



CITY OF  
ST. CATHARINES

## Corporate Report

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**Report from** Recreation and Community Services, Programs and Cultural Services

**Date of Report:** April 17, 2013

**Date of Meeting:** April 29, 2013

**Report Number:** RCS-119-2013

**File:** 10.3.18

**Subject:** Mayor's Youth Advisory Committee Update

### Recommendation

That Council approve the Constitution and Terms of Reference for the Mayor's Youth Advisory Committee. FORTHWITH

### Summary

The purpose of the Mayor's Youth Advisory Committee (MYAC) is to obtain a perspective of a cross-section of young people within our community, ensuring they are informed and active in municipal events, issues and activities. MYAC is currently pursuing and engaged in a Skate for Eight skateboarding event, a Youth Friendly Community Recognition Program research project and the ratification of their Terms of Reference. This report provides an update to Council outlining the current initiatives of MYAC.

### Background

The formation of the MYAC was initiated in 1998 and was dissolved for a period of time but was reinstated in January 2006. The committee has struggled with membership since its inception due to various activities, family obligations and educational commitments of the youth within our community.

On November 26, 2012, Council approved 16 appointments to the MYAC and the committee was revitalized. Since then, the committee has been meeting regularly on a bi-weekly basis.

The committee is supported by an appointed Council representative and a staff liaison from Recreation and Community Services who both attend all committee meetings and provide ongoing guidance and support as needed.

### Report

MYAC intends to provide Council with regular updates regarding their vision, challenges, priorities and activities. Staff supports the current committee direction and has encouraged more Council dialogue and enhanced community engagement opportunities.

The committee is currently pursuing the following initiatives:

### **“Skate for Eight” Skateboard Event**

A free event hosted at the Seymour-Hannah Sports and Entertainment Complex Skateboard Park on Saturday, June 8, 2013 from 12:00 pm – 4:00 pm including live musical entertainment by local youth bands. Skate for Eight represents the eight reasons why this event is important to the youth in our community:

1. Promotes staying active and preventing obesity
2. Promotes self-esteem amongst youth
3. Promotes safe boarding practices
4. Promotes local recreation facilities
5. Promotes emission free active transportation
6. Promotes positive social interaction amongst youth
7. Promotes overall healthy lifestyle
8. Promotes the development of new skills

### **Youth Friendly Community Recognition Program 2013**

The committee is committed to pursuing this designation on behalf of the City of St. Catharines. A co-op student from Niagara College Recreation & Leisure Services Program has been secured to assist moving this initiative forward over the next seven months. Their primary support will be compiling research data specific to the 16 Youth Friendly Criteria. The committee expects to present its findings and recommendations to Council in December 2013.

### **Constitution and Terms of Reference**

In consultation with the City Clerk’s office, the committee has drafted a Constitution and Terms of Reference document (Appendix 1) for Council’s approval. Though the committee members are mainly young teens, they are dedicated to upholding the same City standards by which all other advisory committees are governed. They hold recorded votes and keep detailed meeting minutes.

### **Financial Implications**

Not applicable.

### **Conclusion**

The initiatives that MYAC is undertaking will ensure that the youth of St. Catharines will continue to have a voice at Council. These positive programs and events will raise the profile and awareness of youth throughout our community.

**Submitted by:** Phil Cristi, Manager of Programs and Cultural Services

**Prepared by:** Lori Mambella, Program Supervisor

**Approved by:** Rick Lane, R.D.M.R., Director of Recreation and Community Services

## **Mayor's Youth Advisory Committee**

**St. Catharines, Ontario, Canada**

Adopted:

Revised:

### **CONSTITUTION & TERMS OF REFERENCE**

#### **Committee Description**

The Mayor's Youth Advisory Committee, an Advisory Committee/Task Force of the City of St. Catharines provides a voice for the youth of St. Catharines, while advising City Council of important recreational and social issues concerning the City's younger population. The committee may also coordinate events for the youth of St. Catharines throughout the term(s) of the committee members.

It is the vision of the committee to provide a communication link between the youth of St. Catharines and the City Council and to encourage facilities and programs that will enhance the quality of life for youth in our community while promoting sustainable youth development and involvement.

The Mayor's Youth Advisory Committee (MYAC) has the ability to branch out to third party organizations and businesses in whatever way deemed appropriate by the committee and its supervisors.

The MYAC shall provide the City of St. Catharines with the names of the committee members and the committee's Executive Council not later than 60 days after the committee's first meeting of their term.

#### ***Membership***

A Mayor's Youth Advisory Committee Member shall impartially represent the youth of St. Catharines, their voices, opinions and ideas.

Each member of the MYAC shall serve a one (1) year term beginning on September 1st and ending on August 31st.

To be eligible to serve as a member of the MYAC, the following qualifications are required:

- a. The individual must be a recognized citizen of St. Catharines

- b. The individual must be between the ages of 14 and 25
- c. The individual should have filled out the formal membership application provided by the City of St. Catharines
- d. The individual must receive a formal acceptance from the existing committee and its supervisors
- e. The individual must not have a criminal record

Members may be terminated from the committee if/based on:

- a. The individual is no longer a resident of St. Catharines
- b. The individual exceeds the age limit of 25
- c. The individual is absent from three (3) consecutive Committee Meetings or five (5) total meetings without formal exclusion by the Chair, Vice-Chair or Committee Supervisors
- d. Conduct (as determined by the Chair and Committee Supervisors) that is incompatible with the roles and responsibilities of the MYAC Member position

Members shall observe all corporate policies of the City of St. Catharines with respect to the Code of Conduct and Harassment policies.

While it is not suggested, committee members may be recruited and added to the MYAC at any point during the term upon approval from the Executive Council and the Committee Supervisors.

### **Executive Council**

The MYAC will have an Executive Council that shall exist every term that the committee is active. The elections for the Executive Council shall take place no later than thirty (30) days after the first committee meeting and shall be open to the entire committee for participation. Each individual running for an executive position shall be entitled to a two (2) minute time period in which they may state their position and give a speech as to why they wish to be elected. The elections shall be done by a private balloted vote in which each committee member is entitled to. The roles of the Executive Council are as follows:

#### **Chair (C):**

will act as the written, public, and formal voice of the committee. Inquiries about the committee shall be addressed to the Chair or to the Committee Supervisors. It is the responsibility of the Chair to lead committee meetings, co-form the agenda with Committee Supervisors, ensure order within the committee, address any issues between but not limited to: the committee and the public/media;

committee members; membership; event co-ordination; etc. It is also the duty of the Chair to act as the Chief Electoral Officer when elections of the Executive Council arise. The position of Chief Electoral Officer may be assumed by one of the Committee Supervisors if they see fit. The Chair is also the default lead/co-ordinator of all events the MYAC does unless otherwise stated. The Chair may provide exclusion of absence from meetings for members in emergency/circumstantial situations. The term of the Chair shall be the one (1) year term in which their membership coincides with.

### **Vice-Chair (VC):**

will act as the support of the Chair and secondary contact of the committee. Duties of the Chair may be shared and/or passed along to the Vice-Chair if the Chair requires. The Vice-Chair may assume all duties of the Chair if the he/she is unable to perform them. In the absence of the Chair, the Vice-Chair shall fill his/her place until they return. The Vice-Chair may provide exclusion of absence from meetings for members in emergency/ circumstantial situations. The term of the Vice-Chair shall be the one (1) year term in which their membership coincides with.

### **Public Relations Officer (PRO):**

will act as the liaison between the media/public and the committee and shall keep up to date on current events within the City, advising the committee on information and news pertaining to them/their future endeavors. The PRO shall not release documents, statements or anything of the sort on behalf of the MYAC without signed approval of at least the Chair and Committee Supervisors of the MYAC. The term of the Public Relations Officer shall be the one (1) year term in which their membership coincides with.

### **Chief Financial Officer (CFO):**

will keep track of all the committees' finances, banking and book-keeping to their legal allowance. The CFO shall keep record of all transactions, donations or any finance-related action the committee partakes in and shall keep up-to-date on the budget of the MYAC at all times. The CFO shall inform the committee when any finances are added to the committee budget and likewise when finances are removed. The CFO should be in close contact with the Committee Supervisors to be constantly updated with this information. The term

of the Chief Financial Officer shall be the one (1) year term in which their membership coincides with.

**Secretary (S):**

will keep record of everything that goes on at committee meetings; prepare and keep record of formal minutes of committee meetings and devise an attendance tracking system that will allow him/her to easily warn the Executive Council when a Member has been absent for two (2) consecutive meetings without accepted reasoning and that they are approaching their third and final absence before termination of membership (upon consultation with Committee Supervisors). The secretary must therefore notify the rest of the Executive Council when a member has missed two (2) consecutive meetings, three (3) consecutive meetings and five (5) meetings in total. The term of the Secretary shall be the one (1) year term in which their membership coincides with.

Should any of the above mentioned positions become vacant for any reason (termination, surrendering of title, etc.), an election shall occur to fill the vacancy in which all committee members are eligible to participate in.

**Committee Supervisors**

The MYAC shall consist of its Members, its Executive Council and its Committee Supervisors. The committee supervisors must consist of at least one (1) St. Catharines City Councillor and one (1) St. Catharines Staff Member (Staff Liaison).

At least one of the above mentioned supervisors must be present at any meeting and event the MYAC holds. The Committee Supervisors hold the ability to cancel and call meetings, terminate membership/executive standing, approve/recruit new members, assume any role on the executive council and its rights/responsibilities whenever and if ever they deem necessary. At least one (1) of the Committee Supervisors must be responsible for the finances of the committee. While the CFO is technically responsible for finances, the City of St. Catharines requires a staff member or City Councillor to be in possession/control of the available funding and does not permit access to such funds to anyone but the Committee Supervisors.

The Committee Supervisors may provide exclusion of absence from meetings for members in emergency/circumstantial situations.

## **Meetings**

Meetings of the MYAC shall occur bi-weekly. The committee members shall determine the week day and time of their own meetings for the duration of their term. The MYAC meetings should take place in the City Council Chambers. However, if this location is not available for booking, a separate location within City Hall or at an approved location may be used.

Meetings shall be chaired by MYAC Chair or Vice-Chair and minutes shall be taken by the MYAC Secretary.

Appointments/designated time slots may be allotted for presentations by third-party organizations/individuals who wish to bring an event and/or subject to the committee's attention. These appointments must be arranged no later than three (3) days in advance and may go through the Chair or the Committee Supervisors for confirmation.

If a member is unable to attend a meeting, they are given the opportunity to miss two (2) consecutive meetings after which the Secretary will notify the rest of the Executive Council that the member is approaching their third and final consecutive absence. Said member will be notified of the same information and warned that they are approaching termination. If a member, for whatever reason, is absent for their third and final consecutive meeting, the Secretary will re-notify the rest of the Executive Council and the Committee Supervisors and the termination of the member shall be discussed/implemented. If a member reaches a total of five (5) (non/in combination with consecutive) meetings in total, the Secretary shall notify the rest of the Executive Council upon which they will discuss (with the Committee Supervisors) whether or not to terminate the membership. Approval of an absence may only be done by the Chair, Vice-Chair or Committee Supervisors.

## ***Terms of Reference Amendments/ Alterations***

A constitutional amendment/alteration period will be allotted every two (2) months at the beginning of the last meeting of the second month (2/2). If no one wishes to amend/alter the constitution, the constitution will remain as it is at the time of the offered period. If a member wishes to amend/alter the constitution, they will be allowed to voice their opinion. Following debate (if any), a vote to amend/alter the constitution in favor and against the member who initiated the change will take place.

After amendments/alterations to the constitution are made, the constitution must be signed by the current Chair, Vice-Chair and one of the Committee Supervisors at the time it was altered.

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Chair - MYAC - St. Catharines  
Catharines

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Vice-Chair - MYAC - St.

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Committee Supervisor - MYAC -St. Catharines

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I, Vincent Atallah, original creator of this constitution and current Chairman of the MYAC as of the date below hereby release amendment, alteration and signing rights to the Chair, Vice-Chair and Committee Supervisors currently and in the years to come so that they may amend, alter and sign a version of this constitution to become active within their term without the renewal of my signature.

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Vincent Atallah  
Creator of Original Constitution

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