

# **Board - Committee**

## **Chapter 0075 - Woodstock Youth Advisory Committee**

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## **Article 6 - Enactment**

### **75.6.1 Effective date**

WHEREAS the Council of the City of Woodstock deems it advisable to establish a Youth Advisory Committee;

AND WHEREAS the youth of our community are our future, the Council of the City of Woodstock needs to understand their needs, expectations and visions;

AND WHEREAS in creating a Youth Advisory Committee, the City would be developing a communication link with the youth of Woodstock, service providers and municipal staff to encourage recommendations and programs that will enhance the status of youth in our community.

## **Article 1 - Interpretation**

### **75.1.1 Youth - defined**

For the purposes of this Chapter, a youth shall be defined as a person between the ages of 13 and 21 with the acknowledgment that the Committee's youth representation will provide input on what constitutes being a youth. By-law 8963-15, February 19, 2015.

## **Article 2 - Established**

### **75.2.1 Committee - purpose**

A special body to be known as "The Woodstock Youth Advisory Committee" herein after called "the Committee" is hereby established in order that Woodstock City Council and City staff may receive direct citizen input into local youth issues and policies that impact youth in Woodstock. The Committee will also play a key role in the development and implementation of events and activities for youth in the community. By-law 8664-11, March 3, 2011. By-law 8963-15, February 19, 2015.

### **75.2.2 Committee - composition - voting members**

The Woodstock Youth Advisory Committee shall be composed of the following voting members:

- a. two members of Woodstock City Council for the current term; and
- b. up to five youth members who shall be a resident within the City of Woodstock with preference being given to representatives from each secondary school in the City. By-law 9224-18 – August 9, 2018.

### **75.2.3 Youth sector - participation**

The Committee may invite either youth or adults from a youth sector organization such as arts and entertainment, sports and fitness, justice, employment, and education or other interested groups that participate in youth issues within Woodstock to participate and provide information and advice to the Committee but these members shall not be voting members. By-law 8664-11, March 3, 2011; By-law 8673-11, April 21, 2011. By-law 8963-15, February 19, 2015. By-law 9224-18 – August 9, 2018

### **75.2.4 Appointments - effective upon resolution - expiry**

- a. The members shall be appointed to the Committee as follows: Council will appoint members at the beginning of each term;
- b. The Committee shall be responsible for appointing members by resolution throughout the term in the event of a member resignation, disqualification, or removal from the Committee;
- c. All appointments shall expire as of November 30 in the year of a regular municipal election. By-law 9224-18 – August 9, 2018

### **75.2.5 Quorum - minimum**

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 9368-20, May 7, 2020.

### **75.2.6 Subcommittee - established**

Subcommittees may be established to complete specific tasks related to the committee's mandate. By-law 8963-15, February 19, 2015. By-law 9224-18 – August 9, 2018

### **75.2.7 Members - with disability - reimburse - taxi fare**

The City will reimburse Committee or subcommittee members the equivalent of a local round trip taxi fare for all lay members who are unable, due to their disability, to utilize a personal automobile to attend scheduled meetings within the City. By-law 8664-11, March 3, 2011. By-law 89693-15, February 19, 2015. By-law 9224-18 – August 9, 2018

## **Article 3 - Responsibility**

### **75.3.1 Committee - mandate**

The Committee shall work in collaboration with the City of Woodstock Parks and Recreation Department, Culture Department and Library to advise Council on ways to promote youth issues within our community through:

- a. serving as a liaison and advising City staff, relevant Advisory Committees and City Council on matters pertaining to local youth issues;

- b. serving as a liaison and engaging with other youth groups and organizations throughout the city;
- c. advising City staff on various corporate policies and budget items especially where these may impact youth;
- d. identifying and developing opportunities to strengthen existing or introduce new programs and services that will benefit and engage youth;
- e. providing input on capital recreation & parks projects;
- f. providing input as required on Corporate initiatives (e.g. strategic planning);
- g. researching and developing opportunities to positively profile youth in the community.

By-law 8664-11, March 3, 2011; By-law 8759-12, May 17, 2012. By-law 8963-15 February 19, 2015. By-law 9224-18 – August 9, 2018

### **75.3.2 Members - speak as a Committee - to Council**

The role of the Committee is to provide advice to Council on matters identified herein and matters referred to it from time to time by Council. Individual members shall contribute to the recommendations of the Committee and are expected to respect any recommendations forwarded to Council by the Committee.

### **75.3.3 Recommendations - to Council - exception**

Committee recommendations are to be directed to Council through the Chair or an appointed spokesperson and not to external agencies, boards, individuals, or other authorities unless authorized in writing by Council.

### **75.3.4 Individual members - responsibility**

Individual members of the Committee have a responsibility to speak through the Committee and to respect the decisions of the Committee and Council. They shall not criticize the deliberations and decisions of the Committee or Council to any outside body or person.

### **75.3.5 Presentation - to Council**

The Committee shall be responsible for presenting to Council its recommendations relating to matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

### **75.3.6 Subcommittee - report to Committee**

Any subcommittees shall forward all recommendations and proposals to the Committee for approval and shall not approach Council independently unless authorized to do so by the Committee. By-law 8963-15, February 19, 2015.

### **75.3.7 Funding - distribution - allocation**

The Committee shall be responsible for the distribution or allocation of any funding that may be available to the Committee. All funding must be approved through the budgetary process as directed by Council or may be allocated to

the Committee by Council at any time Council deems appropriate.

### **75.3.8 Fundraising venture - approval**

The Committee shall obtain the authorization of Council prior to proceeding with fundraising ventures. By-law 8664-11, March 3, 2011.

## **Article 4 - Staff - Responsibility**

### **75.4.1 Director of Parks and Recreation - advisory capacity**

The Director of Parks and Recreation or his/her designate shall attend all meetings in an advisory capacity only.

### **75.4.2 Secretary**

The Director of Parks and Recreation, or his/her designate, shall serve as the secretary at Committee meetings to be responsible for the recording of the minutes of the Committee and preparing the report(s) as required to communicate the recommendations of the Committee to Council. The approved minutes of meetings of the Youth Advisory Committee will be posted to the City website. By-law 8664-11, March 3, 2011; By-law 8759-12, May 17, 2012.

## **Article 5 - General Provisions**

### **75.5.1 Meetings - time -**

The Committee shall meet at times to be determined in advance. The committee may meet with other youth organizations and groups and invite various stakeholders to participate in meetings. By-law 8664-11, March 3, 2011. By-law 8963-15, February 19, 2015. By-law 9224-18 – August 9, 2018

### **75.5.2 Meetings - notice - in advance - all members**

The Director of Parks and Recreation or his/her designate shall give notice to all members of the Committee at least 48 hours in advance of the meeting. By-law 8664-11, March 3, 2011; By-law 8759-12, May 17, 2012. By-law 8963-15, February 19, 2015. By-law 9224-18 – August 9, 2018

### **75.5.3 Meetings - open - exception - confidential matters**

All meetings of the Committee shall be public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001*, c. 25 apply to the matter or matters being discussed. By-law 8963-15, February 19, 2015.

### **75.5.4 Annual report**

The Committee shall have an opportunity to review the budget submission for the upcoming year prior to its submission to Council. The Committee may make comments on the aforementioned to Council. By-law 8664-11, March 3, 2011.

**75.5.5 Policy - procedure - establishment by Council**

Upon the establishment by Council of any change in policy as set out in this Chapter or any other Chapter or by-law, the Chief Administrative Officer, through the Director of Parks and Recreation and such other members of the City administrative staff as may be prescribed or may be necessary, the Committee shall be responsible for the proper execution of those policies and procedures. By-law 8664-11, March 3, 2011; By-law 8759-12, May 17, 2012.

**Article 6 - Enactment**

**75.6.1 Effective date**

This Chapter shall become effective as of third and final reading of the enabling by-law. By-law 8664-11, March 3, 2011. By-law 8963-15, February 19, 2015. By-law 9224-18 – August 9, 2018