

Oshawa Youth Council Terms of Reference

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

- The purpose of the Oshawa Youth Council is to:
- Advocate for and on behalf of all youth
- Create opportunities for young people
- Help make the City Oshawa attractive to young people
- Assist young people to showcase their skills and talents
- Help initiate youths' ideas and projects
- Ensure there is a range of opportunities youth can have their voices heard

Responsibilities

The City of Oshawa Youth Council will be required to:

- Attend Oshawa Youth Council meetings
- Attend project meetings and to work on projects identified in between meetings e.g.: National Youth Week
- Be available to attend any workshops or other training that may occur
- Provide Oshawa Youth Council information to their networks e.g.: School newsletters, social media
- Bring youth issues and opportunities to the Oshawa Youth Council
- Raise awareness of the positive contributions that youth are making to our community
- Support of decisions made by the Oshawa Youth Council and follow through to ensure it happens.

Oshawa Youth Council Membership

The Oshawa Youth Council shall be composed of two (2) representatives from each secondary school appointed or elected to represent their school community, five (5) representatives from grade 7 or 8 by application, and one (1) representative from the alternative education community by application.

Eligibility Criteria for the Oshawa Youth Council:

- Be between the grades 5 - 12
- Be a resident of the City of Oshawa
- Be enthusiastic, energetic and pro-active
- Be committed to attending meetings regularly (1-2 meetings per month from September to May)

- 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.

Membership for the Oshawa Youth Council will be sought through: Secondary schools, tertiary education providers, youth groups, City of Oshawa Recreation & Culture Branch, church and community groups and youth focused clubs.

Term of Appointment

The standard term of appointment will be one year, from September through to May. 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.

- Candidates will be contacted by the Staff Liaison to set up an interview.
- Candidates will be interviewed by Staff Liaison to ensure that they are a good fit for the Oshawa Youth Council
- Should the applicant meet the Oshawa Youth Council Eligibility criteria conditions, the candidate will be invited to attend regular Oshawa Youth Council meetings.
- Members must have a satisfactory or above attendance record in order to remain on the committee. Members must attend a minimum of five meetings throughout the Oshawa Youth Council term (September – May).

Reporting

The Oshawa Youth Council will prepare a report to be presented to the Recreation and Culture Services Branch in May of each year. The report will outline:

- Work undertaken
- Attendance
- Number of meetings held for that term
- The groups achievements
- Any issues or initiatives it wishes the council to consider further.

Operation and other matters

- The Recreation and Culture Services Branch will oversee the administration and resources of the Youth Council.
- Members of the Oshawa Youth Council will take turns facilitating the following roles (See Attachment 1):
 - Chairperson: Responsible for running the meetings and ensures that the meetings stay on task.
 - Secretary: Responsible for taking the minutes (notes) of the meeting and sending the notes to Recreation and Services Branch staff liaison.
- All members will receive an induction package and information explaining the Oshawa Youth Council.
- The group will meet in the months of September to May, up to 16 times per year.
- Should a conflict occur, the Chair and group will work with the Recreation and Culture Services Liaison to resolve the conflict.
- Oshawa Youth Council meetings must have a minimum of 50% of members present in order to continue with the meeting. Meetings will be cancelled if 50% of the membership is not present.
- 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 every two years. Any suggestions for changes will need to be an agenda item for a Oshawa Youth Council meeting. All changes to the Terms of Reference will be subject to the approval of the Recreation and Culture Services Branch.

Sustainability

The Oshawa Youth Council must operate within the constraints of budget support and venue size.

ATTACHMENT 1:

Chairperson

The Meeting Chair is responsible for running the meetings and ensures that the meetings stay on task.

Chairperson duties include:

- Development of agenda in conjunction with the Staff Liaison
- Ensure respect is maintained at all times
- Review the previous months minutes
- Review meeting agenda
- Ensure meeting runs on time
- Set the 'tone' of the meetings, by leading by example and being approachable.
- Be positive, friendly, fair and compassionate to all members of the group.
- Ensure that everyone has a chance to be heard
- Encourage team-building

Meeting Secretary

Secretary duties include:

- Assisting the Chair with various tasks
- Emphasizing fairness
- Assuming assigned duties as needed
- Taking minutes (notes) at the meeting and forwarding onto the Recreation and Culture Services Liaison to be posted on the City of Oshawa's Youth Web Site.

Meetings

Oshawa Youth Council meet every 2nd Tuesday of each month from September to May at 5:30 p.m. to 7:00 p.m. at Oshawa City Hall, 50 Centre St s in Downtown Oshawa. Other meetings may be scheduled on an as need basis. Meeting times and locations may be subject to change, the Recreation and Culture Staff Liaison will notify all members involved in advance.