen through vote for the following positions:

Executive

- Chair
- Vice Chair
- Secretary

Duties of the Executive

Chair

The Chair will:

- Preside at all meetings, ensure proper meeting procedures, maintain order and keep the meeting moving.
- Prepare the agenda in advance in consultation with the adult supports and start and adjourn meetings on time.
- Delegate responsibility and authority if no one willingly volunteers.
- Represent MYAC at meetings or social functions in which the input of MYAC is requested or deemed important by the executive.
- Foster a strong liaison with the Mayor, Council, the General Membership, Community Support Agencies and the Community overall.
- Relinquish all records to the successor.

Vice Chair

The Vice Chair will:

- Assume the duties of the Chair in his/her absence.
- Assist the chair with achieving the goals listed above

Secretary

The Secretary will:

- Be responsible for taking minutes throughout the meeting
- Prepare any administrative paperwork for meetings
- Be responsible for reminding members to fill out timesheets, and handout any necessary administrative work during the meetings
- Responsible for drafting emails to the membership regarding upcoming meetings and the distribution of the meeting minutes.

Adult Supports

There will be adult supports on MYAC that will act as consultants to the committee. Adult supports can include but are limited to:

- Mayor of Town of Halton Hills
- Halton Hills Recreation & Parks Department representatives
- Youth servicing agency representatives (*police, links2care, Health department etc...*)

Minutes

- Minutes will be prepared and distributed to the MYAC membership list, the Mayor of Halton Hills, and adult supports.
- Minutes for each monthly meeting will be made available online at www.haltonhills.ca/myac

Election Procedure

- The executive will be elected by ballot at the September meeting to serve a term of 1 year and until their successors are elected. Their term of office will begin at the adjournment of the September meeting.
- Each nominated and seconded candidate will receive a maximum of (3) minutes to speak to his/her nomination unless he/she is acclaimed.

Meetings

Regular Meetings

- A regular meeting of MYAC will be held once a month, unless otherwise ordered in advance.

Special Meetings

- The chair may call a special meeting at any time, the nature of which will be specified in the notice.
- The executive team of MYAC will meet outside regular scheduled meetings to prepare for upcoming meeting.

The Year-End Meeting

- The Year-End Meeting of MYAC will be held during the month of June each year.