

INTRODUCTION

The Town of Whitchurch-Stouffville Youth Advisory Working Group (YAWG) serves as the official voice for the youth of Whitchurch-Stouffville, providing support to Town staff on recreational and social matters affecting the youth population. The Working Group shall act as an advocate to provide new ideas and views to staff with respect to youth programs, initiatives, plans, and strategic direction projects within the Town. Working Group members will be provided opportunities to engage with personnel from all Town departments, facilitating their understanding of the intricacies of local governance.

PURPOSE & OBJECTIVES

The Youth Advisory Working Group aims to:

- Keep Town staff informed about significant youth-related matters.
- Act as positive advocates for youth in the community.
- Actively seek input from youth on important matters.
- Support events related to the YAWG mandate (i.e., Take Your Kid to Work Day, Santa Claus Parade).
- Assist in the planning and implementation of Youth Week activities.
- Provide leadership experience for youth.
- Aid in enhancing the image of youth in the Town of Stouffville.
- Present annually to Council regarding initiatives, events, and actionable items for consideration.

MANDATE

The mandate of the YAWG is to work with various departments across the Town to provide advice and input on issues of concern to youth. The Working Group shall act as an advocate to provide new ideas and views to staff with respect to youth programs, initiatives, plans and strategic direction, projects within the Town, and evaluate and promote current initiatives. The Working Group will raise awareness in the community by encouraging youth participation in planned events such as Youth Week.

MEMBERSHIP

- a. The Working Group shall consist of a maximum of twelve (12) members.
- b. All YAWG members must be residents of Whitchurch-Stouffville.
- c. All YAWG members should be enrolled in Grades 7 through to Grade 12, representing local Secondary and Elementary Schools of the York Region District School Board (YRDSB), York Catholic District School Board (YCDSB), and private schools located in the Town of Whitchurch-Stouffville. Members may live in Whitchurch-Stouffville but attend a Secondary School outside of the Town of Whitchurch-Stouffville boundaries.
- d. Facilitators and Town-liaisons will be comprised of staff from the Community Services Commission.
- e. Complementary organizations may assist the Committee as needed.

TERM

- a. The minimum term of office is one (1) school year (September to June).
- b. Members may be reappointed annually for the duration of their high school & post-secondary enrollment.

RECRUITMENT & APPOINTMENT

- a. All students, including returning students, must complete a YAWG application.
- b. Representatives must provide a letter of recommendation from a teacher, coach, Vice Principal and/or Principal.
- c. Applicants may be asked to participate in an interview process, as part of the application process.
- d. Co-Chair roles on the Working Group will be elected annually. Co-chairs will act as Working Group representatives, will chair meetings, and liaise with Town Staff.
- e. Additional Working Group roles may be added based on the operational needs of the Committee (i.e., to assist with a special event, Youth Week, etc.).

RESPONSIBILITIES OF ALL TEAM MEMBERS

- a. Attend meetings and subcommittee meetings.
- b. Actively contribute to projects and events.
- c. Notify the Chair or Co-Chairs of absences.
- d. Propose projects to assist YAWG's purposes.
- e. Contribute positively throughout the term.

MEETING SCHEDULE

The Working Group will meet every month, with the specific dates and times for meetings to be determined by the Committee at the beginning of each year. As the Committee appointments terminate at the end of June each year, there will be no meetings during the months of July and August.

ATTENDANCE & REGRETS

- a. Members missing three (3) meetings may be asked to step down.
- b. Regrets should be sent early to the Co-Chairs and staff liaison.

WORKING GROUP PROJECTS/SPECIAL EVENTS

The Working Group establishes priorities annually, developing a plan to focus on youth-related matters. The Working Group may address issues referred by others and consider matters identified by youth in the community.

WORKING GROUP OVERSIGHT & ADMINISTRATION

The Community Services Commission will provide oversight and administration of the Working Group. Supervisory Staff from Recreation Services will be present at all meetings of the Working Group to provide supervision, direction, technical support, secretarial assistance, and assistance with administrative functions. Staff will ensure that the Working Group stays on task during meeting and manages their time wisely.

AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference shall be reviewed annually, and revisions recommended by the Working Group require approval by the Commissioner of Community Services.

MISCELLANEOUS

Members of the Working Group will receive Volunteer Community Service time as remuneration for their service, as well as reimbursement of expenses approved by the Committee and the Commissioner of Community Services (or his/her designate), incurred in the performance of Committee duties. All such expenses shall be within the approved budget for the Working Group.

These Terms of Reference for the Youth Advisory Working Group are established by the Community Services Commission, Recreation Division, and are approved by the Commissioner of Community Services.