

**Youth Advisory Committee Meeting
AGENDA**

Monday, January 15, 2018, 4:30 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

1. **CALL TO ORDER**
2. **ROLL CALL**
 - a. Election of Chair, Vice Chair, Secretary and Treasurer
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS**
 - a. Manager Recreation Programs & Events 2 - 2
Re: 2018 Event Sponsorship & Participation
5. **COMMUNICATIONS**
 - a. Youth Advisory Committee Minutes 3 - 4
November 13, 2017
 - b. Youth Advisory Committee Terms of Reference 5 - 7
 - c. Youth Advisory Committee 2018 Budget 8 - 8
6. **REPORTS**
7. **UNFINISHED BUSINESS**
 - a. Ontario150 Partnership Program Job Fair Wrap Up
8. **NEW BUSINESS**
 - a. 2018 Project Planning
 - b. Social Media
9. **NEXT MEETING**
10. **ADJOURNMENT**

From: Kerri Rice
Sent: Wednesday, December 13, 2017 3:34 PM
To: Christina Hebert
Subject: Youth Advisory - 2018 Event Sponsorship & Participation

Hi Christina

I am in the process of preparing for the 2018 Summer Event schedule and would like to provide the following information for consideration by the Youth Advisory Committee:

1. Family Day Celebration on February 19th – The Parks and Recreation Department will be hosting a free skate on Family Day and we are waiting for confirmation of grant funding to provide some enhanced programming on this day. We welcome the members of the YAC to partner with us on this day by providing some family-friendly activities. I would be happy to meet with the members to discuss some ideas.
2. Earth Day Celebration on April 22nd at Lakewood Park – once again, the Parks & Recreation Department will be coordinating an event in celebration of Earth Day. Last year, the YAC partnered with this event and I welcome this partnership for 2018.
3. Sponsorship of Rock N' Swim Pool Party – Last summer, the YAC sponsored a free recreational swim that included a live DJ at the Tecumseh Leisure Pool. Last year, the fee for the DJ was \$300. The Parks & Recreation Department would love to offer this event again but require the sponsorship to do so.
4. Canada Day Celebration on July 1st – Last year, the YAC was a valuable partner in our Canada Day Celebration. I welcome the members to consider partnering with us again this year.
5. End of Summer Concert with Bonfire / Marshmallow Roast & Fireworks – Again, last year the YAC were valuable volunteers with this event and I welcome their help
6. Christmas in Tecumseh & Santa Parade on November 23rd – The annual event requires the assistance of many volunteers in a variety of roles. I welcome the help of the YAC committee
7. Breakfast with Santa on November 24th – I welcome the help of the YAC committee with our event.

I'd also like to offer for the YAC's consideration sponsoring an Outdoor Family Movie Night during the summer. The Town of Tecumseh has an outdoor movie screen available for its use. The cost for a movie permit is approximately \$500. I am happy to work with the YAC in coordinating a movie night.

Thanks

Kerri Rice

Manager, Recreation Programs/Events

MINUTES OF A MEETING OF THE YOUTH ADVISORY COMMITTEE FOR THE TOWN OF TECUMSEH

A meeting of the Youth Advisory Committee (YAC) for the Town of Tecumseh was held on Monday, November 13, 2017, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at the hour of 4:30 p.m.

(YAC 11-1)

ORDER

The Vice-Chair calls the meeting to order at 4:35 pm.

(YAC 11-2)

ROLL CALL

Members Present:	Member	- Brendan Froese
	Member	- Ava Ruuth
	Vice-Chair	- Kristi Koutros

Also Present:	Manager Committee & Community Services	- Christina Hebert
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Absent:	Treasurer	- Andre Ducharme
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(YAC 11-3)

DISCLOSURE OF PECUNIARY INTEREST

None Reported.

(YAC 11-4)

DELEGATIONS

None.

(YAC 11-5)

COMMUNICATIONS

Minutes

- A) Youth Advisory Committee Meeting held September 18, 2017
- B) Youth Advisory Committee Meeting held October 16, 2017

Motion: (YAC-28/17) Moved by Member Brendan Froese
Seconded by Member Ava Ruuth

That the Minutes of the Youth Advisory Committee meeting held September 18, and October 16, 2017, be approved.

Carried

(YAC 11-6)

REPORTS

None.

(YAC 11-7)

UNFINISHED BUSINESS

Ontario150 Partnership Program

The Members are apprised of updates respecting the Ontario150 Partnership Program Job Fair.

The Auditorium at l'Essor High School has been reserved for Wednesday, December 13, 2017, with the afternoon of December 12, 2017 reserved for set up purposes.

As previously discussed, local business sectors and area high schools will be invited to participate in the Job Fair. The Job Fair will be arranged in a 'trade show' fashion whereby participating students can visit each booth and have an opportunity to dialogue with each vendor.

The Members provide the following suggestions for promotional items for students who attend the Job Fair:

- 'Pop sockets' that are affixed to the back of cell phones
- Portable charging packs for cell phones
- Earbuds
- Pens

1. Background

The Tecumseh Youth Advisory Committee (TYAC) will be an advisory body to the Council and Administration of the Town of Tecumseh (Town) and shall be subject to an annual review during the budget process.

2. Purpose

The TYAC will:

- a. provide advice to Council and Administration of the Town on issues that affect area youth; and
- b. work with Town departments, agencies and organizations that are involved in youth initiatives.

To fulfill this mandate, the TYAC will strive to develop and maintain a positive liaison with other individuals, groups, agencies, organizations, etc., who are addressing issues of concern to local youth.

3. Authority

The TYAC will report directly to the Director Corporate Services & Clerk, or designate, and is advisory to Council and Administration.

4. Duties and Responsibilities

- a. provide relevant input into policy development;
- b. initiate and facilitate occasional youth recreational opportunities and community activism;
- c. act as an advisory committee to the Town on issues brought to the TYAC, as well as research issues brought forward by the TYAC;
- d. develop partnerships and mentorship with youth-driven and youth-serving organizations;
- e. interact and develop partnerships and liaisons with other Town committees;
- f. raise awareness about the TYAC and its initiatives, as well as other positive youth-driven and youth-serving organizations and activities;
- g. provide an annual report of achievements and future goals to Council at the end of a TYAC appointed term;
- h. provide minutes of their meetings to the next following Regular Council Meeting Agenda.

5. Composition

The TYAC will be composed of 6-12 youth between the ages of 13-23 who reside in the Town, as approved by the Director Corporate Services & Clerk and appointed by Council.

Members of the TYAC over the age of 18 will be required to obtain a criminal reference check prior to their appointment.

6. Tenure of Members

The TYAC shall be appointed for a term that coincides with the term of Council expiring on November 30th of the year in which a municipal election is held unless provided by a resolution of Council. Members may remain on the TYAC as long as they are able to fulfill their duties and meet the eligibility requirements of the committee.

Resigning members must submit written notice one (1) month prior to their last intended meeting. An exiting interview may be conducted.

7. Attendance

In order to facilitate the goals of the TYAC, members are expected to attend all meetings. Members must provide a valid reason for an excused absence.

An excused absence is considered as school commitments [exams, midterms, finals, and class projects], illness, emergency and prior commitments deemed at the discretion of the TYAC.

When possible, members should notify the Director Corporate Services & Clerk at least 24 hours in advance of a meeting if they know that they will be absent. If this is not possible, members should make every effort to contact the Director Corporate Services & Clerk in regards to the reason for their absence.

If a member misses three (3) consecutive meetings with “unexplained absences”, the Director Corporate Services & Clerk will contact the member to see if there are unknown circumstances. If the absences continue after the contact, the member will be deemed to have resigned from the TYAC.

Event attendance is mandatory and the same procedure applies to events as to the meetings.

8. Meetings

TYAC members will meet at Town Hall once a month on a date and time to be determined by the appointed members. Quorum is one half of the current membership of the TYAC, plus one (1).

Meetings will be held in accordance with the Town's Procedural By-law No. 2017-62.

9. Chairperson

A Chairperson will be elected by vote of the TYAC at the end of each meeting to serve as the Chairperson for the next scheduled meeting.

If the Chairperson is unable to attend a meeting, a new Chairperson will be selected by vote at the beginning of the meeting.

When called upon by Administration to attend Council or Public meetings, not less than two (2) TYAC members will represent the TYAC.

10. Financial Reporter

Any interested member can fill the Financial Reporter position by approval of the TYAC. The Financial Reporter will serve a term of one (1) year and will update the TYAC on the status of the budget at the beginning of every meeting.

Duties also include reminding TYAC members when to hand in expense claim forms, keeping track of funds left in the budget and noting various expenses and expenditures. The Financial Reporter will be in regular contact with the Director Corporate Services & Clerk and update the TYAC as to their current budget status.

11. Budget

The initial budget for the TYAC will be \$10,000 per year, for the operating and funding of the TYAC, subject to budget approval from Council. This budget shall be contained within a separate operating account and will be subject to regular audit procedures of the Town.

Additional funds for special functions, grants and sponsorship dollars may be raised by the TYAC but shall also be deposited within the separate operating budget and be subject to regular audit procedures.

12. Support

The Corporate Services & Clerks Department shall be primarily responsible for administrative support for the TYAC. Other Town Departments may also provide support, advice and assistance when consulted.

**Town of Tecumseh
2018 Approved Budget
Youth Advisory Committee 1280**

	2016 Year End Actuals	2017 Year End Forecast	2017 Approved Budget	2018 Approved Budget	\$ Change	% Change	2019 Forecast	2020 Forecast
11 General Operating								
REVENUES								
Grants								
4-2100 Ontario Specific Grants		15,000	15,000		-15,000	-100.00%		
Total Grants		15,000	15,000		-15,000	-100.00%		
Revenues Before Transfers		15,000	15,000		-15,000	-100.00%		
TOTAL REVENUES		15,000	15,000		-15,000	-100.00%		
EXPENDITURES								
Maintenance Materials & Supplies								
5-2400 Materials & supplies		1,500						
5-2870 Tent/Hall Rental		1,043						
5-5830 Miscellaneous		1,057						
Total Maintenance Materials & Supplies		3,600						
Professional Services								
5-4040 Professional Fee - Other		5,000						
Total Professional Services		5,000						
Other								
5-2250 Miscellaneous Service		10,500	25,000	10,000	-15,000	-60.00%	10,000	10,000
5-5070 Meetings (meals)		1,000						
5-5610 Advertising		900						
5-5640 Promotional items		2,000						
5-5800 Travel & Mileage		2,000						
Total Other		16,400	25,000	10,000	-15,000	-60.00%	10,000	10,000
Expenditures Before Transfers		25,000	25,000	10,000	-15,000	-60.00%	10,000	10,000
TOTAL EXPENDITURES		25,000	25,000	10,000	-15,000	-60.00%	10,000	10,000
NET EXPENDITURES		10,000	10,000	10,000			10,000	10,000