
Minto Youth Action Council (MYAC)

Town of Minto

Terms of Reference

March 2018



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***Please note that that the Vision Statement, Mandate and Meeting Expectations were collaboratively drafted by the youth themselves. It is vital for the youth in a Youth Action Council to be actively involved in the creation of its fundamental structures.

Minto Youth Action Council Terms of Reference

HISTORY

In 2016, the Minto Youth Action Council (MYAC) was established through the joint efforts of the Town of Minto and the Northern Wellington Community Resiliency Worker.

The Northern Wellington Community Resiliency worker initiated the development of the MYAC through an Ontario Trillium Foundation (OTF) grant, and the Town of Minto's Economic Development and Recreation Departments committed staff time and resources to act as liaisons and Adult Allies for the MYAC.

The Adult Allies joined to discuss recruitment, meeting details, and ways to assist and support youth members as they would work on different projects moving forward. The rest came from the youth themselves. After the first meeting, they went out and promoted the opportunity to their peers, discussed gaps/issues, developed their vision and mandate, and began working on projects. The Adult Allies work closely alongside the youth members and it is the youth that determine the course of action.

The community at large has benefitted from MYAC's active role in Minto. MYAC has supported, had meetings and collaborated with many individuals, community groups, and local businesses by hosting free events, fundraising for local charities, bringing in skill development workshops for local youth, and much more. In becoming involved with these various efforts, MYAC has begun to create more positive perception of youth, and positive relationships between adults and youth in the community. Members volunteer with different events that otherwise would not run effectively without their support.

The MYAC actively solicits opinions from youth outside the Council with surveys and by attending various events to ensure that the youth voice that they are representing comes from the youth community and not just the youth on the Council. They also share these opportunities with their peers which increases awareness of local opportunities available to youth. Moreover, MYAC has assisted with various community betterment projects such as advising on the trail and park revitalization efforts and outdoor youth spaces.

In celebration of the MYAC's first anniversary, it was awarded a certificate of recognition and congratulations from MP John Nater on behalf of the House of Commons.

The work that MYAC has done over the past year has created a positive ripple effect in the community. Youth are learning about opportunities they can become involved with, businesses and organizations are reaching out to partner on initiatives, and local media are sharing positive news stories about local youth.

VISION STATEMENT

The Minto Youth Action Council is working towards creating a positive environment for youth in our community to be empowered, use their voices and create meaningful change.

MANDATE

1. Create spaces for youth to hang out.
2. Raise awareness about opportunities to get involved in the community.
3. Raise awareness about the issues that youth in Minto are facing.
4. Encourage youth to “stay” local when it comes to events, programs, etc.
5. Advocate for youth issues by forging partnerships with common organizations.
6. Working with different organizations.
7. Recognize and support diversity in Minto.
8. Working on community betterment projects.

MEETING EXPECTATIONS

1. Be open to other people’s opinions.
2. No interrupting.
3. Be respectful of other people’s ideas.
4. Help create a team.
5. Do not be shy or offended too easily
6. Be open-minded.
7. Let someone know if you cannot attend the meeting.
8. Participate!
9. Be Positive!

STAFF LIASONS

Staff Liaisons will be provided by the Town of Minto Economic Development and Recreation Departments. Their primary roles are to assist the Members with procedural matters such as preparing meeting agendas, minutes, and scheduling meetings with Town Council and Community Groups. The Staff Liaisons' will connect the MYAC with resources and make connections to the community.

Economic Development Liaison– *Taylor Keunen*

Recreation Liaison – *Grace Wilson*

COMMUNITY ADULT ALLIES

Community Liaisons will be provided by the Northern Wellington Community Resiliency Worker and a Community Adult Ally under the age of 30. Their primary roles are to assist the Members by providing support and assistance with projects and events.

Northern Wellington Community Resiliency Worker – *Gabriella Ieropoli*

Community Adult Ally – *Megan Raftis*

BUDGET

The Town of Minto Economic Development Department also committed to providing a \$5,000.00 annual budget for the MYAC and made the MYAC a sub-committee of the Minto Cultural Roundtable, which was a Committee of Council.

APPOINTMENT TO THE MINTO YOUTH ACTION COUNCIL

In order to become a member of the Council, a youth between the ages of 13 – 19 who resides within the Town of Minto must complete a MYAC application and submit to a Staff Liaison. The youth must show an effort to attend the vast majority of the scheduled meetings and partake in a minimum of one (1) sub-committee in order to remain on the Committee.

ATTENDANCE AND REGRETS

Regrets should be sent to a Staff Liaison 48 hours before a meeting or scheduled event.

RESPONSIBILITIES OF ALL COUNCIL MEMBERS

1. To attend all meetings.
2. To participate on a minimum of one (1) Sub-Committee.
3. To play an integral role to the Committee by actively participating and contributing to projects and/or events coordinated by the Committee.
4. Members must notify a Staff Liaison 48 hours before the scheduled meeting if they are unable to attend.
5. To create annual Action Plans consisting of projects, programs and events designed to assist in the fulfillment of the purposes of the Minto youth Action Council.
6. To advocate on behalf of youth in Minto.

PROCEDURES AND PROTOCOL

A. Decision Making

The Minto Youth Action Council will propose recommendation(s) it wishes to advise to Town Council.

A resolution of the Council will be adopted on a motion, carried by a simple majority vote. A quorum will be required. A quorum consists of a minimum 50% + 1 of the voting members of the Committee.

The meeting minutes will be reviewed and motioned by the Cultural Roundtable Committee and sent to the next Town Council meeting.

B. Meetings

Meetings of the Council will normally be held on the first and third Wednesdays of each month from 5:00 p.m. with adjournment at 6:30 p.m. during the year. The meetings are subject to change during the summer months (June – August). Meetings will generally be held at the Youth Space located at LaunchIt Minto in Harriston. Meetings will generally be open to all youth between the ages of 13 – 19 that reside within the Town of Minto.

C. Council Updates

The Minto Youth Action Council will provide a minimum of two (2) updates to Town Council each year regarding their activities. The update will be in form of a Delegation.

COMMITTEE PROJECTS & SPECIAL EVENTS

Based on the mandate and purpose, the Council will establish its priorities at the beginning of each school year and develop a work program with which to focus its attention. Additionally, the Committee may address items referred to it by others.

The Committee may consider matters that members deem to be of importance and within the Committee's responsibilities. The Council will also consider matters referred to it by Town Council or other Committees of Council, specifically the Cultural Roundtable. Additionally, the Council may also consider matters identified by other youth in the community and bring concerns or suggestions to the table. Such matters should be identified and explained in writing, addressed to the Staff Liaison to report at a meeting. The Council will consult with the Staff Liaison(s) regarding all matters and the corresponding work plan.

AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference of the MYAC should be reviewed on an annual basis at the end of each year at the time of preparing the Action Plan. The MYAC may recommend revisions to the Terms of Reference to Town Council for consideration.