



# **The Municipal Corporation of the Town of Fort Erie**

**BY-LAW NO. 172-05**

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## **BEING A BY-LAW TO ESTABLISH THE YOUTH ADVISORY COMMITTEE**

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**WHEREAS** Section 8 of the *Municipal Act, 2001* provides a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other *Act*, and

**WHEREAS** Section 9(1) of the *Municipal Act, 2001* provides Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities,

- (a) to enable them to govern their affairs as they consider appropriate; and
- (b) to enhance their ability to respond to municipal issues, and

**WHEREAS** the Municipal Council of the Town of Fort Erie established a Community Health and Wellness Program for the year 2004 and the components under the Youth Program provides:

- “(a) Work with existing youth community organizations and the Youth Team to set up to organize a network of organizations from different sectors to work together to better coordinate youth services, encourage youth participation and promote the “Assets Building” Framework as approaches to working with youth, and
- (b) Work with these organizations to implement the recommendations of the Youth Team including building a “gathering space” and a plan to enable disabled youth to participate in the life of the community in a full and equal manner”, and

**WHEREAS** at the Council-in-Committee meeting of September 19, 2005 Report No. CDS-115-05 was approved to establish the Youth Advisory Committee, and

**NOW THEREFORE** the Municipal Council of The Corporation of the Town of Fort Erie hereby enacts as follows:

1. **THAT** the “Youth Advisory Committee” hereinafter called the “Committee” be and it is hereby established for the Town of Fort Erie.
2. **THAT** the Committee shall be comprised of a minimum of eleven and a maximum of nineteen youth between the ages of thirteen and twenty-one years who live in the Town of Fort Erie.
3. **THAT** the Terms of Reference for the Committee in the form of Schedule “A” annexed hereto to this by-law be and it is hereby approved and adopted, in principle.
4. **THAT** the Committee shall not expend any monies unless funds have been appropriated by Council through its annual budget.
5. **THAT** the Secretary of the Committee shall ensure the Minutes of each meeting are promptly forwarded to the Clerk of the Town of Fort Erie for inclusion in the Council agenda.

6. THAT pursuant to the provisions of Section 227 of the *Municipal Act, 2001* the Clerk of the Town of Fort Erie is hereby authorized to effect any minor modifications or corrections of an administrative, numerical, grammatical, semantical or descriptive nature or kind to the by-law and schedules as may be necessary after the passage of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 26<sup>th</sup> DAY OF SEPTEMBER, 2005.

  
MAYOR

  
CLERK

I, the Clerk, Carolyn J. Kett, of The Corporation of the Town of Fort Erie hereby certify the foregoing to be a true certified copy of By-law No. 172-05 of the said Town. Given under my hand and the seal of the said Corporation this day of \_\_\_\_\_, 200 .

\_\_\_\_\_

**SCHEDULE "A" TO BY-LAW NO. 172-05**

**YOUTH ADVISORY COMMITTEE  
TERMS OF REFERENCE**

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Coop Host: Big Brothers Big Sisters  
July 1-September 30, 2005

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## **TERMS OF REFERENCE**

### **MANDATE**

In response to Town Council's belief in the importance of youth, the Youth Advisory Committee (YAC) will discuss, plan, and advise about issues concerning the youth of Greater Fort Erie. In addition, YAC will have the authority to act as appropriate to their overall mandate

### **PURPOSE**

- To keep Town Council informed about important issues affecting youth
- To occasionally host youth workshops, forums, conduct surveys, and to address concerns and needs that affect youth
- To act as a positive advocate for youth so that youth are valued and seen as contributors to the community
- To support events that relate to the mandate
- To provide leadership experience for youth

### **MEMBERSHIP**

#### ***Membership Protocol***

- Minimum of 11, Maximum of 19 youth
- Membership is open to youth age 13 – 21 who live in Greater Fort Erie
- Youth do not have to be part of their school council
- Selection is not based on academics
- Emphasis is on willingness to commit and participate

#### ***Membership Consistency***

- 4 to 8 high school students (at least one from each high school including Lakeshore, maximum of two per high school)
- 2 to 4 Gr. 8 students (ideally one each from Ridgeway, Fort Erie, Crystal Beach, Stevensville)
- 1 representative from each of FEPL, FENC, FEMC, and YMCA Teen Group(s)
- 1 to 3 members at large
- Mayor as ex-officio
- 1 Adult Advisor

### ***Member Selection / Application Process***

- Youth interested in serving on YAC must complete and submit application form and provide two (2) references before required date
- An impartial committee (Health of Youth) will review and assess applications (blind), and select finalists

## **POSITIONS, ROLES, RESPONSIBILITIES**

### ***Executive Positions***

- Chair
- Vice Chair
- Secretary

### ***Role of Chair***

- Chair all meetings of YAC
- Prepare all agendas
- Motivate members
- Recognizes member contribution
- Is the spokesperson for YAC

### ***Role of Vice-Chair***

- Assumes all responsibilities for Chair in his / her absence
- Is a positive line of communication for all YAC members
- Supervises attendance of YAC members at their meetings in consultation with the YAC Chair and Advisor

### ***Role of Secretary***

- Sends proper emails and take minutes for all YAC meetings
- Ensures YAC records are complete and clear
- Ensures Motions are recorded accurately.
- Forwards YAC minutes to Town Council in a timely manner
- Maintains and records contact information for YAC members

### ***Role of the Mayor***

- Works with Health of Youth Committee to review YAC applicants and to appoint the YAC Advisor
- Communicates regularly and works with the YAC Chair, acting as liaison on behalf of YAC with Town Council
- Ex-officio, non-voting member
- Attends YAC meetings at least once every other month

### ***Role of the Advisor***

- Attends all meetings

- Assists with developing and monitoring policy, procedure, and budgets
- Provides advice and counsel regarding issues and suggestions for action
- Advisor does not have a vote

### ***Criteria for Advisor Selection***

- Greater Fort Erie adult resident, age 22+
- Has ability to develop rapport with youth
- Has good communication & group facilitation skills.
- Has ability to encourage and motivate others
- Is a good role model
- Is willing to be an advisor

### ***Other Positions***

- Parliamentarian – Keeps YAC Terms of Reference up to date and educates YAC about parliamentary procedure
- Historian – Records, updates, and maintains YAC scrapbook

## **PROCEDURES AND PROTOCOL**

Term = One (1) school year

### ***Appointments***

- Appointed members must serve a minimum of one term
- YAC will elect its own executive at their first meeting of every new term
- Executive members cannot be in the same position for more than 2 terms
- Executive positions must be filled by members who are age 17 within the year of their term of office
- YAC may fill vacancies as necessary

### ***Swearing In***

- Appointed members will be sworn in at the first Town of Fort Erie Council meeting following their final selection
- I, (name of appointee) \_\_\_\_\_ accept this appointment to the Youth Advisory Committee, and swear that I will faithfully, and to the best of my ability, discharge my duties and responsibilities as a representative for all youth in Greater Fort Erie

### ***Decision Making***

- YAC reports to Town Council
- All YAC members (except the Mayor and Advisor) are voting members
- YAC will approve by motion those matters it wishes to advise Town Council
- A quorum consists of 50% + 1 of YAC members
- In the event of a tie, the YAC Chair casts the tie vote

***Meetings***

- Meetings will be held once monthly
- Meeting locations will rotate throughout the Greater Fort Erie community to encourage equal participation and attendance from all geographical areas of the community
- One public meeting will be held annually

***Projects and Special Events***

- YAC will establish its priorities at the beginning of each new term
- YAC will consider matters referred to it by Town Council or other relevant groups regarding youth issues
- YAC may also consider matters identified by youth in the community
- Issues / Matters should be addressed in writing to the YAC Chair

***Amendments to Terms of Reference***

- YAC will review the Terms of Reference annually and submit recommendations (if any) to Town Council.
- The community may recommend revisions for YAC to consider
- Final revisions to the Terms of Reference must be approved by Town Council



## APPLICATION FORM

The Youth Advisory Committee (YAC) was developed to engage youth in Greater Fort Erie in the discussions and decisions that affect them.

Application for the Youth Advisory Committee is open to youth who complete this application, reside in the Greater Fort Erie area, and are between the ages of 13 and 21.

YAC will consist of a diverse representation of youth. Selections for a position on the Committee will be based on leadership, organizational skills, and the willingness to make a difference. There will be an emphasis on the youth's

- Interest in participating on the Committee
- Willingness to be part of a team that discuss town issues affecting youth
- Commitment to attend at least one meeting per month for one year

### TO APPLY:

Complete this application (Please Print) and sign.

Obtain your parent/ legal guardian's signature giving permission to participate (if under the age of 18))

1. Mail or deliver the application by October 30, 2005 to:

Youth Advisory Committee  
Municipality of the Town of Fort Erie  
1 Municipal Drive  
Fort Erie, Ontario  
L2A 2S5

Name: \_\_\_\_\_  
(Last Name, Middle Initial, First Name)

DOB: (M/D/Y) \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_

Are you currently in School?     Y     N

If yes, what school? \_\_\_\_\_

If no, last Grade completed \_\_\_\_\_

Are you currently employed?     Y     N

If yes, name of employer \_\_\_\_\_

Your Home Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please check, which applies to you:

\_\_\_\_\_ I have my own transportation

\_\_\_\_\_ I will need transportation

\_\_\_\_\_ I initiated this application

\_\_\_\_\_ I was asked / it was recommended that I apply

If recommended, by whom? \_\_\_\_\_

Organization & Position \_\_\_\_\_

\_\_\_\_\_

Tell us about yourself...

Please feel free to support your written application with other materials such as video, graphic, or audio

Why do you want to serve on the Youth Advisory Committee?

What are the three most important issues or concerns that youth in Fort Erie are concerned about?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Select one of the issues you noted above and briefly explain how you, community agencies, and residents can address it effectively.

Please list any other activities you will be involved in throughout the school year. (Include employment, sports, community, school, and church programs).

Hobbies/Interests

What personal skills and characteristics do you possess that would make you a good representative for youth?

What makes living in Fort Erie a great place for youth?

DECLARATION:

I have read and understand the time commitment required for the Youth Advisory Committee. I know the importance of teamwork and cooperation. I am willing and able to make a commitment to this committee.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Date

\*\*If youth is under the age of 18, parental consent is required:

Parent/Legal Guardian's Permission:

I give permission for \_\_\_\_\_ to seek  
the position of representation to the Youth Advisory Committee.

Parent / Guardian Name \_\_\_\_\_

Parent / Guardian Signature

\_\_\_\_\_  
Date

Address & Phone No: \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

**Please provide two (2) references that have known you for at least one full year. References must be over the age of 18 years and at least one reference must be a non-family member.**

**Please ensure that you let your references know that they will be contacted about your application to the Youth Advisory Committee.**

1. Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

2. Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_