



The Municipal Corporation of the Town of Fort Erie

By-law No. 82-2023

Being a By-law to Re-Establish the Mayor's Youth Advisory Committee, Adopt Terms of Reference and Repeal By-law No. 172-05

Whereas By-law No. 172-05 was passed to establish the Youth Advisory Committee; and

Whereas Report No. COS-03-2023 was considered and approved at the Regular Council Meeting held on April 24, 2023, to update Terms of Reference for Committees of Council; and

Whereas it is deemed desirable to re-establish the Youth Advisory Committee as the Mayor's Youth Advisory Committee, adopt Terms of Reference and repeal By-law No. 172-05;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Mayor's Youth Advisory Committee is re-established and its Terms of Reference attached to and forming part of this by-law as Schedule "A" are adopted and approved.
2. **That** By-law No. 172-05 is repealed.
3. **That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule "A" that facilitate improvement of the Committee's effectiveness.
4. **That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 29th day of May, 2023.

Mayor

Clerk

I, _____ Clerk of The Corporation of the Town of Fort Erie, certify the foregoing to be a true copy of By-law No. 82-2023 of the said Town. Given under my hand and the seal of the said Corporation, this _____ day of _____, 20____

Mayor's Youth Advisory Committee Terms of Reference

1. Mandate and Objectives

- 1.1. The Committee's mandate is to discuss, plan, and advise about issues concerning the youth of Greater Fort Erie
- 1.2. The Committee's objectives shall be to:
 - a) Inform Town Council about important issues affecting youth
 - b) Occasionally host youth workshops and forums, conduct surveys, and address concerns and needs that affect youth
 - c) Be positive advocates for youth so that youth are valued and seen as contributors to the community
 - d) Support events that relate to the mandate
 - e) Provide leadership experience for youth

2. Membership

- 2.1. Qualifications
 - a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files
 - b) Members shall be at least twelve (12) years of age
- 2.2. Composition
 - a) The Committee shall be comprised of a maximum of 19 youth members:
 - i. Nineteen (19) Elementary and High School Students
 - ii. Adult Advisor (1)
 - iii. Mayor, Ex-Officio
- 2.3. Term
 - a) Committee members shall hold office concurrent with the term of Council, and shall continue until a new Council appoints new Committee members following an election
- 2.4. Resignations and Vacancies
 - a) Resignations during the Term shall be made in writing to the Committee and the Town Clerk
 - b) The Committee shall solicit vacancies during the Term
 - c) Applications to fill vacancies during the Term shall be forwarded to the Clerk for consideration and appointment by Council

3. Roles and Responsibilities

- 3.1. At the first meeting of the school year, Committee members shall appoint the executive positions of Chair, Vice-Chair, Secretary and Treasurer
 - a) Executive positions shall be for a maximum of 2 years

Schedule "A" to By-law No. 82-2023

3.2. Chair and Vice-Chair

- a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required
- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under By-law No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

3.3. Secretary

- a) Record and prepare minutes of Committee meetings

3.4. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Secretary and Staff Liaison as soon as possible before the meeting)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate

3.5. Adult Advisor

- a) Attends all meetings
- b) Prepare and distribute agendas to the Committee
- c) Provide guidance and advice to the Committee in fulfillment of its mandate
- d) Assists with developing and monitoring policy, procedure, and budgets
- e) Administer and manage the financial assets of the Committee
- f) Prepare budgetary documents as required by the Town Treasurer

3.6. Mayor

- a) Assists Committee in reviewing applicants and Adult Advisor
- b) Communicates regularly and works with the Chair, acting as Liaison between the Committee and Council
- c) Attends at least every other meeting

3.7. Parliamentarian

- a) Maintains Committee Terms of Reference and educates Committee on Rules of Procedure

3.8. Historian

- a) Records, updates and maintains Committee scrapbook

3.9. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Adult Advisor
- b) The Committee shall self solicit to fill vacancies during the Term
- c) Applications to fill vacancies during the Term shall be forwarded to the Clerk for consideration and appointment by Council

4. Reporting

4.1. The Committee reports to Town Council through their minutes

4.2. Matters requiring approval by Town Council shall be approved by motion

5. Meetings

5.1. Meeting Schedule

- a) Generally, the Committee will meet monthly or as required to conduct business to carry out its mandate
- b) Meetings will not be held in July and August (Summer Break)
- c) The Chair may call special meetings

5.2. Quorum

- a) Quorum shall consist of a majority of the current number of appointed members

5.3. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

5.4. Conduct

- a) The Committee shall follow any policies of the municipality governing the ethical behaviour of members, in place from time to time

5.5. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk
- b) Agendas and Minutes shall be forwarded to the Clerk's Office as soon as available

6. Resources

6.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Executive Assistant to the Mayor/Clerk

7. Remuneration

7.1. This Committee operates on a volunteer basis only

8. Terms of Reference

8.1. The Committee shall review the Terms of Reference before the end of each term and make recommendations to Council through their minutes, as needed