



Town of Lakeshore
Terms of Reference
Youth Advisory Committee

1.0 Purpose

- 1.1 Provide advice to Council on issues that affect youth in the Town.
- 1.2 Consult with other departments, agencies, and organizations that are involved in youth initiatives.

2.0 Membership

- 2.1 Composed of a maximum of 9 youth between the ages of 13 and 23 who reside in the Town of Lakeshore, as appointed by Council.
- 2.2 The Community & Development Services Department shall appoint the municipal liaison to the committee.
- 2.3 Two members of Council as appointed by the Mayor.
- 2.4 Members of TLYC over the age of eighteen (18) will be required to obtain a criminal reference check prior to their appointment.
- 2.5 Resigning members must submit written notice one month prior to their last intended meeting. An exit interview may be conducted.
- 2.6 Members who anticipate difficulty fulfilling their obligations, may request a leave of absence of up to three months, which may be granted by TLYC on a case-by-case basis and approved by Council. Council must approve any extensions beyond three months.
- 2.7 An excused absence is considered as school commitments (i.e. exams, class projects), illness, emergency and prior commitments at the discretion of the TLYC.
- 2.8 Event attendance is mandatory and the same procedure applies to events as meetings.

3.0 Responsibilities

- 3.1** Develop and maintain a positive liaison with other individuals, groups, agencies, organizations, etc., who are addressing issues of concern to Lakeshore's youth.
- 3.2** Provide input into policy development that affect Lakeshore's youth.
- 3.3** Advise Council on issues affecting youth in Lakeshore.
- 3.4** Raise awareness about the Youth Advisory Committee as well as other positive youth-driven/youth-serving organizations and activities.
- 3.5** Provide an annual report of achievements and future goals at the end of the committee term to the Community & Development Services Department and Council.
- 3.6** Forms for community service hours may be submitted quarterly to the municipal staff designate for signature.

4.0 Meetings

- 4.1** The TLYC will meet once monthly.
- 4.2** Proxy votes are not allowed.
- 4.3** At least two committee members will attend and represent TLYC at Council or public meetings when they have a report to Council.

5.0 Resources

- 5.1** A Municipal staff person will hold the position of recording secretary to the committee.

6.0 References

- 6.1** There are no references at this time.