



Perth East Youth Action Council

Terms of Reference

May 2019



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1. History:

The Perth East Youth Action Council was formed in April of 2019. This Council originated out of goal number three from the Perth4Youth Community Engagement Strategic Plan; 'Develop a youth council to engage local youth in the civic process to enhance succession planning'. The Recreation Coordinator completed extensive research about Youth Action Councils and applied for the United Way Perth-Huron Youth in Action Grant. This grant allowed the Coordinator to complete engagement sessions with youth to determine how the Council would run. Presentations and a small survey were completed at Perth East Public and Catholic schools to promote youth engagement in Perth East and receive feedback from the youth. The Coordinator hosted three initial meetings in Shakespeare, Sebringville and Milverton to gain further engagement from interested youth. From here monthly meetings are scheduled every third Tuesday of the month.

The Perth East Youth Action Council collaboratively created the Terms of Reference.

2. Purpose:

The Perth East Youth Action Council is working toward creating a voice for Perth East youth, creating opportunities and working towards creating meaningful change.

3. Responsibilities of Council:

1. To attend all meetings scheduled.
2. If you cannot attend a meeting let the Recreation Coordinator five 24 hours notice.
3. To attend all Youth Event planned by the Council.
4. To Advocate on behalf of Perth East Youth.

4. Membership:

1. To be a Perth East Resident or attend a school within Perth East.
2. Between the ages of 12-18.
3. New members are welcome at any time.

5. Accountability:

1. The Perth East Youth Action Council will be accountable to the Perth East Council.
2. Monthly meeting minutes will be sent to the Perth East Council for information.
3. The Perth East Youth Action Council will post all the agenda and minutes on the Youth Page on pertheast.ca/youth **and shared on the Perth East Recreation Page.**

6. Meeting Expectations:

1. Be involved in the meeting by participating and being present.
2. Be open-minded.
3. Do not interrupt other members.
4. Be respectful of others idea and each other.
5. Limit use of cell phone.
6. Be Positive.

7. Goals:

1. To get more Youth involved in the community.
2. Building experience for youth to put on their resume.
3. Finding local job experience for youth.
4. Sharing and promoting local opportunities for youth.
5. Being involved in Perth East and Perth County projects.
6. Encouraging Youth to stay local.

8. Staff Liaison

A staff liaison will be provided by Township of Perth East. Their role is to coordinate and organize the Youth Action Council meetings. Assist with procedural matters such as preparing meeting agendas and meeting notes. The Recreation Coordinator will be responsible for submitting the meeting notes to the Perth East Council and attending youth planned events.

9. Budget

1. The Perth East Council in the Annual Budget process will set the PEYAC Budget.
2. The Recreation Coordinator will consult the PEYAC and provide recommendations and a report to be sent to the Perth East Council for approval.

10. Procedures & Protocols

- a. Decision Making
 - i. All youth members will be included in the decision making.
- b. Meetings
 - i. Meetings will take place monthly. A reminder will be posted on social media and in the Perth East Youth Action Council Instagram chat.
- c. Grievances
 - i. If any member of the youth council has a problem with any aspect of the council (members, team cooperation, meetings, conflicts etc.), they are encouraged to approach the Recreation Coordinator with their concern. From there the concern will be documented and the coordinator will

determine the course of actions. These matters will always be kept confidential.

- d. Perth East Council Updates
 - i. Meeting notes will be sent to the Perth East Council every month.
 - ii. The PEYAC will choose 1-2 dates a calendar year to attend a Perth East Council meeting and present as a delegation.

11. Special Events

1. All youth Council are to attend the special events that they plan or have agreed to participate in. In extreme circumstances, the Council members must consult the Recreation Coordinator to miss the event.

12. Amendments to the Terms of Reference

The Perth East Youth Action Council Terms of Reference may be amended, varied or modified in agreement with Council Members. The Terms of Reference will be reviewed annually in September.