



## Oshawa Youth Council Terms of Reference

Please Note: for the 2021-2022 season, we will be dividing the council into two groups. Youth Leaders (grades 6-9) and Youth Mentors (Grades 10-12). This will offer more autonomy for the youth. We hope to keep the meetings mostly as youth-led, in order to refocus the power dynamic and put the leadership component in the hands of the youth themselves.

### **Mission Statement:**

The Oshawa Youth Council will be an open forum for youth to express their opinion and provide ideas to enhance the City of Oshawa

### **Purpose:**

- Advocate for and behalf of the youth
- Create opportunities for young people
- Help make the City of Oshawa attractive to young people
- Help initiate youth's ideas and projects
- Ensure there is a range of opportunities for youth to have their voices heard

### **Goals:**

- Bring in members from the 'priority' neighborhoods in Oshawa, such as: Lakeview, Gibb West, Downtown, Central Park, Beatrice North
- Establish and maintain a youth council that builds youth capacity to participate in their community
- To create a structure, which will contain decision-making processes for events like National Youth Week
- To engage in various activities that will enable them to improve their well-being, socialization and leadership skills
- Education and awareness of youth issues

### **Responsibilities:**

- Members on the youth council will be required to:
- Attend OYOC meetings
- Attend project meetings outside of the regular meetings (e.g., National Youth Week)
- Be available for the workshops
- Raise awareness of the positive contributions that youth are making to our community
- Support with the decisions made by OYOC and be a good team player!

**Eligibility:**

- Between the grades of 7-12, or grades 13-18
- A resident in the City of Oshawa
- Be enthusiastic, energetic and pro-active
- Be committed to attending meetings regularly (1-2 meetings/month from September – June)
- Have the ability to work well within a team with fairness, integrity and respect of others
- Be able to participate in the Oshawa Youth Council by bringing new ideas, providing constructive input, and making fair decisions.

**Youth Leader:**

- Grades 6-9
- Meetings will be held once a month, with some months having two meetings due to workshops
- Youth leaders must vote on all matters/topics that arise
- Must provide insight as well as emerging trends affecting youth

**Youth Mentor:**

- Grades 10-12
- Youth Mentors will represent the interests of youth in Oshawa, to public and private stakeholders through various discussions regarding things such as relevant issues and/or recommendations
- A member will be the person in charge, they will be responsible for drafting the agenda for regular meetings
- Another member will be the note-taker, to record meeting minutes

**Term of Appointment**

The standard term of appointment will be one year, from September through to July, excluding January and June. Members can ask for their membership to be extended for additional terms. The Oshawa Youth Council and the City of Oshawa, Recreation and Culture Branch must approve extended terms of appointment.

**The term of appointment can be less than one year should a member:**

- Resign
- Miss more than 3 consecutive meetings

Should an Oshawa Youth Council member resign, a replacement will be found through the process for recruitment currently in place with the City of Oshawa, Recreation and Culture Services Branch.



## **Application and Selection Process**

Any individual seeking to join the Oshawa Youth Council is free to do so at any time. Recruitment for new members is always open.

Individuals must complete an Oshawa Youth Council application form and forward it to Recreation and Culture Services Branch Staff Liaison.

## **Reporting**

The Oshawa Youth Council minutes will be kept with the Recreation and Culture Services staff.

## **Operation and other matters**

- The Recreation and Culture Services Branch will oversee the Oshawa Youth Council.
- The Recreation and Culture Services Staff in consultation with Oshawa Youth Council members will set the meeting schedule in September at the beginning of the term. In the event of a City scheduling conflict an alternate date will be scheduled. Meeting locations may rotate between recreation facilities and other guest locations.
- The group will meet in the months of September to July, excluding January and June.
- All Oshawa Youth Council members will uphold the City of Oshawa Respect Check (members will be provided with a copy before the first meeting.)
- Confidentiality: Oshawa Youth Council members may receive confidential and personal information concerning committee members. They have an obligation to keep such information confidential.

## **Review**

The Terms of Reference are to be reviewed annually with each new Oshawa Youth Council term. Any suggestions for changes will need to be an agenda item for an Oshawa Youth Council meeting. All changes to the Terms of Reference will be subject to the approval of the Recreation and Culture Services Branch.