



Town of Ingersoll Youth Committee (IYC)

Mandate

Provide the Town of Ingersoll Council with direct citizen input on matters relating to children and youth in order to enhance the well-being of children and youth in our community. The Ingersoll Youth Committee (IYC) will initiate, advocate for and support children and youth driven initiatives that enrich the lives of our children and youth in Ingersoll and engage them in their community.

Mission Statement

To proactively and reactively discuss, address and promote the well-being of children and youth in Ingersoll in a way that is engaging, empowering and enhances children and youth citizenship in the Town of Ingersoll.

Objectives

The IYC will be responsive to the flexible needs of local youth by the following means:

1. Educate the community about the needs of its youth.
2. Identify and address gaps in programs and services available to youth in Ingersoll in a manner that is practical, feasible and service-focused.
3. Provide input as required on Corporate initiatives (eg Strategic Planning)
4. To provide a forum for youth to have an impact on their community.
5. To advise Ingersoll Town Council on issues affecting youth in Ingersoll in order to promote positive outcomes for local youth through civic engagement.
6. Maintain the Town of Ingersoll's Youth Friendly status on an annual basis.
7. Be knowledgeable about issues affecting local youth through ongoing outreach activities.
8. Host an annual youth conference or workshop to celebrate and educate youth and community.
9. To encourage and foster the leadership qualities of youth committee members and provide training and learning opportunities for them.
10. To provide opportunities for the adult community members to actively support youth.
11. Promote IYC to all Ingersoll Youth and engage youth in the committee

Composition

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

- a. Two members of Town of Ingersoll Council for the current term; and
- b. Up to ten youth members (ages 12-18) who shall be a resident within the Town of Ingersoll; and
- c. Up to seven adult community members who shall be a resident within the Town of Ingersoll

The committee shall include two co-chairpersons (one adult, one youth), one vice chair and one secretary/treasurer and be no fewer than ten members with two members being appointed Town of Ingersoll Councilors.

Appointments

All appointments to this committee shall become effective upon the passing of a resolution of Council which provides for such appointments, and shall expire as of November 30 in the year of a municipal

election or when a successor to such appointee has been appointed. All appointments are at the direction of council.

Staff Support

The Fusion Youth Activity and Technology Centre manager will be an ad-hoc member of the committee and will work in an advisory capacity providing staff and administrative support to the committee as needed.

Member Diversity

To promote a variety of perspectives on the committee, IYC will strive for the following membership where possible:

- No more than 50% of the members are adults over 18 years of age.
- At least four members will be between the ages of 12-18.

Terms of Membership and Committees

Terms:

- Members are appointed by Town council.
- Adult members are selected for a two year term and can renew terms twice with a one year break between 4 years of serving.
- Youth members are selected for a one year term and can renew for three terms.
- Youth who age out (turn 19) are encouraged to complete their term in full.
- New members will be recruited on an ongoing basis until the committee is operating at capacity.

Committee Positions

Co-Chairs- Two Co-Chairs, shall be chosen from among the members at the first meeting of the Committee, and is for two year term and can renew term once. One Co-Chair must be a Youth Member and one shall be an Adult Member in good standing. The Co-Chair cannot be a member of council

Vice Chair- shall be chosen from among the members at the first meeting of the Committee, and is for two year term and can renew term once. The Vice Chair shall fulfill the Chair's duties when neither of the Co-Chairs are not able to attend a meeting.

Secretary- shall be chosen from among the members at the first meeting of the Committee, and is for two year term and can renew term once. The Secretary shall be responsible for recording and distributing committee meeting minutes and shall be the official record keeper of the committee.

Quorum

A quorum shall consist of a majority of voting members of the committee, and cannot be any less than 50% of members & must have no less than 5 present.

Subcommittees

Any subcommittees shall forward all recommendation and proposals to the Committee for approval and shall not approach Council independently unless authorized to do so by the committee.

- The *Ingersoll Youth Advisory Council* will operate under the Ingersoll Youth Committee. The Ingersoll Youth Advisory Council consist of a Council of Youth only and who will have their own terms of reference and operate on conjunction with the Ingersoll Youth Action Committee

Regular Meetings

Meets the 2nd Thursday of every month (with the exception of the months of July, August and December) at 6pm for no more than 1.5hrs in length at the Ingersoll Town Hall.

- Members will meet at least once monthly, in person at the Ingersoll Town Hall.
- Members can miss one meeting per quarter without penalty.
- Members will receive all meeting dates for one year as selected by the co-chairpersons and agreed upon as a committee.

Notice and Reasonable Cause

- A member can miss a meeting, or be late for a meeting, with notice and reasonable cause
 - Reasonable cause includes illness, or financial difficulty attending the meeting
 - Notice is considered 24 hours notice given to either co-chairperson either by telephone (call or text message) or e-mail.
- If a member misses three meetings without notice or reasonable cause, they must resign from the committee.
- If a member is more than ten minutes late for a meeting, without notice or reasonable cause, then the member will be considered to have missed one meeting.
- The Secretary will keep a record of members' attendance and will notify a co-chairperson as necessary.

Meeting Notice

The Committee Co-Chairs shall give notice to all members of the Committee at least 48 hours in advance of the meeting. The notice of the meeting shall include an agenda detail the matters to be dealt with. Minutes of the previous meeting must be approved and passed by the Committee at the following meeting.

Regular Communication

- Members will maintain regular communication and respond to requests within the deadlines discussed.
- Members will maintain communication through social networking, email and telephone.
- Members will ensure the confidentiality of other members' information and details discussed at meetings. A breach in confidentiality by any member will result in immediate dismissal from the committee.

Norms of Behaviour

- Meetings will begin and end on time
- All members will come to meetings prepared (i.e. having required documents present and having read previous minutes, etc.)
- No personal cell phone use during meetings
- All members shall be involved in discussion
- All members will treat one another with respect

Recommendation to Council

Committee recommendations are to be directed to Council through the Chair or an appointed spokesperson authorized by the committee or Council.

Annual Report

The Committee shall have an opportunity to present to Council on an annual basis on its accomplishments and future plans.

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 deliberation and decisions of the Committee or Council to any outside body or person.

Youth Member Definition

For this committee the defined of a youth is a person between the ages of 12-18 years of age.

Budget

The IYC will be financially supported by the Fusion Youth Centre's budget in the amount of \$500 annually as approved by Ingersoll Town Council. 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.

Remuneration

Members will not be remunerated in any way. However, youth members may collect volunteer hours for their time contributing to the committee.