

## **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 14<sup>th</sup> 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.