

<b>Terms of Reference</b>		Policy #:	
		Section:	
<b>Type</b>	<b>Youth Councillor</b>	Effective:	
Application:		Approved:	
Exclusion(s):		Bylaw:	
Supercedes:		Resolution:	

## 1. PURPOSE

The purpose of the Youth Councillor position is to advocate for and on behalf of the youth of the Municipality of Port Hope. The Youth Councillor will keep Council informed of important matters affecting youth in the Municipality, and this position will also provide leadership experiences for youth in the community.

## 2. MANDATE

The mandate of the Youth Councillor is to:

- Advise Council of recreational, social, and any other issues that are important to the Municipality's younger population and to strengthen community relationships and create a mechanism for open and meaningful dialogue.
- Represent youth interests in the Municipality of Port Hope by advising Council and municipal staff where appropriate on matters pertaining to youth.
- Undertake any advisory duties as requested by Council with the common goal of making the Municipality of Port Hope a better place for all youth and ensuring that youth have a voice.

## 3. LEAD DEPARTMENT

- Corporate Services will be the lead department in charge of liaising with the Youth Councillor on matters of municipal influence. Staff from other departments may, from time to time, request assistance or feedback from the Youth Councillor on referral requests or youth perspective on departmental initiatives.
- All communications to the Youth Councillor will be through the Corporate Services Department.

## 4. RESPONSIBILITIES OF YOUTH COUNCILLOR

The Youth Councillor will be responsible for:

- Attending Council Meetings once a month to provide a report on important matters affecting youth in the Municipality.

- From time to time, as requested by Council or municipal staff, the Youth Councillor will provide input in a timely manner from the youth perspective on corporate projects and departmental initiatives.
- Facilitate and forge strong connections between youth in the community and the Municipality of Port Hope.
- Positively enhance the profile of youth to respect and celebrate the diversity of the youth community in the Municipality.
- To network with other youth organizations to raise awareness about the positive contributions that youth are making to the community.

## **5. YOUTH COUNCILLOR RECRUITMENT AND ELIGIBILITY**

### **Qualifications**

The following qualifications will be considered for appointing the Youth Councillor:

- Between 13 – 17 years of age.
- Resident of the Municipality of Port Hope.
- Enthusiastic, energetic and community focused.
- Committed to attending Council meetings once a month on a regular basis for the duration of their term.
- Ability to participate in various events and initiatives as directed by Council.

### **Selection Committee**

The Selection Committee for selecting the Youth Councillor will be comprised of the Municipal Clerk or designate, the Deputy Mayor and the Chair of the Parks, Recreation and Culture Advisory Committee.

Once the Selection Committee has completed its review, in accordance with the Municipality's Appointment Policy, Council will consider the Committee's recommendations and make a decision via resolution.

## **6. TERM OF APPOINTMENT**

- The standard term of appointment will be two years. The term of appointment may be extended once, provided the Youth Councillor meets the qualifications of the role.
- The term of appointment may be less should the Youth Councillor resign, providing the notice in writing to the Clerk; or if the Youth Councillor misses more than 3 consecutive Council meetings.
- Should the Youth Councillor resign, a replacement will be found through the recruitment process in accordance with these Terms of Reference, the Advisory Committee By-law and Appointment Policy.

## **7. REMUNERATION**

- The Youth Councillor will be provided with an honorarium of \$400 per year for their term of office, which will be part of the Corporate Services operational budget.